CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

November 18, 2025 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - November 4, 2025
   Minutes 11042025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   PD Monthly Stat Report (October 2025).pdf
2. Community Development Status Report - October
   October 2025 CDD Report (1).docx
   October 2025 Permits Issued Report.pdf
3. Public Works Status Report - October
   Public Works - October pdf.pdf
4. Finance Department Status Report - October
   October 2025 AP Council Report.pdf
   October 2025 General Fund Budget Report.pdf
   October 2025 Capital Fund Budget Report.pdf
5. Parks and Recreation Status Report - October
   October Directors Report.docx
6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. 2025-22 FY2026 General Fund Budget Revision #3
   FY2026 General Fund Budget Revision #3 LGS Worksheet 11-18-2025.pdf
   FY2026 General Fund Budget Revision #3 11-18-2025.pdf
   FY 26 General Funds Revision#3 Resolution 2025 -22.docx

2. Ordinance 2025-06- First reading of an ordinance petition to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.
   CRC Sleepy Hollow.pdf
   Sleepy Hollow Rezoning Application.pdf
   Sleepy Hollow Rezoning Application.pdf
   25-36-REZ-5122-0101-ZMA_SLEEPYHOLLOW_AcroPlot-compressed.pdf

3. Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees) - Possible Executive Session
   Proposed Amendments .pdf
   November 7 Request .pdf

4. Resolution 2025- 21 A Resolution of the City Council of the City of Ranson, West Virginia, Authorizing Premium Pay for hourly employees working the 2025 Tree Lightning event
   Resolution 2025-21.docx

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Table Drops
   - Food Drive Flyer
   - Ranson Elementary school program - PASS

   Food Drive Flyer .pdf
   PASS Ranson School.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 4, 2025

ATTACHMENTS:

Minutes 11042025.docx

CITY COUNCIL REGULAR MEETING
Minutes
November 4, 2025

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**
Jayden Bound	**Present**
Jarlyn Wratchford	**Present**

II. APPROVAL OF MINUTES

1. Minutes October 21, 2025

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jayden Bound	**Yes**
Jarlyn Wratchford	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Jefferson County Historic Landmarks Commission (JCHLC) updates and discussion

Addison Reese, representing the Jefferson County Historic Landmarks Commission (JCHLC), spoke to the Mayor and Council regarding a mini grant of $1,500 received in FY2025. The grant was originally intended to expand parking to an adjoining lot; however, unforeseen challenges have arisen with the lot. Therefore, Ms. Reese requested permission to use the $1,500 from the mini grant to make the building ADA compliant instead.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Motion**
Jayden Bound	**Second**
Jarlyn Wratchford	**Yes**

Citizen Amanda Stroud addressed the Council regarding the Brier Run annexation. Ms. Stroud noted that this annexation was a topic of discussion during her time on Council and expressed hope that a decision can soon be reached. She also thanked the Mayor and Council for recognizing National American Indian Heritage Month and National Family Literacy Day.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   Chief Bobby Miller was absent for the council meeting; he was attending a conference and will return next week.

2. City Manager Report

   City Manager Todd Wilt informed the Mayor and Council that applications for the At-Large Vacancy seat have been advertised in the local newspaper, on the City's website, and at the front of City Hall. To date, one candidate has applied. He also noted that there are seven (7) board member openings expiring on December 31, 2025, which will be advertised later this month.

   Mr. Wilt announced that *Pizza with Santa* will be held on December 13, 2025, at the Ranson Civic Center, and the Employee and Council Christmas Luncheon will take place on December 19, 2025, also at the Ranson Civic Center.

   He further informed the Mayor and Council that a resolution regarding the employee handbook—specifically related to holiday pay—may be presented at the next meeting. During the October staff meeting, it was brought to his attention that the week of Thanksgiving coincides with the City's annual tree lighting event, and employees are required to work that day. Therefore, he will be requesting that this day be recognized as a paid holiday.

   Mr. Wilt also reported that Apple Valley Waste has reached out to the city, noting that Ranson's trash collection day may change. The community will be notified once details are confirmed. Additionally, Potomac Edison has announced a scheduled power outage on November 6, 2025, between 9:00 AM and 10:00 AM.

COMMUNICATIONS FROM THE MAYOR

1.Proclamation – National American Indian Heritage Month
   Mayor Kenneth Suits approved the proclamation before him recognizing November as National American Indian Heritage Month.

   Proclamation – National Family Literacy Day

   Mayor Kenneth Suits approved the proclamation before him recognizing National Family Literacy Day.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Recognition – Former Council Member Tommy Custer
   Mayor and Council recognize Tommy Custer for his leadership and dedication as a council member. Present Mr. Custer with a dedication of Leadership Plaque, had pictures with the community and his family.

2. 2025-20 Resolution of the Ranson City Council Authorizing Financial Assistance to Jefferson County Community Ministries in Response to the Government Shutdown and Supplemental Nutrition Assistance Program (SNAP) Service Disruption.

   City council had a discussion regarding the 2025-20 Resolution. Council had a request to make a change that stated "Ranson residents "to say Jefferson County Residents.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jayden Bound	**Second**
Jarlyn Wratchford	**Yes**

3. Ordinance 2025- 06 First Reading of an Ordinance Approving the Annexation of Certain Real Property by Petition Pursuant to West Virginia Code §8-6-4a; Briar Run Estates Sections One, Section Two and Section Three

   Council member Colandrea motion with discussion and Council member Herbie McDaniel Second the motion with discussion.
   City Manager Todd Wilt informed the Council and Mayor this annexation of Briar Run Estates would bring all Phases of Brier Run into the City of Ranson.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Stephanie Fagan	**Yes**
Jayden Bound	**Yes**
Jarlyn Wratchford	**Yes**

Joe Bosco, President of the Homeowners Association for Briar Run Estates, spoke to the Mayor and Council regarding the proposed annexation of 134 houses into the City of Ranson. Mr. Bosco stated that the Ranson community has driven through the Briar Run Estates development for years to access the Towne Center shopping center, which has created increased traffic in their neighborhood.

Council held a discussion with Joe Bosco, President of the HOA for Briar Run Estates Phases 1, 2, and 3, regarding the annexation and road maintenance concerns. Mr. Bosco explained that the roads within the development have only received repairs over the years and have never been resealed since the original asphalt was laid. Councilmember Andy Colandrea noted that the

annexation process is separate from the issue of the streets and that there is no guarantee the City would assume responsibility for road maintenance at the expense of Ranson taxpayers, especially given the projected repair cost of over $425,000. Councilmember Colandrea also asked Mr. Bosco about the HOA's road repair fund and whether there had been any discussion on how those funds might be provided to the City to help offset the cost of road repairs, street signage, and the removal of speed bumps.

Councilmember Bound asked Mr. Bosco what the primary goal was in seeking annexation to Ranson. Mr. Bound acknowledged awareness of potential roadway connections but clarified that the City does not own the parcel needed for such a connection, and therefore no road connection could be guaranteed. Mr. Bosco reiterated that Ranson has benefited from the roadways running through Briar Run and stated that he views the annexation as a correction of an unjust condition.

WVABC Licensing request- Zoning form, Applicant PTV 1132 LLC submitted an application for Wawa Inc.

WaWa Inc Submitted an application for their West Virginia Alcohol business Licenses located at 1740 N. Fairfax Boulevard, Ranson WV 25438

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Abstain**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jayden Bound	**Motion**
Jarlyn Wratchford	**Second**

5. Legal Strategy Related to Sewer Capacity Improvement Fees Enacted by the City of Charles Town - Possible Executive Session

   Councilmember Colandrea spoke to the Mayor and Council regarding the recent increase in Charles Town's sewer rates. He stated that a study had been conducted concerning rate changes. After the engineer completed the study and provided consultation, the findings indicated that the sewer rates should decrease rather than increase.

   City council went into Executive session at 7:42PM motion was made Council member Colandrea and Second by Council member Bound returned from Executive session at 9:08 PM motion made by Stephanie Fagan and second by Andy Colandrea.

6. Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees)

   Council member Colandrea Tabled until next meeting

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jayden Bound	**Second**
Jarlyn Wratchford	**Yes**

7. Consideration of the Feasibility of Establishing a Newly Developed Public Sewer Treatment Facility

   Council Colandrea stated this would be to hire someone to come up with number to have a sewer system in Ranson. Mr. Colandrea feels this should be tabled indefinitely.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Second**
Jayden Bound	**Yes**
Jarlyn Wratchford	**Yes**

8. Municipal Prosecutor Resignation and Consideration of Appointment

   City Manager Todd Wilt informed the council and the Mayor that Ranson City Prosecutor Adam Ward is resigning from his position as Ranson City Prosecutor, as he has now assumed the role of Jefferson County Prosecutor. Mr. Ward recommended Jamin Branch as his successor. The City Council accepted Mr. Ward's resignation.
   Resignation – Motion - Andy Colandrea
   Second – Stephanie Fagan

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Second**
Jayden Bound	**Yes**
Jarlyn Wratchford	**Yes**

   Council considered Adam Ward recommendation of Jamin Branch

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Stephanie Fagan	**Yes**
Jayden Bound	**Yes**
Jarlyn Wratchford	**Yes**

VIII. ADJOURNMENT

The meeting was adjourned at 9:26 PM. The motion to adjourn was made by Councilmember Jayden Bound and seconded by Councilmember Herbie McDaniel the next Council meeting is scheduled for November 18, 2025 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 IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Chief Of Police Status Report

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

ATTACHMENTS:

PD Monthly Stat Report (October 2025).pdf

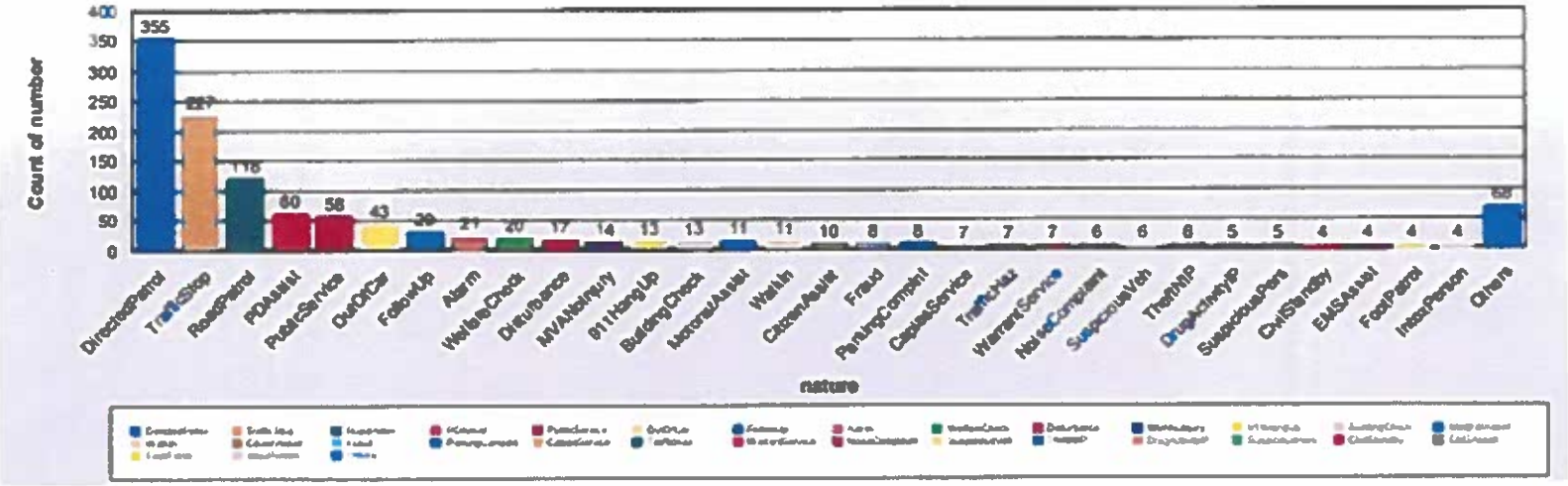
Ranson Police Department

From 10/01/2025 to 10/31/2025

Total Number of Calls for Service : 1,169

Count of Law incidents generated for the time period specified. These statistics include all calls for service dispatched by the ECC as well as all officer initiated events such as traffic stops, directed patrols, building checks, etc. The incidents are arranged by most frequent to least frequent.

Count of Natures



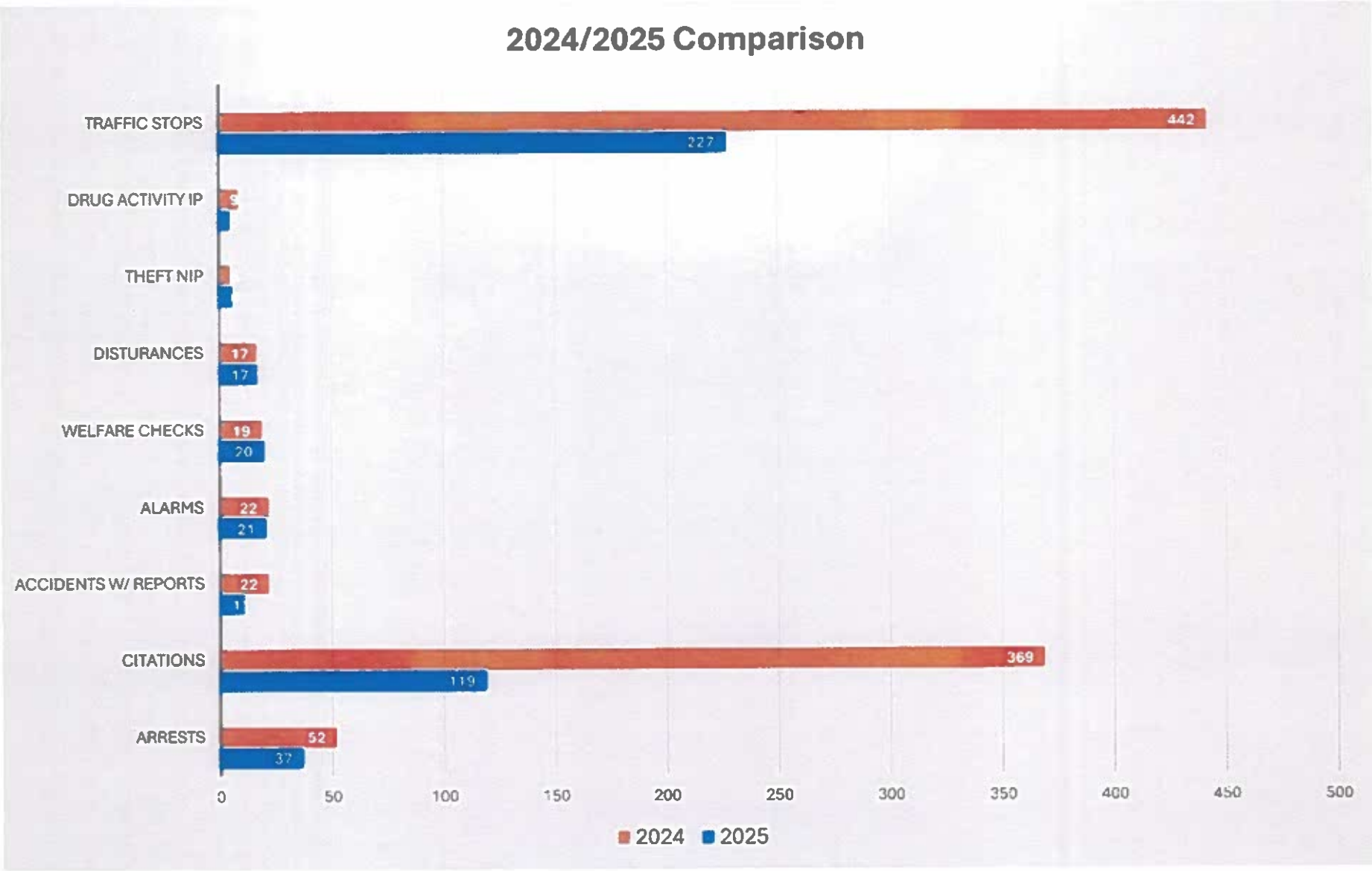
Lobby Walk Ins:	**62**
Total Calls for Service:	**1231**
Arrests:	**37**
Citations:	**119**
Accidents w/ Report	**11**

Completed Assignments:

- Candidate Testing
- Career Fair
- Monster Bash
- Rt. 9 GHSP Multi-Agency Detail
- Trick or Treat

Upcoming Events:

- November 12th AAA Awards
- November 29th Tree Lighting
- GHSP Multi-Agency Detail


2024/2025 Comparison
TRAFFIC STOPS
442
227
DRUG ACTIVITY IP
THEFT NIP
DISTURANCES
17
17
WELFARE CHECKS
19
20
ALARMS
22
21
ACCIDENTS W/ REPORTS
22
CITATIONS
369
119
ARRESTS
52
37
0
50
100
150
200
250
300
350
400
450
500
2024
2025

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Community Development Status Report - October

- Community Development Report - October
- Community Development Permits - October

Should there be any questions or concerns regarding the information provided, please contact the City Manager or Community Developer Director for clarification or further assistance.

ATTACHMENTS:

October 2025 CDD Report (1).docx
October 2025 Permits Issued Report.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: Reiley Stanley, Community Development Director
RE: Community Development Department Report – October 2025

Permitting:

- Staff received 125 permit applications:
  - 41 – regular permit applications (decks, fences, etc.)
  - 59– townhome permit applications
  - 14– single family permit applications
  - 10 – rental registration
  - 1 – R-O-W permit for fiber installation

- Staff issued 46 permits totaling $2,624,889.86 in valuation.
  - 9 were for new homes totaling $2,209,000 in valuation.
  - Permit fees collected totaled $95,169.51.
  - U&O fees collected totaled $600.
  - City Service fees collected totaled $9,000.

Code Enforcement:

- Staff started 7 new code cases (property maintenance, work without a permit)

Inspections:

- Staff performed 1232 permit inspections. This is 1 less than last month.
  - Patrick Coulter performed 502 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 162 inspections
  - Gary Englebert (contracted) performed 453 inspections
  - Reiley Stanley performed 104 site, sidewalk, final, and zoning inspections.
  - Kim Hawkins performed 11 rental registration self-interior verification.
- Department Staff also performed 9 code enforcement inspections.

Planning & Zoning:

- October Planning Commission Meeting:
  - Application submitted by Alpha Associates on behalf of Jefferson County Community Ministries for an adult emergency shelter to be located at 206 Racetrack Street zoned T5 was approved by the commission.
  - There are currently 40 planning projects in the system for review.

Permits Issued By Permit Type

Between 10/1/2025 & 10/31/2025

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	25-1181	107 E 2ND AVE RANSON, WV 25438	$4,800.00	$48.00	$0.00	$0.00
	25-1184	216 SWAN FIELD AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1185	224 SWAN FIELD AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1186	220 SWAN FIELD AVE RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1227	200 SWAN FIELD AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1228	204 SWAN FIELD AVE RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1229	208 SWAN FIELD AVE RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1230	212 SWAN FIELD AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1284	198 SHORT BRANCH DR RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	Total Permit Type: 9		**$38,800.00**	**$388.00**	**$0.00**	**$0.00**
Electrical Only (R)	25-1231	35 CAPITOL MEWS RANSON, WV 25438	$53,776.00	$537.76	$0.00	$0.00
	25-1239	1239 CEDAR VALLEY RD RANSON, WV 25438	$29,734.06	$297.34	$0.00	$0.00
	25-1266	102 JOUETT ST RANSON, WV 25438	$38,837.01	$388.37	$0.00	$0.00
	25-1277	64 MONROE AVE RANSON, WV 25438	$38,837.00	$388.37	$0.00	$0.00
	Total Permit Type: 4		**$161,184.07**	**$1,611.84**	**$0.00**	**$0.00**
Garage (R)	25-1207	405 E 6TH AVE RANSON, WV 25438	$61,000.00	$610.00	$0.00	$0.00
	Total Permit Type: 1		**$61,000.00**	**$610.00**	**$0.00**	**$0.00**
Mechanical Only (R)	25-1175	304 S FAIRFAX BLVD RANSON, WV 25438	$15,227.19	$152.27	$0.00	$0.00
	Total Permit Type: 1		**$15,227.19**	**$152.27**	**$0.00**	**$0.00**
New Single Family (R)	25-1108	177 WALLACE BLVD RANSON, WV 25438	$280,000.00	$11,341.80	$100.00	$1,000.00
	25-1198	62 SUMTER AVE RANSON, WV 25438	$378,000.00	$10,762.70	$100.00	$1,000.00
	25-1214	92 SUMTER AVE RANSON, WV 25438	$331,000.00	$10,355.50	$100.00	$1,000.00
	Total Permit Type: 3		**$989,000.00**	**$32,460.00**	**$300.00**	**$3,000.00**
Patio (R)	25-1267	146 SWAN FIELD AVE RANSON, WV 25438	$11,500.00	$115.00	$0.00	$0.00
	25-1268	198 SHORT BRANCH DR RANSON, WV 25438	$38,000.00	$80.00	$0.00	$0.00
	Total Permit Type: 2		**$49,500.00**	**$195.00**	**$0.00**	**$0.00**
Renovation (C)	25-1023	324 N MILDRED ST RANSON, WV 25438	$2,500.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$2,500.00**	**$50.00**	**$0.00**	**$0.00**
Renovation (R)	25-1163	605 N FAIRFAX BLVD RANSON, WV 25438	$10,700.00	$107.00	$0.00	$0.00
	25-1194	15 SPARKLING BROOK RD RANSON, WV 25438	$2,043.00	$25.00	$0.00	$0.00
	Total Permit Type: 2		**$12,743.00**	**$132.00**	**$0.00**	**$0.00**
Replacement Windows (C)	25-1320	401 S MILDRED ST RANSON, WV 25438	$20,000.00	$25.00	$0.00	$0.00

	Total Permit Type: 1		**$20,000.00**	**$25.00**	**$0.00**	**$0.00**
Replacement Windows (R)	25-1193	15 SPARKLING BROOK RD RANSON, WV 25438	$7,500.00	$25.00	$0.00	$0.00
	25-1221	1226 STEED ST RANSON, WV 25438	$16,222.00	$25.00	$0.00	$0.00
	Total Permit Type: 2		**$23,722.00**	**$50.00**	**$0.00**	**$0.00**
Right of Way Use (R)	25-1013	240 Joshua M Freeman Blvd Ranson, WV 25438	$0.00	$250.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$250.00**	**$0.00**	**$0.00**
Roof (R)	25-1218	405 S PRESTON ST RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	25-1318	203 BOUNDARY ST RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	Total Permit Type: 2		**$5,000.00**	**$100.00**	**$0.00**	**$0.00**
Siding (R)	25-1264	246 ELLERY ST RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	25-1265	304 FREEMAN ST RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	25-1302	213 W 4TH AVE RANSON, WV 25438	$750.00	$50.00	$0.00	$0.00
	Total Permit Type: 3		**$5,750.00**	**$100.00**	**$0.00**	**$0.00**
Storage Building (R)	25-1191	229 BOUNDARY ST RANSON, WV 25438	$2,200.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$2,200.00**	**$25.00**	**$0.00**	**$0.00**
Townhouse (R)	25-1149	1741 DESTRIER ST RANSON, WV 25438	$200,000.00	$9,785.00	$50.00	$1,000.00
	25-1150	1721 DESTRIER ST RANSON, WV 25438	$200,000.00	$9,785.00	$50.00	$1,000.00
	25-1152	1737 DESTRIER ST RANSON, WV 25438	$210,000.00	$9,840.20	$50.00	$1,000.00
	25-1162	1725 DESTRIER ST RANSON, WV 25438	$210,000.00	$9,840.20	$50.00	$1,000.00
	25-1164	1729 DESTRIER ST RANSON, WV 25438	$200,000.00	$9,785.00	$50.00	$1,000.00
	25-1165	1733 DESTRIER ST RANSON, WV 25438	$200,000.00	$9,785.00	$50.00	$1,000.00
	Total Permit Type: 6		**$1,220,000.00**	**$58,820.40**	**$300.00**	**$6,000.00**
Wall or Fence (R)	25-1199	471 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$5,773.60	$25.00	$0.00	$0.00
	25-1223	107 BRIN DR RANSON, WV 25438	$800.00	$25.00	$0.00	$0.00
	25-1224	401 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	25-1226	394 FREEMAN ST RANSON, WV 25438	$5,800.00	$25.00	$0.00	$0.00
	25-1290	443 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$5,890.00	$25.00	$0.00	$0.00
	25-1291	1273 RED CLOVER LN RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	25-1309	164 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	Total Permit Type: 7		**$18,263.60**	**$200.00**	**$0.00**	**$0.00**
Total	**Total Permits: 46**		**$2,624,889.86**	**$95,169.51**	**$600.00**	**$9,000.00**

AGENDA ITEM IV.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Public Works Status Report - October

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

ATTACHMENTS:

Public Works - October pdf.pdf

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:10/16/2025 - 11/13/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status:	**Complete**						
5905	Visitors Center - Nancy	Main Floor reception		4/9/2025		2	$45.00
Medium	Randy Cook			190	10/16/2025		
Signage				4/9/2025 5:51:01 PM	10/16/2025		
please put up banners (2) on Ranson Circle and (4) banners on utility poles throughout Ranson. This is for the WV Breeders Classic Race. Banners will be installed 9/26/25 and removed on 10/13/25.			put up banners and removed on10/14				
Debbie McClure							
5906	Visitors Center - Nancy			4/9/2025			$0.00
Medium	Randy Cook			190	10/16/2025		
Signage				4/9/2025 5:55:38 PM	10/16/2025		
please place Jockey Silk banners on fifth avenue for the WV Breeders Classic. Banner installation can be installed the same time as the WVBC Banners. Installed 9/26/25 and Removed 10/13/25							
Debbie McClure							
5998	Streets			5/22/2025			$0.00
Medium	Curtis White			147	10/16/2025		
				5/23/2025 7:48:49 AM	10/16/2025		
put up American flags							
Randy Cook							
6084	Visitors Center - Nancy			7/10/2025		6	$135.00
Medium	Randy Cook			98	10/16/2025		
Signage				7/10/2025 4:06:29 PM	10/16/2025		
please place the 20 jockey silk banners on 5th avenue (behind the track) on 9/26 and remove on 10/13. This is part of the Breeders Classic weekend event.			removed silk banners				
Debbie McClure							
6138	Streets	S. George St		8/12/2025			$0.00
Medium				65	10/16/2025		
				8/12/2025 1:47:40 PM	10/16/2025		
Puts cones out for the African -American festival on Friday 8/15							
6204	City Hall			9/16/2025			$0.00
Medium				30	10/16/2025		
Doors and Hardware				9/16/2025 8:28:35 AM	10/16/2025		
The door at the top of the stairs going in to Bob's office most likely needs the battery replaced in the key pad.							
Kim Hawkins							
6227	PD VEHICLE	PD UNIT #13 2018		9/29/2025			$0.00
Medium	Robert Hawkins			17	10/16/2025		
Vehicle Maintenance				9/29/2025 12:18:45 PM	10/16/2025		
needs oil change and has a belt squeaking. Sig sad he can bring it down to you when you want so you don't have to come get it.			Service complete at 67947 next service at 72947. replaced belt. will need front brakes replaced				
Chuck Lynch							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:10/16/2025 - 11/13/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6231	PD. STATION			9/30/2025			$0.00
Medium				16	10/16/2025		
Office Furnishings				9/30/2025 1:32:14 PM	10/16/2025		
Remove desk, chair and book shelf from office and place in storage.							
Travis McBride							
6245	PD. STATION			10/16/2025			$0.00
Medium	Keith Pierson				10/16/2025		
				10/16/2025 12:19:53 PM	10/16/2025		
move furnisher from office to trifecta			moved furnisher to trifecta				
6246	City Hall			10/16/2025			$0.00
Medium	Keith Pierson				10/16/2025		
				10/16/2025 12:21:56 PM	10/16/2025		
put new door on mayors office with a window			installed door with a glass				
6247	Streets			10/8/2025			$0.00
Medium	Keith Pierson			23	10/31/2025		
				10/16/2025 12:30:06 PM	10/31/2025		
please pick up signs			picked up				
Bill Silveous							
6248	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:37:10 PM	10/16/2025		
Install metal roofing and siding							
6249	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:39:06 PM	10/16/2025		
Install plumbing and electrical							
6250	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:40:26 PM	10/16/2025		
Install shaft wall for fire wall							
6251	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:41:36 PM	10/16/2025		
Install exterior doors and windows							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:10/16/2025 - 11/13/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6252	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:42:46 PM	10/16/2025		
Install plumbing vents and exhaust vents thru roof							
6253	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:50:44 PM	10/16/2025		
Install metal siding and roofing for new PW building							
6254	Public Works Building			10/16/2025			$0.00
Medium	Bill Silveous				10/16/2025		
				10/16/2025 12:52:27 PM	10/16/2025		
Install plumbing and electrical in new building							
6260	Park - Marcus Football	Building - Facilities		10/17/2025			$0.00
Emergency	Keith Pierson			17	11/3/2025		
Plumbing				10/17/2025 10:25:00 AM	11/3/2025		
Women's Handicap toilet runs continuously. Turned w ater off on this toilet for the time being.			took flap off and cleaned working good				
Timothy Michael							
6261	Park - Marcus Football	Building - Facilities		10/17/2025			$0.00
Emergency	Keith Pierson			17	11/3/2025		
Drainage				10/17/2025 10:26:27 AM	11/3/2025		
Water is coming up through the floor drain in the Women's Handicap restroom.			found the water was from toilet running constantly				
Timothy Michael							
6264	PD VEHICLE			10/21/2025			$0.00
Medium	Robert Hawkins			3	10/24/2025		
Vehicle Maintenance				10/21/2025 12:54:39 PM	10/24/2025		
Oil change for cruiser 12			Service complete at 23139 next service at 28139				
Travis McBride							
6265	Visitors Center - Nancy			10/22/2025			$0.00
Medium				19	11/10/2025		
Signage				10/22/2025 12:38:14 AM	11/10/2025		
please put highw ay signs out to advertise Monster Bash.Monster Bash/Trunk or TreatFriday, October 24, 6PM to 8PMRanson Civic Center							
Debbie McClure							
6266	Civic Center			10/22/2025			$0.00
Medium				19	11/10/2025		
Event Setup				10/22/2025 12:39:56 AM	11/10/2025		
please bring hallow een props from trifecta to the civic center.help set up for the event beginning at 10am.							
Debbie McClure							

Work Order Summary List

Selected Date Range for Completion Dates:10/16/2025 - 11/13/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6267	Visitors Center - Nancy			10/22/2025			$0.00
Medium				19	11/10/2025		
Special Events				10/22/2025 8:35:04 PM	11/10/2025		
please pick up 8 bales of straw for the monster bash event.							
Debbie McClure							
6270	PD VEHICLE	PD UNIT #13 2018		10/24/2025			$0.00
Medium	Robert Hawkins				10/24/2025		
				10/24/2025 10:03:02 AM	10/24/2025		
tire leaking air front left			Replaced front tire, cant be repaired				
Robert Hawkins							
6274	PW VEHICLE	TK #4 FORD F-350		10/30/2025			$0.00
Medium	Robert Hawkins				10/30/2025		
				10/30/2025 9:40:33 AM	10/30/2025		
Battery w ont stay charged			Replaced battery. Old battery was three years old				
Robert Hawkins							
6279	City Hall			10/31/2025			$0.00
Medium	Keith Pierson				10/31/2025		
				10/31/2025 7:04:59 AM	10/31/2025		
paint mayors door			sanded and painted				
6280	Civic Center			10/31/2025			$0.00
Medium	Keith Pierson				10/31/2025		
				10/31/2025 7:06:57 AM	10/31/2025		
help set up for monster bash			helped set up				
6281	PD. STATION			10/31/2025			$0.00
Medium	Keith Pierson				10/31/2025		
				10/31/2025 7:11:16 AM	10/31/2025		
build shelves at station for uniform storage			put shelves with hangers				
6282	PR Vehicle			10/31/2025			$0.00
High	Robert Hawkins			10	11/10/2025		
Equipment Maintenance				10/31/2025 2:48:34 PM	11/10/2025		
Front Driver's side tire has a gash on the sidew all. Probably need 4 new tires			Replaced all four tires				
Timothy Michael							
6284	P.D. Vehicle			11/1/2025			$0.00
Medium	Robert Hawkins			4	11/5/2025		
Vehicle Maintenance				11/1/2025 8:04:26 AM	11/5/2025		
oil change			Service complete at 4114. next service at 9114. right rear tire replaced. left rear tire plugged.				
Chuck Lynch							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:10/16/2025 - 11/13/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6285	Civic Center			11/3/2025			$0.00
Medium				7	11/10/2025		
Equipment				11/3/2025 5:02:55 PM	11/10/2025		
Tim needs someone to bring the trailer and drive him to Dalb to pick up several 4 and 6 ft. pallets. These will be used to store the 6ft tables on and for the food drive which is this Friday. Please call Tim to make arrangements for Wednesday.							
Debbie McClure							
6289	Civic Center			11/4/2025			$0.00
Medium	Robert Hawkins			6	11/10/2025		
Signage				11/4/2025 1:23:57 PM	11/10/2025		
please change message board to say:Food Drivefriday, nov. 7, 9am to 1pmRanson Civic Center							
Debbie McClure							

Count: 33 Work Orders	**Avg. Age of WO's**	**27**	**Total for Complete**	**8**	**$180.00**
Count: 33 Work Orders	**Avg. Age of WO's**	27	**Grand Total**	8	$180.00

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Finance Department Status Report - October

Staff is providing the following items for your review:

· Accounts Payable Council Report for October 2025

· General Fund Budget Report through October 2025

· Capital Improvement Fund Budget Report through October 2025

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

ATTACHMENTS:

October 2025 AP Council Report.pdf
October 2025 General Fund Budget Report.pdf
October 2025 Capital Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	479.95
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	60.00
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	529.95
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	566.20
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	105.99
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	113.24
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	60.00
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	100.00
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	113.50
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	38.00
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	57.50
	10/14/25	CHIEF MILLER UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	102.39
	10/14/25	PD HANDCUFF, RADIO POUCHES	GENERAL FUND	POLICE DEPARTMENT	414.00
	10/14/25	PD HANDCUFF, RADIO POUCHES	GENERAL FUND	POLICE DEPARTMENT	405.00
	10/14/25	PD HANDCUFF, RADIO POUCHES	GENERAL FUND	POLICE DEPARTMENT	540.00
	10/14/25	PD HANDCUFF, RADIO POUCHES	GENERAL FUND	POLICE DEPARTMENT	513.00
	10/14/25	PD HANDCUFF, RADIO POUCHES	GENERAL FUND	POLICE DEPARTMENT	490.34
				TOTAL:	4,689.06
514 QXO	10/14/25	PW BLDG ROOF SEALANT X4	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	23.00
				TOTAL:	23.00
7-ELEVEN	10/14/25	STANLEY FUEL 9/18/25	GENERAL FUND	PLANNING & ZONING	41.50
	10/14/25	LYNCH FUEL 9/28/25	GENERAL FUND	POLICE DEPARTMENT	54.79
	10/14/25	COOK FUEL 9/5/25	GENERAL FUND	STREETS & TRANSPORT	84.81
				TOTAL:	181.10
84 LUMBER	10/14/25	PW BLDG LUMBER PACKAGE	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	19,281.77
				TOTAL:	19,281.77
8X8, INC	10/15/25	PHONES SEP 25	GENERAL FUND	CITY HALL	505.92
				TOTAL:	505.92
ABC PEST CONTROL	10/28/25	PD PEST CONTROL OCT 25	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	10/14/25	P&R PT CRANES LN 8/18/25	PARKS & RECREATION	Parks & Recreation	176.00
	10/14/25	P&R PT LANCE SLUSHER 8/18/	PARKS & RECREATION	Parks & Recreation	176.00
	10/14/25	P&R PT WEST END PARK 8/18/	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	528.00
ADOBE CREATIVE CLOUD	10/14/25	EB ADOBE SUB 9/26-10/25/25	GENERAL FUND	CITY ADMINISTRATION	26.73
				TOTAL:	26.73
ADVANCE AUTO PARTS	10/14/25	PD #12 REAR SHOCKS X2	GENERAL FUND	POLICE DEPARTMENT	317.60
	10/14/25	PW BRAKE CLNR, MAGNETIC TO	GENERAL FUND	STREETS & TRANSPORT	55.42
				TOTAL:	373.02
AFLAC	10/01/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	10/01/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	10/01/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	10/01/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	10/01/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	10/01/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,290.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON.COM	10/14/25	TRASH BAGS, PENS	GENERAL FUND	CITY ADMINISTRATION	38.19
	10/14/25	P&Z SCISSORS, SUGAR	GENERAL FUND	PLANNING & ZONING	8.99
	10/14/25	TRASH BAGS, PENS	GENERAL FUND	CITY HALL	14.99
	10/14/25	TRASH BAGS, PENS	GENERAL FUND	CITY HALL	19.10
	10/14/25	TRASH BAGS, PENS	GENERAL FUND	CITY HALL	7.08
	10/14/25	FINANCE FILE FOLDERS	GENERAL FUND	CITY HALL	22.86
	10/14/25	FINANCE FILE FOLDERS	GENERAL FUND	CITY HALL	62.07
	10/14/25	FINANCE FILE FOLDERS	GENERAL FUND	CITY HALL	56.97
	10/14/25	P&Z SCISSORS, SUGAR	GENERAL FUND	CITY HALL	21.55
	10/14/25	P&Z SCISSORS, SUGAR	GENERAL FUND	CITY HALL	38.82
	10/14/25	PAPER TOWELS, COPY PAPER,C	GENERAL FUND	CITY HALL	40.96
	10/14/25	MONSTER BASH DUCKS X108	GENERAL FUND	POLICE DEPARTMENT	119.79
	10/14/25	PW COFFEE CREAMER X6	GENERAL FUND	STREETS & TRANSPORT	25.80
	10/14/25	PAPER TOWELS, COPY PAPER,C	GENERAL FUND	STREETS & TRANSPORT	31.83
	10/14/25	PAPER TOWELS, COPY PAPER,C	GENERAL FUND	STREETS & TRANSPORT	25.69
	10/14/25	MONSTER BASH CANDY X 4LB	PARKS & RECREATION	TOURISM & EVENTS	32.99
	10/14/25	MONSTER BASH CRAFTS	PARKS & RECREATION	TOURISM & EVENTS	106.91
	10/14/25	MONSTER BASH CRAFTS	PARKS & RECREATION	TOURISM & EVENTS	39.98
				TOTAL:	714.57
AMERICAN PRODUCERS SUPPLY	10/14/25	CC TP, PT, TRASH BAGS	PARKS & RECREATION	Parks & Recreation	124.50
	10/14/25	CC TP, PT, TRASH BAGS	PARKS & RECREATION	Parks & Recreation	137.66
	10/14/25	CC TP, PT, TRASH BAGS	PARKS & RECREATION	Parks & Recreation	101.96
				TOTAL:	364.12
ANDERSON TRUCK EQUIPMENT	10/15/25	PW #2 STROBE LIGHT INSTAL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	864.00
				TOTAL:	864.00
ANYTHINGID.COM	10/14/25	ID CARD PRINTER	GENERAL FUND	CITY ADMINISTRATION	1,414.95
				TOTAL:	1,414.95
APPLE VALLEY TIRE LLC.	10/14/25	PW #9 TIRE REPAIR	GENERAL FUND	STREETS & TRANSPORT	66.53
				TOTAL:	66.53
APPLE VALLEY WASTE	10/14/25	PW P/U AUG 25	GENERAL FUND	STREETS & TRANSPORT	287.05
				TOTAL:	287.05
ASK HEATING & AIR CONDITIONING	10/14/25	PW BLDG HVAC & INSTALLATIO	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	31,769.66
				TOTAL:	31,769.66
AUTO ZONE	10/14/25	PW SENSOR CLNRX12 , BRAKE	GENERAL FUND	STREETS & TRANSPORT	54.35
	10/14/25	PW #2 SEAT COVER	GENERAL FUND	STREETS & TRANSPORT	19.39
	10/14/25	PW TOWELS, ERASER, GOOF OF	GENERAL FUND	STREETS & TRANSPORT	57.07
	10/14/25	PW # 2 STROBE LIGHT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	65.95
				TOTAL:	196.76
BCN TELECOM INC	10/22/25	INTERNET OCT 25	GENERAL FUND	CITY HALL	531.24
	10/22/25	INTERNET OCT 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	10/22/25	INTERNET OCT 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	10/22/25	INTERNET OCT 25	PARKS & RECREATION	Parks & Recreation	149.40
	10/22/25	INTERNET OCT 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BIG MIKES	10/14/25	MANAGERS MTG FOOD	GENERAL FUND	CITY ADMINISTRATION	84.79
				TOTAL:	84.79

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BLUE RIDGE COMMUNITY AND TECHNICAL COL	10/14/25	TT EXCEL CLASS 11/6-20/25	GENERAL FUND	CITY HALL	29.00
	10/14/25	BA EXCEL CLASS 11/6-20/25	GENERAL FUND	CITY HALL	29.00
				TOTAL:	58.00
BP	10/14/25	CUSTER FUEL 9/5-19/25	GENERAL FUND	POLICE DEPARTMENT	190.89
	10/14/25	HOSBY-BROWN FUEL 9/4-20/25	GENERAL FUND	POLICE DEPARTMENT	217.09
	10/14/25	MCBRIDE FUEL 9/3-24/25	GENERAL FUND	POLICE DEPARTMENT	258.02
	10/14/25	PORTNER FUEL 9/12-27/25	GENERAL FUND	POLICE DEPARTMENT	213.55
	10/14/25	SWARTZ FUEL 8/29-9/5/25	GENERAL FUND	POLICE DEPARTMENT	109.88
	10/14/25	WATSON FUEL 8/29-9/25/25	GENERAL FUND	POLICE DEPARTMENT	440.49
				TOTAL:	1,429.92
BREEZY HR INC	10/14/25	HR CONSULTING 9/20-10/20/2	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	10/10/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	10/24/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
				TOTAL:	707.30
BURR PARK LIBERTY	10/14/25	LUTMAN FUEL 9/12/25	GENERAL FUND	POLICE DEPARTMENT	41.30
	10/14/25	LYNCH FUEL 8/30-9/16/25	GENERAL FUND	POLICE DEPARTMENT	151.58
				TOTAL:	192.88
CHARLES TOWN AUTO WASH	10/14/25	P&R TRUCK WASH 9/23/25	PARKS & RECREATION	Parks & Recreation	15.00
				TOTAL:	15.00
CHARLES TOWN UTILITIES GENERAL FUND	10/14/25	WATER 7/15-8/15/25	GENERAL FUND	CITY HALL	163.37
	10/14/25	WATER 7/15-8/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	10/14/25	WATER 7/15-8/15/25	GENERAL FUND	STREETS & TRANSPORT	249.81
	10/14/25	WATER 7/15-8/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	10/14/25	WATER 7/15-8/15/25	GENERAL FUND	STREET LIGHTS	56.16
	10/14/25	CC WATER 7/15-8/15/25	PARKS & RECREATION	Parks & Recreation	312.07
	10/14/25	CC WATER 7/15-8/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	10/14/25	CVB WATER 7/15-8/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	10/14/25	MF SEWER 7/30-8/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,036.53
CHATGPT SUBSCRIPTION	10/14/25	WILT OPEN AI SUB 9/25	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CHESAPEAKE PETROLEUM	10/15/25	PW PAD KIT FOR LIFT	GENERAL FUND	STREETS & TRANSPORT	205.40
				TOTAL:	205.40
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	10/15/25	CH COP CON 10/25,OVG 9/25	GENERAL FUND	CITY HALL	254.57
	10/15/25	CH COP CON 10/25,OVG 9/25	GENERAL FUND	CITY HALL	34.73
	10/15/25	PW COPY CONT 9/1-30/25	GENERAL FUND	STREETS & TRANSPORT	29.93
				TOTAL:	319.23
CONSTANT CONTACT	10/14/25	EMAILS SEP 25	PARKS & RECREATION	Parks & Recreation	131.00
				TOTAL:	131.00
CORPORATION OF RANSON	10/23/25	FY2026 Q1 REIMB	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	94,165.08
				TOTAL:	94,165.08
COSTCO	10/14/25	MONSTER BASH CANDY X12	PARKS & RECREATION	TOURISM & EVENTS	498.50
				TOTAL:	498.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CREAMERS TIRE & AUTO SERVICE CENTER	10/14/25	PD #24 TIRE X1	GENERAL FUND	POLICE DEPARTMENT	295.47
				TOTAL:	295.47
DEPARTMENT OF TAX & REVENUE	10/24/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,936.00
	10/24/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	246.00
	10/24/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,266.00
				TOTAL:	8,448.00
DIRTY GIRL	10/15/25	CLEANING SERV 9/23-10/9	GENERAL FUND	CITY HALL	1,000.00
	10/28/25	CLEANING 10/10-23/25	GENERAL FUND	CITY HALL	800.00
	10/15/25	CLEANING SERV 9/23-10/9	GENERAL FUND	POLICE DEPARTMENT	525.00
	10/28/25	CLEANING 10/10-23/25	GENERAL FUND	POLICE DEPARTMENT	350.00
	10/15/25	CLEANING SERV 9/23-10/9	GENERAL FUND	STREETS & TRANSPORT	375.00
	10/28/25	CLEANING 10/10-23/25	GENERAL FUND	STREETS & TRANSPORT	250.00
	10/15/25	CLEANING SERV 9/23-10/9	PARKS & RECREATION	Parks & Recreation	400.00
	10/15/25	CLEANING SERV 9/23-10/9	PARKS & RECREATION	Parks & Recreation	200.00
	10/28/25	CLEANING 10/10-23/25	PARKS & RECREATION	Parks & Recreation	400.00
	10/28/25	CLEANING 10/10-23/25	PARKS & RECREATION	Parks & Recreation	200.00
				TOTAL:	4,500.00
DOLLAR TREE	10/14/25	MONSTER BASH PUMPKINS X30	PARKS & RECREATION	TOURISM & EVENTS	46.37
	10/14/25	MONSTER BASH CRAFT SUPPLIE	PARKS & RECREATION	TOURISM & EVENTS	66.00
				TOTAL:	112.37
EAST MOUNTAIN HEALTH PHYSICIANS INC	10/15/25	PD MILLER PHYSCIAL	GENERAL FUND	POLICE DEPARTMENT	292.00
				TOTAL:	292.00
ED JOHNSON & ASSOCIATES	10/28/25	MF TURF PREPARATION	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	1,200.00
				TOTAL:	1,200.00
ENCOVA INSURANCE	10/15/25	FY25 WORKERS COMP ADJ	GENERAL FUND	CITY HALL	3,836.00
				TOTAL:	3,836.00
EXECUTIVE EMERGENCY LIGHTING LLC	10/14/25	PW #29 WRNG LGHT, GRILL LG	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	464.08
	10/14/25	PW #29 WRNG LGHT, GRILL LG	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	109.56
	10/14/25	PW #29 WRNG LGHT, GRILL LG	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	190.00
	10/14/25	PW #27 FRONT LIGHT BAR	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	785.58
				TOTAL:	1,549.22
FACEBOOK	10/14/25	CAREER FAIR AD BOOST 8/1-1	PARKS & RECREATION	TOURISM & EVENTS	59.36
				TOTAL:	59.36
FAIRFIELD INN & SUITES	10/14/25	CHIEF MILLER LEPS HOTEL 8/	GENERAL FUND	POLICE DEPARTMENT	115.00
				TOTAL:	115.00
FIRST CITIZEN BANK & TRUST CO	10/02/25	1&3 FLR COPY LEASE SEP 25	GENERAL FUND	CITY HALL	478.00
	10/15/25	P&Z COPY LEASE SEP 25	GENERAL FUND	CITY HALL	247.00
	10/28/25	1&3 FLR COPIER OCT 25	GENERAL FUND	CITY HALL	478.00
				TOTAL:	1,203.00
FISHER AUTO PARTS INC	10/14/25	PD #17 BATTERY	GENERAL FUND	POLICE DEPARTMENT	202.95
	10/14/25	PW SCAG MOWER BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	54.95
	10/14/25	PW WASHER SOLVENT 55 GAL	GENERAL FUND	STREETS & TRANSPORT	159.95
				TOTAL:	417.85
FRONTIER	10/15/25	CH FAX LINE OCT 25	GENERAL FUND	CITY HALL	147.39

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/15/25	CH FIRE ALARM OCT 25	GENERAL FUND	CITY HALL	146.23
	10/22/25	CH ELEVATOR OCT 25	GENERAL FUND	CITY HALL	96.69
	10/22/25	TRIFECTA ALARM OCT 25	GENERAL FUND	CITY HALL	191.42
	10/23/25	PD FAX LINE OCT 25	GENERAL FUND	POLICE DEPARTMENT	202.92
				TOTAL:	784.65
GO-MART	10/14/25	MILLER FUEL 8/28/25	GENERAL FUND	POLICE DEPARTMENT	70.86
				TOTAL:	70.86
HAMPTON INN	10/14/25	DA TOURISM CONF 9/29-10/2/	GENERAL FUND	CITY ADMINISTRATION	511.83
	10/14/25	DA TOURISM CONF CREDIT HOT	GENERAL FUND	CITY ADMINISTRATION	45.47-
				TOTAL:	466.36
HARBOR FREIGHT TOOLS	10/14/25	PW SAW HORSE X2, TIN SNIPS	GENERAL FUND	STREETS & TRANSPORT	69.96
	10/14/25	PW 1/4 SOCKET SET X1	GENERAL FUND	STREETS & TRANSPORT	114.99
	10/14/25	PW 1/2 SWIVEL RATCHET	GENERAL FUND	STREETS & TRANSPORT	34.99
				TOTAL:	219.94
HDL COMPANIES	10/22/25	B&O COLLECTION SEP 25	GENERAL FUND	CITY HALL	4,029.69
				TOTAL:	4,029.69
HOME DEPOT	10/14/25	CH TOILET SEAT X1	GENERAL FUND	CITY HALL	29.98
	10/14/25	MAYOR OFFICE TRIM/DOOR	GENERAL FUND	CITY HALL	472.00
	10/14/25	PW BLDG SCREWS AND PLUMBIN	GENERAL FUND	STREETS & TRANSPORT	19.87
	10/14/25	PW BLDG FLASHING,PAINT, TO	GENERAL FUND	STREETS & TRANSPORT	36.84
	10/14/25	PW BLDG FLASHING,PAINT, TO	GENERAL FUND	STREETS & TRANSPORT	11.94
	10/14/25	PW BLDG FLASHING,PAINT, TO	GENERAL FUND	STREETS & TRANSPORT	3.98
	10/14/25	PW FENCE PANEL X1 RES REPA	GENERAL FUND	STREETS & TRANSPORT	59.98
	10/14/25	BLACKTOP PATCHES X5	GENERAL FUND	STREETS & TRANSPORT	119.85
	10/14/25	PAINT SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	44.89
	10/14/25	PATCHES, BROOM, GLOVE, EAR	GENERAL FUND	STREETS & TRANSPORT	119.85
	10/14/25	PATCHES, BROOM, GLOVE, EAR	GENERAL FUND	STREETS & TRANSPORT	75.94
	10/14/25	PATCHES, BROOM, GLOVE, EAR	GENERAL FUND	STREETS & TRANSPORT	25.94
	10/14/25	PATCHES, BROOM, GLOVE, EAR	GENERAL FUND	STREETS & TRANSPORT	9.97
	10/14/25	PW HEX NUTS X100	GENERAL FUND	STREETS & TRANSPORT	6.97
	10/14/25	PW BLDG WIRE CONN/HEX KEY	GENERAL FUND	STREETS & TRANSPORT	30.97
	10/14/25	PW 4" MINI FILE SET	GENERAL FUND	STREETS & TRANSPORT	29.91
	10/14/25	PW PUMP ARMOR FLUID X2	GENERAL FUND	STREETS & TRANSPORT	23.96
	10/14/25	PW 8" FLAT FILE SET	GENERAL FUND	STREETS & TRANSPORT	62.99
	10/14/25	PW DRIVE 6 POINT RATCHET S	GENERAL FUND	STREETS & TRANSPORT	112.98
	10/14/25	PW INSPECTION CAMERA	GENERAL FUND	STREETS & TRANSPORT	62.22
	10/14/25	PW BLDG ROOF AND PLUMBING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	318.60
	10/14/25	PW BLDG CONCRETE ANCHORS X	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	16.36
	10/14/25	PW BLDG SCREWS AND PLUMBIN	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	47.25
	10/14/25	PW BLDG WIRE HANGERS X12	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	39.90
	10/14/25	PW BLDG SOFFIT/PAINT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	266.88
	10/14/25	PW BLDG FLASHING,PAINT, TO	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	84.36
	10/14/25	PW BLDG 2" PIPING X4	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	47.04
	10/14/25	PW BLDG CONDUIT, CONCRETE	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	278.58
	10/14/25	PW BLDG WIRE AND LIGHTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	298.70
	10/14/25	PW BLDG CLAMP CONN X75, ST	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	82.23
	10/14/25	PW BLDG GROUND BAR PANEL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	35.86
	10/14/25	PW BLDG WIRE CONN/HEX KEY	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	12.98
	10/14/25	MF BIKE CABLE LOCK	PARKS & RECREATION	Parks & Recreation	17.78
	10/14/25	LANCE SLUSHER BENCH PARTS	PARKS & RECREATION	Parks & Recreation	98.78
	10/14/25	LANCE SLUSHER CONCRETE, SC	PARKS & RECREATION	Parks & Recreation	26.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	3,033.01
HOME TEAM PEST DEFENSE	10/14/25	CH PEST CONTROL SEP 25	GENERAL FUND	CITY HALL	273.80
	10/14/25	PW PEST CONTROL SEP 25	GENERAL FUND	STREETS & TRANSPORT	79.40
	10/14/25	CVB PEST CONTROL SEP 25	PARKS & RECREATION	Parks & Recreation	136.40
				TOTAL:	489.60
ICMA	10/28/25	T WILT ICMA DUES 25-26	GENERAL FUND	CITY ADMINISTRATION	858.00
	10/14/25	WILT ICMA CONF 25-26	GENERAL FUND	CITY ADMINISTRATION	1,349.00
				TOTAL:	2,207.00
INTERNAL REVENUE SERVICE	10/10/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,113.97
	10/16/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	575.70
	10/24/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,034.27
	10/10/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,252.66
	10/16/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	415.32
	10/24/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,570.65
	10/21/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78-
	10/21/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78
	10/10/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,696.17
	10/16/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	97.14
	10/24/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,770.51
	10/21/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93-
	10/21/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93
	10/24/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	10/24/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	10/24/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	284.18
	10/24/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	66.44
	10/10/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	631.40
	10/24/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	631.40
	10/10/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	147.66
	10/24/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	147.66
	10/24/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	10/24/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	10/10/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	903.92
	10/24/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	903.92
	10/10/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	211.40
	10/24/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	211.40
	10/10/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	10/24/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	10/10/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	10/24/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	10/10/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,459.26
	10/16/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	415.32
	10/24/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,311.98
	10/21/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	16.78-
	10/21/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	16.78
	10/10/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	809.01
	10/16/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	97.14
	10/24/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	774.56
	10/21/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	3.93-
	10/21/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	3.93
	10/10/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,591.67
	10/24/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,592.96
	10/10/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.25
	10/24/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.55

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	60,328.84
INTERNATIONAL CODE COUNCIL	10/14/25	CITY MEMBERSHIP RENWL 25-2	GENERAL FUND	PLANNING & ZONING	405.00
				TOTAL:	405.00
INWOOD QUARRY, INC..	10/15/25	CRUSHED STONE 10/6/25	GENERAL FUND	STREETS & TRANSPORT	1,519.34
				TOTAL:	1,519.34
J&K PRECISION	10/14/25	PD #19 CK BATTERY DRAIN	GENERAL FUND	POLICE DEPARTMENT	420.00
				TOTAL:	420.00
JACQUELINE C SHADLE, COUNTY CLERK	10/15/25	DEED/PLAT BK 9/4-5/25	GENERAL FUND	PLANNING & ZONING	7.00
				TOTAL:	7.00
JEFFERSON COUNTY CHAMBER OF COMMERCE,	10/14/25	DA MEMBER MTG SEP 25	GENERAL FUND	CITY ADMINISTRATION	28.00
	10/14/25	RA MEMBER MTG SEP 25	GENERAL FUND	PLANNING & ZONING	28.00
				TOTAL:	56.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	10/15/25	CAD/MOBILE 7/6-8/5/25	GENERAL FUND	POLICE DEPARTMENT	438.83
				TOTAL:	438.83
JEFFERSON COUNTY CVB	10/02/25	HOTEL TX SEP 25	GENERAL FUND	INVALID DEPARTMENT	29,660.35
				TOTAL:	29,660.35
JEFFERSON PUBLISHING CO. INC	10/14/25	COM DEV SPEC HRING AD 10/2	GENERAL FUND	PLANNING & ZONING	152.90
	10/14/25	BLD COMMISSION OPENING 9/1	GENERAL FUND	CITY HALL	24.84
	10/14/25	BOARD OF ZONING OPENING 9/	GENERAL FUND	CITY HALL	24.98
				TOTAL:	202.72
JEFFERSON SECURITY BANK	10/10/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
	10/24/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
				TOTAL:	1,190.00
JOHN HANCOCK	10/10/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,405.75
	10/24/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,406.75
	10/10/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47
	10/24/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47
	10/10/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	588.46
	10/24/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	199.47
	10/10/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	10/24/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	10/10/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	10/24/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	10/10/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	10/24/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	10/10/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	10/24/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	10/10/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	10/24/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	10/10/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	10/24/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	10/10/25	457b payment	GENERAL FUND	CITY HALL	511.84
	10/24/25	457b payment	GENERAL FUND	CITY HALL	511.84
	10/10/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,386.34
	10/24/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,386.97
	10/10/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,386.34

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/24/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,386.97
	10/10/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	10/24/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	10/10/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	10/24/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
				TOTAL:	41,841.95
KIMBALL MIDWEST PAYEEZY CLOVER .COM	10/14/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	147.75
				TOTAL:	147.75
KIMLEY - HORN AND ASSOCIATES INC.	10/15/25	FY26 GEN SVC SEPT2025	GENERAL FUND	PLANNING & ZONING	4,912.44
				TOTAL:	4,912.44
KUBIC CONSTRUCTION INC	10/23/25	24-36-SP SURETY RELEASE	DEVELOPMENT BONDS	NON-DEPARTMENTAL	513,286.67
				TOTAL:	513,286.67
LEAF	10/15/25	1&3 FLR COP PP TAX 2024	GENERAL FUND	CITY HALL	94.39
	10/15/25	PW COPY LEASE SEP 25	GENERAL FUND	STREETS & TRANSPORT	123.00
	10/15/25	PW COPY LEASE SEP 25	GENERAL FUND	STREETS & TRANSPORT	77.47
				TOTAL:	294.86
LINCOLN FINANCIAL GROUP	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	339.50
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,192.41
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	656.00
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	10/01/25	OCT LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,325.54
MARONDA HOMES OF VIRGINIA LLC	10/02/25	BLD PRMT 23-520 REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,711.98
				TOTAL:	1,711.98
MARTINS FOOD STORE	10/14/25	MANAGERS MTG DRINKS	GENERAL FUND	CITY ADMINISTRATION	8.56
				TOTAL:	8.56
MATTHEW W. ANDERSON, PE, PLLC	10/14/25	INSPECTIONS 8/26-29/25	GENERAL FUND	PLANNING & ZONING	1,500.00
	10/14/25	INSPECTION 9/5/25	GENERAL FUND	PLANNING & ZONING	500.00
	10/14/25	INSPECTIONS 9/8-12/25	GENERAL FUND	PLANNING & ZONING	1,625.00
	10/14/25	INSPECTIONS 9/15-19/25	GENERAL FUND	PLANNING & ZONING	2,625.00
				TOTAL:	6,250.00
MCP INSPECTIONS	10/02/25	INSPECTIONS 9/8-19/25	GENERAL FUND	PLANNING & ZONING	2,050.00
	10/02/25	INSPECTIONS 9/8-19/25	GENERAL FUND	PLANNING & ZONING	2,650.00
	10/15/25	INSPECTIONS 9/22-10/3/25	GENERAL FUND	PLANNING & ZONING	2,200.00
	10/15/25	INSPECTIONS 9/22-10/3/25	GENERAL FUND	PLANNING & ZONING	2,550.00
	10/28/25	INSPECTIONS 10/6-17/25	GENERAL FUND	PLANNING & ZONING	2,950.00
	10/28/25	INSPECTIONS 10/6-17/25	GENERAL FUND	PLANNING & ZONING	3,600.00
				TOTAL:	16,000.00
METLIFE	10/01/25	OCT 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	347.43
	10/01/25	OCT 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	327.66
	10/01/25	OCT 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	159.59
	10/01/25	OCT 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,268.29
	10/01/25	OCT 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	939.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/01/25	OCT 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	97.47
				TOTAL:	3,139.64
MICHAEL FAGAN	10/15/25	BLD PRMT 25-144 REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
				TOTAL:	25.00
ORACLE ELEVATOR HOLDCO, INC	10/14/25	CH ELEVATOR MAINT OCT 25	GENERAL FUND	CITY HALL	159.66
				TOTAL:	159.66
PEAC SOLUTIONS	10/23/25	PD COPY LEAS 10/5-11/4/25	GENERAL FUND	POLICE DEPARTMENT	416.87
				TOTAL:	416.87
PEIA	10/03/25	OCT 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	5,101.48
	10/03/25	OCT 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	6,264.90
	10/03/25	OCT 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,448.92
	10/03/25	OCT 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	19,419.70
	10/03/25	OCT 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,182.80
	10/03/25	OCT 2025 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	10/03/25	OCT 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,510.04
				TOTAL:	53,949.64
PITNEY BOWES GLOBAL FINANCIAL SERVICES	10/02/25	POSTAGE LEASE 7/30-10/29/	GENERAL FUND	CITY HALL	239.70
				TOTAL:	239.70
PITNEY BOWES PURCHASE POWER	10/22/25	POSTAGE SEP 25	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
POTOMAC EDISON	10/28/25	ELE OCT 25	GENERAL FUND	CITY HALL	830.15
	10/28/25	ELE OCT 25	GENERAL FUND	POLICE DEPARTMENT	635.35
	10/28/25	ELE OCT 25	GENERAL FUND	STREETS & TRANSPORT	271.23
	10/28/25	ELE OCT 25	GENERAL FUND	STREET LIGHTS	10,525.91
	10/28/25	ELE OCT 25	PARKS & RECREATION	Parks & Recreation	91.55
	10/28/25	ELE OCT 25	PARKS & RECREATION	Parks & Recreation	1,800.78
				TOTAL:	14,154.97
R&L LANDSCAPES, INC.	10/02/25	LANDSCAPE OCT 25	GENERAL FUND	POLICE DEPARTMENT	166.66
	10/02/25	BRIAR RUN POND 9/3&23/25	GENERAL FUND	STREETS & TRANSPORT	400.00
	10/02/25	LANDSCAPE OCT 25	GENERAL FUND	STREETS & TRANSPORT	8,321.50
	10/02/25	LANDSCAPE OCT 25	PARKS & RECREATION	Parks & Recreation	1,475.00
	10/02/25	LANDSCAPE OCT 25	PARKS & RECREATION	Parks & Recreation	291.66
				TOTAL:	10,654.82
RANSON BUILDERS CONSORTIUM LLC	10/23/25	FY2026 Q1 FSPS FEES	CAPITAL IMPROVEMEN	INVALID DEPARTMENT	42,250.00
				TOTAL:	42,250.00
RANSON POST OFFICE	10/14/25	PD WV ACADEMY APPLICATION	GENERAL FUND	POLICE DEPARTMENT	2.72
				TOTAL:	2.72
RC TOWING LLC	10/15/25	PD #12 TOW	GENERAL FUND	POLICE DEPARTMENT	94.00
				TOTAL:	94.00
RCS SECURITY	10/14/25	CH CELL/MONT SVC 10/1-12/3	GENERAL FUND	CITY HALL	36.00
	10/14/25	CH CELL/MONT SVC 10/1-12/3	GENERAL FUND	CITY HALL	54.00
	10/14/25	CVB MONT SVC/CELL 10/1-12/	PARKS & RECREATION	Parks & Recreation	54.00
	10/14/25	CVB MONT SVC/CELL 10/1-12/	PARKS & RECREATION	Parks & Recreation	36.00
				TOTAL:	180.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RUCKMAN ENGINEERING PLC	10/15/25	PERMIT 2ND RVW 25-1023	GENERAL FUND	PLANNING & ZONING	100.00
	10/22/25	PRMT RV 25-1197 10/10/25	GENERAL FUND	PLANNING & ZONING	875.00
				TOTAL:	975.00
RUTTER'S FARM STORES	10/14/25	WHITE FRAUD 9/26/25	GENERAL FUND	STREETS & TRANSPORT	149.61
				TOTAL:	149.61
SAFE KIDS	10/14/25	WATSON RECERT CSS TECH	GENERAL FUND	POLICE DEPARTMENT	55.00
	10/14/25	WATSON CERT TECH PROXY CSS	GENERAL FUND	POLICE DEPARTMENT	25.00
				TOTAL:	80.00
SCPDC	10/15/25	MY GOV SEP 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHEETZ	10/14/25	COULTER FUEL 9/19/25	GENERAL FUND	PLANNING & ZONING	44.10
	10/14/25	CUSTER FUEL 9/3/25	GENERAL FUND	POLICE DEPARTMENT	73.62
	10/14/25	LANCASTER FUEL 9/5-26/25	GENERAL FUND	POLICE DEPARTMENT	171.76
	10/14/25	SEALANDER FUEL 8/30-9/22/2	GENERAL FUND	POLICE DEPARTMENT	423.08
	10/14/25	LUTMAN FUEL 9/24/25	GENERAL FUND	POLICE DEPARTMENT	43.22
	10/14/25	MILLER FUEL 9/2-29/25	GENERAL FUND	POLICE DEPARTMENT	231.66
	10/14/25	CROSS FUEL 9/17-24/25	GENERAL FUND	STREETS & TRANSPORT	191.22
	10/14/25	DIX FUEL 9/2-19/25	GENERAL FUND	STREETS & TRANSPORT	310.00
	10/14/25	HARDER FUEL 9/3-23/25	GENERAL FUND	STREETS & TRANSPORT	330.46
	10/14/25	B SILVEOUS FUEL 9/4-18/25	GENERAL FUND	STREETS & TRANSPORT	197.06
	10/14/25	COOK FUEL 9/18/25	GENERAL FUND	STREETS & TRANSPORT	78.85
	10/14/25	SMITH FUEL 9/5/25	GENERAL FUND	STREETS & TRANSPORT	93.00
	10/14/25	HAWKINS FUEL 9/3-26/25	GENERAL FUND	STREETS & TRANSPORT	155.01
	10/14/25	MCCLURE FUEL 9/10/25	PARKS & RECREATION	Parks & Recreation	40.78
				TOTAL:	2,383.82
SIGNS.COM	10/14/25	P&Z SIGNS POSTING BZA PROP	GENERAL FUND	PLANNING & ZONING	152.81
				TOTAL:	152.81
SP MY PARTS STORE	10/14/25	PW SMALL ENGINE PARTS	GENERAL FUND	STREETS & TRANSPORT	61.98
				TOTAL:	61.98
SPECIALTY PRINTING	10/14/25	ANDERSON/WRATCHFORD BUS CA	GENERAL FUND	CITY COUNCIL	39.50
	10/14/25	ANDERSON/WRATCHFORD BUS CA	GENERAL FUND	PLANNING & ZONING	39.50
				TOTAL:	79.00
SUNBELT RENTALS, INC	10/14/25	P&R LAN SLH BNCH INSTAL 9/	PARKS & RECREATION	Parks & Recreation	286.49
				TOTAL:	286.49
SUNOCO	10/14/25	LANCASTER FUEL 9/13-17/25	GENERAL FUND	POLICE DEPARTMENT	77.49
	10/14/25	SEALANDER FUEL 9/28/25	GENERAL FUND	POLICE DEPARTMENT	51.05
	10/14/25	LYNCH FUEL 9/8/25	GENERAL FUND	POLICE DEPARTMENT	59.01
	10/14/25	MILLER FUEL 8/29-9/11/25	GENERAL FUND	POLICE DEPARTMENT	128.22
	10/14/25	LONGERBEAM FUEL 9/12-25/25	GENERAL FUND	STREETS & TRANSPORT	118.03
	10/14/25	WHITE FUEL 9/3-24/25	GENERAL FUND	STREETS & TRANSPORT	244.17
	10/14/25	COOK FUEL 9/3/25	GENERAL FUND	STREETS & TRANSPORT	80.00
				TOTAL:	757.97
SUPERIOR AUTO BODY LLC	10/15/25	PD #17 DEDUCT/CLAIM PMT	GENERAL FUND	POLICE DEPARTMENT	3,415.93
				TOTAL:	3,415.93
SUPERIOR LAUNDRIES INC.	10/02/25	PD&PW MATS 9/3/25	GENERAL FUND	POLICE DEPARTMENT	23.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/02/25	PD&PW MATS 9/10/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	10/02/25	PD&PW MATS 9/17/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	10/02/25	PD&PW MATS 9/24/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	10/02/25	PD&PW MATS 9/3/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	10/02/25	PD&PW MATS 9/10/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	10/02/25	PD&PW MATS 9/17/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	10/02/25	PD&PW MATS 9/24/25	GENERAL FUND	STREETS & TRANSPORT	16.33
				TOTAL:	161.28
T-MOBILE	10/28/25	CELL PHONES OCT 25	GENERAL FUND	CITY ADMINISTRATION	42.98
	10/28/25	CELL PHONES OCT 25	GENERAL FUND	PLANNING & ZONING	65.76
	10/28/25	CELL PHONES OCT 25	GENERAL FUND	CITY HALL	246.28
	10/28/25	CELL PHONES OCT 25	GENERAL FUND	POLICE DEPARTMENT	70.81
	10/28/25	CELL PHONES OCT 25	GENERAL FUND	STREETS & TRANSPORT	349.00
	10/28/25	CELL PHONES OCT 25	PARKS & RECREATION	Parks & Recreation	32.88
	10/28/25	CELL PHONES OCT 25	PARKS & RECREATION	Parks & Recreation	32.88
				TOTAL:	840.59
TEK ADVISORS LLC	10/02/25	COMP MAINT OCT 25	GENERAL FUND	CITY HALL	6,920.61
	10/02/25	COMP MAINT OCT 25	GENERAL FUND	CITY HALL	546.25
	10/02/25	COMP MAINT OCT 25	GENERAL FUND	POLICE DEPARTMENT	403.75
	10/02/25	COMP MAINT OCT 25	GENERAL FUND	STREETS & TRANSPORT	399.98
				TOTAL:	8,270.59
THOS SOMERVILLE CO	10/14/25	PW BLDG ROOF BOOT X1	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	19.73
	10/14/25	PW BLDG ROOF BOOTS X2	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	39.46
				TOTAL:	59.19
TIMOTHY P. STRANKO, ESQ	10/15/25	LEGAL RETAINER OCT 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TOURISM CONFERENCE	10/14/25	DA WV GOV TOURISM CONF	GENERAL FUND	CITY ADMINISTRATION	411.00
				TOTAL:	411.00
TRACTOR SUPPLY	10/14/25	PW HARDWARE CLOTH X1	GENERAL FUND	STREETS & TRANSPORT	14.99
	10/14/25	PW WATER X 5 CASES	GENERAL FUND	STREETS & TRANSPORT	27.45
				TOTAL:	42.44
TRI-COUNTY RENTAL INC.	10/14/25	PW CHAIN SHARPING X9	GENERAL FUND	STREETS & TRANSPORT	71.55
				TOTAL:	71.55
TROPHIES "R" US, INC.	10/14/25	PD SWARTZ PLAQUE YRS OF SV	GENERAL FUND	POLICE DEPARTMENT	37.95
				TOTAL:	37.95
UNITED AIR	10/14/25	WILT ICMA TRAVEL 10/25-29/	GENERAL FUND	CITY ADMINISTRATION	200.97
				TOTAL:	200.97
UNITED WAY OF THE EASTERN PANHANDLE	10/02/25	SEP 25 TEEN COURT REMIT	GENERAL FUND	POLICE DEPARTMENT	342.77
				TOTAL:	342.77
US AUTOFORCE	10/22/25	PW #8 TIRE	GENERAL FUND	STREETS & TRANSPORT	174.59
	10/22/25	PW #25 TIRES X2	GENERAL FUND	STREETS & TRANSPORT	264.00
	10/15/25	PW #15 TIRES X4	GENERAL FUND	STREETS & TRANSPORT	782.52
	10/15/25	PW #12 TIRE X1	GENERAL FUND	STREETS & TRANSPORT	241.09
	10/15/25	PW #1 TIRES X4	GENERAL FUND	STREETS & TRANSPORT	846.48
	10/15/25	PW #12 TIRE X1	GENERAL FUND	STREETS & TRANSPORT	241.09

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,549.77
US BANK	10/14/25	SEPT2025 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	87,990.34
				TOTAL:	87,990.34
VISION SERVICE PLAN	10/01/25	OCT 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	59.32
	10/01/25	OCT 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	67.20
	10/01/25	OCT 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.67
	10/01/25	OCT 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	258.65
	10/01/25	OCT 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	188.57
	10/01/25	OCT 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	633.92
WALMART	10/14/25	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	299.68
	10/14/25	PLASTIC TOTES X2	PARKS & RECREATION	Parks & Recreation	36.94
				TOTAL:	336.62
WEATHERTECH DIRECT	10/14/25	PW #2 FLOOR MATS	GENERAL FUND	STREETS & TRANSPORT	138.95
				TOTAL:	138.95
WEIS	10/14/25	SIGULINSKY FUEL 9/2-24/25	GENERAL FUND	POLICE DEPARTMENT	215.80
	10/14/25	WHITE FUEL 9/10/25	GENERAL FUND	STREETS & TRANSPORT	77.01
				TOTAL:	292.81
WEST VIRGINIA AMERICAN WATER	10/14/25	MF IRRIGATION WATER 8/2-9/	PARKS & RECREATION	Parks & Recreation	1,000.00
	10/14/25	MF WATER 8/2-9/2/25	PARKS & RECREATION	Parks & Recreation	114.28
	10/14/25	MF IRRIGATION WATER 8/2-9/	PARKS & RECREATION	Parks & Recreation	1,000.00
	10/14/25	MF IRRIGATION WATER 8/2-9/	PARKS & RECREATION	Parks & Recreation	314.39
				TOTAL:	2,428.67
WINCHESTER EQUIPMENT COMPANY	10/14/25	PW TRACTOR FUEL SENDER UNI	GENERAL FUND	STREETS & TRANSPORT	244.86
				TOTAL:	244.86
WV DIVISION OF HIGHWAYS	10/22/25	FY25 BRINE/SALT/LIME	GENERAL FUND	STREETS & TRANSPORT	3,104.11
				TOTAL:	3,104.11
WV STATE TREASURER'S OFFICE	10/01/25	SEP2025 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	2,579.67
				TOTAL:	2,579.67
YCG.COM	10/14/25	RADAR CHARGING CORD X1	GENERAL FUND	POLICE DEPARTMENT	189.86
				TOTAL:	189.86
**PAYROLL EXPENSES		10/01/2025 - 10/31/2025	GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,583.37
			GENERAL FUND	CITY ADMINISTRATION	19,483.70
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	28,256.79
			GENERAL FUND	CITY HALL	20,473.28
			GENERAL FUND	POLICE DEPARTMENT	111,351.94
			GENERAL FUND	STREETS & TRANSPORT	49,616.21

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
**PAYROLL EXPENSES			PARKS & RECREATION	Parks & Recreation	17,153.98
				TOTAL:	253,819.27

========== FUND TOTALS ==========	
001 GENERAL FUND	644,744.51
201 CAPITAL IMPROVEMENT	192,756.61
900 PARKS & RECREATION	30,989.94
903 DEVELOPMENT BONDS	513,286.67
GRAND TOTAL:	1,381,777.73

TOTAL PAGES: 13

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: 10/01/2025 THRU 10/31/2025

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 10/01/2025 THRU 10/31/2025

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2026
General Fund Budget
October 2025 Financials

33.3% through Budget Year

	Current Budget FY2026 9-16-2025	Year to Date	Budget Balance	% of Budget Received
FY25 Carryover Fund Balance	*3,983,532*	*3,983,532*	-	100%
Revenue Summary				
Taxes	5,579,988	2,442,732	(3,137,256)	44%
Fines & Forfeitures	400,000	54,836	(345,164)	14%
Licenses & Permits	906,000	274,477	(631,523)	30%
Intergovernmental	525,000	1,762	(523,238)	0%
Miscellaneous	66,500	19,860	(46,640)	30%
Total Revenues	***11,461,020***	***6,777,200***	***(4,683,820)***	***59%***
Expenditure Summary				
Mayor's Office	17,560	5,886	11,674	34%
City Council	73,300	23,972	49,328	33%
City Administrator	596,515	156,223	440,292	26%
Police Judge's Office	51,300	8,181	43,119	16%
Contribution to Commissions	348,000	35,000	313,000	10%
Regional Development Authority	9,400	9,399	1	100%
Planning & Zoning	1,182,650	293,052	889,598	25%
Elections	11,500	27	11,473	0%
City Hall	1,307,000	442,574	864,426	34%
Contribution/Transfer	1,200,160	-	1,200,160	0%
Contingency	1,146,102	-	1,146,102	0%
Police Department	3,096,950	778,282	2,318,668	25%
Streets Department	1,446,550	459,428	987,122	32%
Street Lights	130,000	39,647	90,353	30%
Parks & Recreation	594,033	77,095	516,938	13%
Convention & Visitor's Bureau	250,000	77,095	172,905	31%
Total Expenditures	***11,461,020***	***2,405,861***	***9,055,159***	***21%***
Revenue Over Expenses		***4,371,338***		

FY 2026 General Fund Budget Revenues

Account Number	Description	Current Budget FY2026 9-16-2025	FY2026 Q1	Oct-25	Year to Date	Budget Balance	% of Budget Received
	FY25 Carryover Fund Balance	3,983,532	3,983,532	-	3,983,532	-	*100%*
001.301.100	Ad Valorem Tax Current Year	1,743,738	743,067	213,711	956,777	786,961	*55%*
001.301.102	Property Tax Prior Years	125,000	30,445	13,264	43,709	81,291	*35%*
001.301.106	Supplemental Taxes	50,000	10,144	4,869	15,013	34,987	*30%*
001.302.100	Tax Penalties and Interest	20,000	2,965	1,307	4,272	15,728	*21%*
001.303.100	Gas and Oil Severance Tax Current Year	20,000	-	13,545	13,545	6,455	*68%*
001.304.100	Utility Tax	300,000	54,088	49,942	104,030	195,970	*35%*
001.305.100	Business & Ocupation Tax	2,750,000	42,375	1,089,585	1,131,960	1,618,040	*41%*
001.306.100	Wine and Liquor Tax	70,000	-	18,160	18,160	51,840	*26%*
001.307.100	Animal Tax	1,250	929	149	1,077	173	*86%*
001.308.100	Hotel/Motel Tax	500,000	111,841	42,348	154,189	345,811	*31%*
001.320.100	Fines, Fees, and Court Costs	400,000	42,241	12,540	54,781	345,219	*14%*
001.321.100	Parking Tickets	-	50	5	55	(55)	*N/A*
001.325.100	Business Licenses	30,000	9,107	1,010	10,117	19,883	*34%*
001.326.100	Building Permits	750,000	169,720	82,724	252,444	497,556	*34%*
001.328.100	Franchise Tax	45,000	-	-	-	45,000	*0%*
001.329.100	Rental Registration	1,000	160	400	560	440	*56%*
001.330.100	IRP Fees	80,000	3,867	7,488	11,356	68,644	*14%*
001.369.100	Contributions from Other Funds (Sales Tax)	500,000	-	-	-	500,000	*0%*
001.374.100	Payroll Reimbursement	25,000	1,762	-	1,762	23,238	*7%*
001.380.100	Interest Gained on Investments	25,000	2,382	7,226	9,607	15,393	*38%*
001.382.100	Refunds & Rebates	25,000	211	4,130	4,341	20,659	*17%*
001.383.100	Sale of Fixed Asset	5,000	-	-	-	5,000	*0%*
001.386.100	Insurance Claim	5,000	3,058	-	3,058	1,942	*61%*
001.389.100	Accident Reports	5,000	1,120	400	1,520	3,480	*30%*
001.399.100	Miscellaneous	1,000	1,000	73	1,073	(73)	*107%*
001.399.102	Yard Sale Fees	250	170	20	190	60	*76%*
001.399.103	Fingerprint Fee	250	50	20	70	180	*28%*
	Total Revenues	***11,461,020***	***5,214,285***	***1,562,915***	***6,777,200***	***4,683,820***	***59%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*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	942	-	942	1,058	47%
001.409.226	Mayor Insurance Bonds	100	-	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	-	500	0%
001.409.341	Mayor Departmental Supplies	1,500	638	-	638	862	43%
001.409.568	Mayor Contributions	500	-	-	-	500	0%
	Total	**17,560**	**4,809**	***1,077***	***5,886***	***11,674***	***34%***
410 - City Council							
001.410.101	City Council Salary (6 members)	60,000	14,167	4,583	18,750	41,250	31%
001.410.104	City Council FICA	4,800	1,084	351	1,434	3,366	30%
001.410.214	City Council Travel	6,000	3,276	-	3,276	2,724	55%
001.410.230	City Council Contracted Services	500	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	2,000	512	-	512	1,489	26%
	Total	**73,300**	**19,038**	**4,934**	**23,972**	**49,328**	**33%**
412 - City Administration Office							
001.412.103	City Administration Salary (4 FT employees)	343,000	71,870	19,484	91,354	251,646	27%
001.412.104	City Administration FICA	26,765	5,729	1,558	7,287	19,478	27%
001.412.105	City Administration Insurance	94,000	17,354	5,732	23,087	70,913	25%
001.412.106	City Administration Retirement	33,500	6,660	1,948	8,608	24,892	26%
001.412.211	City Administration Phone	1,500	129	43	172	1,328	11%
001.412.214	City Administration Travel	4,000	1,728	2,683	4,411	(411)	110%
001.412.220	City Administration Ads/Legal Publications	2,500	-	41	41	2,459	2%
001.412.221	City Administration Training	2,500	2,388	-	2,388	112	96%
001.412.222	City Administration Dues and Subscriptions	3,500	469	1,106	1,575	1,925	45%
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	20,000	-	-	-	20,000	0%
001.412.341	City AdminIstration Supplies and Materials	5,000	2,021	342	2,363	2,637	47%
001.412.343	City Administration Gas Oil Tires	500	199	75	274	226	55%
001.412.345	City Administration Uniforms	2,000	-	-	-	2,000	0%
001.412.353	City Administration Computer Software	32,500	13,908	-	13,908	18,592	43%
	Total	**596,515**	**123,022**	***33,201***	***156,223***	***440,292***	***26%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*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%
001.416.211	Police Judge/Court Phone	5,000	-	-	-	5,000	0%
001.416.213	Police Judge/Court Utilities	5,000	-	-	-	5,000	0%
001.416.215	Police Judge/Court Building Maintenance/Repairs	2,500	-	-	-	2,500	0%
001.416.219	Police Judge/Court Equip Rentals	3,500	-	-	-	3,500	0%
001.416.223	Police Judge Professional Services	7,000	-	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	-	300	0%
001.416.341	Police Judge/Court Supplies	1,000	-	-	-	1,000	0%
	Total	**51,300**	**6,136**	***2,045***	***8,181***	***43,119***	***16%***
424 - Contributions							
001.424.568	*Contributions - Dispersed*						
	PANTRAN	15,000	-	-	-	15,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	-	200,000	0%
	Independent Fire Dept	54,000	-	35,000	35,000	19,000	65%
	Citizen Fire Dept.	14,000	-	-	-	14,000	0%
	Charles Town Library	5,000	-	-	-	5,000	0%
	Jefferson County P&R - Fireworks	5,000	-	-	-	5,000	0%
	Mini-Grant Program	50,000	-	-	-	50,000	0%
	Community Sponsorship	5,000	-	-	-	5,000	0%
	Total	**348,000**	**-**	***35,000***	***35,000***	***313,000***	***10%***
435 - Regional Development Authority							
001.435.222	Region 9 Planning & Development Council	**9,400**	9,399	-	**9,399**	**1**	**100%**

FY 2026 General Fund Budget Expenditures

Account Number	Description	Current Budget FY2026 9-16-2025	FY2026 Q1	Oct-25	Year-to-date	Budget Balance	Percent of Budget Expended
437 - Planning and Zoning							
001.437.103	Planning and Zoning Salary (7 FT employees)	501,000	97,627	28,257	125,884	375,116	25%
001.437.104	Planning and Zoning FICA	40,150	7,768	2,231	9,998	30,152	25%
001.437.105	Planning and Zoning Insurance	134,000	21,353	7,030	28,383	105,617	21%
001.437.106	Planning and Zoning Retirement	45,500	8,676	2,512	11,188	34,312	25%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	307	-	307	4,693	6%
001.437.110	Planning and Zoning Fringe Benefits	750	500	-	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	197	66	263	1,737	13%
001.437.214	Planning and Zoning Travel	3,000	-	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	260	260	240	52%
001.437.218	Planning and Zoning Postage	5,000	-	-	-	5,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	749	195	944	3,056	24%
001.437.221	Planning and Zoning Training	10,000	125	160	285	9,715	3%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	505	-	505	995	34%
001.437.223	Planning and Zoning Professional Services	400,000	89,341	22,475	111,816	288,184	28%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	26	-	26	975	3%
001.437.341	Planning and Zoning Supplies and Materials	10,000	537	106	643	9,357	6%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	256	173	429	2,071	17%
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	**1,182,650**	**229,587**	***63,465***	***293,052***	***889,598***	***25%***
438 - Elections							
001.438.220	Elections Advertising	750	27	-	27	723	4%
001.438.230	Elections Contracted Services (Poll workers)	7,000	-	-	-	7,000	0%
001.438.341	Elections Supplies and Materials	3,750	-	-	-	3,750	0%
	Total	**11,500**	**27**	**-**	**27**	**11,473**	**0%**

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
440 - City Hall							
001.440.103	City Hall Salary (4 FT employees)	270,000	70,312	20,473	90,785	179,215	34%
001.440.104	City Hall FICA	21,500	5,648	1,645	7,292	14,208	34%
001.440.105	City Hall Insurance	72,000	14,944	4,911	19,855	52,145	28%
001.440.106	City Hall Retirement	27,000	7,031	2,047	9,079	17,921	34%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	-	5,000	0%
001.440.211	City Hall Telephone	25,000	5,267	1,869	7,136	17,864	29%
001.440.212	City Hall Printing	7,500	265	255	519	6,981	7%
001.440.213	City Hall Utilities	25,000	3,673	994	4,667	20,333	19%
001.440.214	City Hall Travel	2,000	-	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	3,113	80	3,193	11,807	21%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	25	-	25	475	5%
001.440.218	City Hall Postage / Meter	7,000	1,143	200	1,343	5,657	19%
001.440.219	City Hall Building and Equipment Rents	11,000	2,354	854	3,208	7,792	29%
001.440.220	City Hall Advertising / Legal Publications	5,000	188	1,153	1,341	3,659	27%
001.440.221	City Hall Training	5,000	58	-	58	4,942	1%
001.440.222	City Hall Dues and Subscriptions	10,000	2,126	-	2,126	7,874	21%
001.440.223	City Hall Professional Services	100,000	13,500	4,500	18,000	82,000	18%
001.440.224	City Hall Audit Costs	40,000	-	-	-	40,000	0%
001.440.226	City Hall Insurance and Bonds (Travelers)	298,500	144,291	3,836	148,127	150,374	50%
001.440.230	City Hall Contracted Services	160,000	43,712	9,607	53,319	106,681	33%
001.440.232	City Hall Bank Charges	65,000	18,336	2,906	21,241	43,759	33%
001.440.341	City Hall Supplies and Materials	30,000	4,406	301	4,707	25,293	16%
001.440.343	City Hall Oil, Gas & Tires	500	-	-	-	500	0%
001.440.345	City Hall Uniforms	2,000	-	-	-	2,000	0%
001.440.353	City Hall Computer Software	100,000	44,749	-	44,749	55,251	45%
001.440.570	City Hall Miscellaneous Fees	2,000	1,804	-	1,804	196	90%
	Total	**1,307,000**	**386,944**	***55,630***	***442,574***	***864,426***	***34%***
444 - Contributions to Other Funds							
1.444.566	Contributions to Others Funds						
	Municipal Capital Improvement	1,200,160	-	-	-	1,200,160	0%
	Total	**1,200,160**	**-**	**-**	**-**	***1,200,160***	***0%***
699 - Contingencies							
1.699.000	Contingencies	1,146,102	-	-	-	1,146,102	0%
	Total	**1,146,102**	**-**	**-**	**-**	***1,146,102***	***0%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
700 - Police							
001.700.103	Police Salary (19 FT Officers & 2 FT Admin + RR)	1,750,000	366,254	102,165	468,419	1,281,581	27%
001.700.104	Police FICA	145,500	32,553	8,867	41,420	104,080	28%
001.700.105	Police Insurance	442,000	70,433	22,139	92,572	349,428	21%
001.700.106	Police Retirement	163,500	34,154	9,547	43,701	119,799	27%
001.700.108	Police Overtime / Extra Help	150,000	40,188	9,187	49,376	100,624	33%
001.700.110	Police Fringe Benefits	4,750	2,750	-	2,750	2,000	58%
001.700.211	Police Telephone	7,500	1,328	436	1,764	5,736	24%
001.700.212	Police Printing	500	-	-	-	500	0%
001.700.213	Police Utilities	22,500	2,358	1,130	3,488	19,012	16%
001.700.214	Police Travel	10,000	115	-	115	9,885	1%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	-	2,500	0%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	30,000	10,165	695	10,861	19,139	36%
001.700.218	Police Postage	1,000	71	10	81	919	8%
001.700.219	Police Building and Equipment Rents	7,000	1,268	417	1,685	5,315	24%
001.700.220	Police Advertising / Legal Publication	3,000	-	-	-	3,000	0%
001.700.221	Police Training	10,000	1,125	425	1,550	8,450	16%
001.700.222	Police Dues and Subscriptions	1,500	-	-	-	1,500	0%
001.700.223	Police Professional Services	32,500	730	-	730	31,770	2%
001.700.226	Police Insurance and Bonds	200	-	-	-	200	0%
001.700.230	Police Contracted Services	30,000	5,789	1,475	7,264	22,736	24%
001.700.233	Police Investigation Fees	1,000	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	100,000	5,419	2,922	8,341	91,659	8%
001.700.341	Police Supplies and Materials	25,000	1,216	1,217	2,433	22,567	10%
001.700.343	Police Gas Oil Tires	75,000	8,645	3,111	11,755	63,245	16%
001.700.345	Police Uniforms	50,000	5,161	11,676	16,837	33,163	34%
001.700.353	Police Software	31,000	13,141	-	13,141	17,859	42%
	Total	**3,096,950**	**602,863**	***175,419***	***778,282***	***2,318,668***	***25%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
750 - Streets							
001.750.103	Streets Salary (10 FT employees)	683,000	192,202	49,595	241,798	441,202	35%
001.750.104	Streets FICA	54,000	15,393	3,929	19,322	34,678	36%
001.750.105	Streets Insurance	229,000	54,433	17,967	72,399	156,601	32%
001.750.106	Streets Retirement	66,000	16,774	4,860	21,634	44,366	33%
001.750.108	Streets Overtime / Extra Help	17,500	503	21	524	16,976	3%
001.750.110	Streets Fringe Benefits	2,500	2,500	-	2,500	-	100%
001.750.211	Streets Telephone	6,750	1,495	498	1,993	4,757	30%
001.750.213	Streets Utilities	10,000	1,864	566	2,430	7,570	24%
001.750.214	Streets Travel	1,000	-	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	-	-	5,000	0%
001.750.216	Streets Maintenance / Repair Equipment	15,000	473	260	734	14,266	5%
001.750.217	Streets Maintenance / Repair Vehicles	20,000	914	386	1,300	18,700	7%
001.750.219	Streets Building and Equipment Rents	5,000	404	230	635	4,365	13%
001.750.221	Streets Training	2,500	168	-	168	2,333	7%
001.750.222	Streets Dues	500	-	-	-	500	0%
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	216,000	31,606	26,508	58,113	157,887	27%
001.750.341	Streets Supplies and Materials	65,000	15,910	7,328	23,238	41,762	36%
001.750.343	Streets Gas Oil Tires	30,000	6,792	4,361	11,153	18,847	37%
001.750.345	Streets Uniforms	10,000	-	-	-	10,000	0%
001.750.353	Streets Software	7,000	1,488	-	1,488	5,512	21%
	Total	**1,446,550**	**342,920**	***116,509***	***459,428***	***987,122***	***32%***
751 - Street Lights							
001.751.213	Street Lights - Utilities	130,000	29,065	10,582	39,647	90,353	30%
	Total	**130,000**	**29,065**	***10,582***	***39,647***	***90,353***	***30%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 9-16-2025*	*FY2026 Q1*	*Oct-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
900 - Parks & Recreation							
001.900.568	Parks & Recreation Pass through Hotel Tax	250,000	55,921	21,174	77,095	172,905	31%
001.900.568.001	Parks & Recreation Operational Contribution	344,033	-	-	-	344,033	0%
	Total	***594,033***	**55,921**	***21,174***	***77,095***	***516,938***	***13%***
901 - Convention & Visitors Bureau (CVB)							
001.901.568	CVB Pass through Hotel Tax	250,000	55,921	21,174	77,095	172,905	31%
	Total	**250,000**	**55,921**	***21,174***	***77,095***	***172,905***	***31%***
	Total Expenses	***11,461,020***	***1,865,652***	***540,209***	***2,405,861***	***9,055,159***	***21%***
	Revenue Over Expenses	***-***	***3,348,633***	***1,022,706***	***4,371,338***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - October 31, 2025
33.3% through Budget Year

	FY26 CURRENT BUDGET 9-16-25	*FY2026 Q1*	*OCT 2025*	*YEAR TO DATE*	*BUDGET BALANCE*	*% Budget Rcvd/Spent*
Carryover Balance	10,802,346	10,802,346	-	10,802,346	-	100%
201.350.100 City Service Fees	300,000	119,000	68,000	187,000	113,000	62%
201.369.100 Contributions from Other Funds	722,602	-	-	-	722,602	0%
201.376.000 Table Games Income	190,000	36,376	14,631	51,007	138,993	27%
201.380.100 Interest Income	85,000	13,974	22,692	36,666	48,334	43%
201.381.100 Capital Reimbursements	-	-	96	96	(96)	
201.397.100 Video Lottery Income	650,000	45,924	81,542	127,467	522,533	20%
TOTAL REVENUES	***12,749,948***	***11,017,621***	***186,961***	***11,204,582***	***1,545,366***	***88%***
EXPENDITURES						
Bank Charges	250	37	-	37	213	15%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES						
Computer Replacement Program (201-975.459.001)	100,000	-	-	-	100,000	0%
Condemnation of Properties (201-975.459.002)	25,000	-	-	-	25,000	0%
Total - General Government	*125,250*	*37*	-	*37*	*125,213*	*0%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES						
3 Patrol Vehicles (201-976.459.001)	168,000	-	-	-	168,000	0%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	-	-	-	75,000	0%
Three In-Car Camera Systems (201-976.459.002)	37,500	-	-	-	37,500	0%
Three CAD units (201-976.459.002)	10,000	-	-	-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-	-	-	8,000	0%
Radios (201-976.459.003)	15,000	-	-	-	15,000	0%
Radars (201-976.459.003)	7,500	-	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	-	-	-	15,000	0%
Existing Police Dept Improvements (201-976.459.005)	100,000	-	12,311	12,311	87,689	12%
New Police Department Building (201-976.459.005)	750,000	-	-	-	750,000	0%
Total - Public Safety	*1,186,000*	-	*12,311*	*12,311*	*1,173,689*	*1%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - October 31, 2025

33.3% through Budget Year

	FY26 CURRENT BUDGET 9-16-25	FY2026 Q1	OCT 2025	YEAR TO DATE	BUDGET BALANCE	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES						
Street Construction & Repairs						
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	-	-	1,300,000	0%
Stormwater Engineering/Repairs						
SWM/Engineering & Construction	50,000	-	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	300,000	-	-	-	300,000	0%
Miscellaneous Other Capital Projects						
City Hall Roof (201-977.459.011)	20,000	-	-	-	20,000	0%
Trifecta Place (201-977.459.013)	500,000	-	-	-	500,000	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	1,000	-	1,000	49,000	2%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	96	-	96	49,904	0%
Street Light Replacement (201-977.459.005)	75,000	16,777	-	16,777	58,223	22%
2 Ford Trucks (201-977.459.006)	138,000	85,721	864	86,585	51,415	63%
Large Dump Truck (201-977.459.008)	39,676	29,133	-	*29,133*	10,543	73%
Equipment (201-977.459.009)	75,000	-	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	405,637	102,654	35,487	138,141	267,496	34%
Total - Streets & Transportation	*3,403,313*	*235,381*	*36,351*	*271,732*	*3,131,581*	*8%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES						
Civic Center Improvements (201-979.459.001)	40,000	-	-	-	40,000	0%
Flowing Springs Trail (201-979.459.008)	600,000	-	-	-	600,000	0%
Marcus Fields Improvements (201-979.459.002)	815,000	40,040	1,200	41,240	773,760	5%
Total - Parks & Recreation	*1,455,000*	*40,040*	*1,200*	*41,240*	*1,413,760*	*3%*
Contingencies	6,580,385	-	-	-	6,580,385	0%
TOTAL EXPENSES	***6,169,563***	***275,458***	***49,862***	***325,320***	***5,844,243***	***5%***
REVENUES OVER EXPENSES	***6,580,385***	***10,742,163***	***137,099***	***10,879,262***		

AGENDA ITEM IV.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Parks and Recreation Status Report - October

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

ATTACHMENTS:

October Directors Report.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams y W

Ranson Parks and Recreation Board
Directors Report
Oct/Nov

Meetings

- Weekly meeting with the City Manager about Parks and Recreation.
- Directors' meeting.
- Conference call with soccer club about collaborating.
- Meeting for Monster Bash.
- Meetings for Pizza with Santa.
- Meeting on Tree Lighting.
- Christmas Parade Meetings.
- Discussion on Marcus Field.
- Multiple SmartRec software meetings and Trainings for implementation.
- Met with prospective rental opportunities.
- Discussions on how to start a Sports Club.
- Discussions with NobleWins about equipment for the Parks

Events

- Harvest Pointe Church
- Adult Soccer
- Pickleball
- Various Parties
- Red Cross Blood Drive
- Travel Soccer
- Travel Basketball
- Project Linus
- Girl Scout Meetings
- Home School volleyball games
- Eastern Panhandle Clothing Swap
- Ranson Police Testing at Civic Center
- Home School groups
- Basketball Skills and Drills Camp
- Frederick Baptist Volleyball
- Monster Bash
- Travel volleyball

- Craft Show
- Community Yard sale
- MCW Wrestling
- Community Food Drive
- Boys and Girls Club Activities
- BCT Banquet
- Business Collective Meeting
- Harvest Pointe Thanksgiving Diner
- Tree Lighting

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2025-22 FY2026 General Fund Budget Revision #3

In accordance with Ranson City Council Resolution 2025-20 dated November 4th, 2025, staff has prepared the requested General Fund budget revision for FY 2026 reflecting the $20,000 allocation to Community Sponsorships. In addition to the approved allocation amount, the proposed revision includes minor adjustments to

revenue and expense lines detailed below.

Enclosed is a copy of the Budget Revision #3 document, as well as the state worksheet and resolution to authorize the revision. In addition to the approved allocation amount, the proposed revision includes minor adjustments to revenue and expense lines detailed below and denoted with a yellow highlighted field in the budget document. To summarize, the primary adjustments are:

Revenues

1. Decrease of $6,400 to the Gas & Oil Severance Tax line to reflect annual

collection amount for the fiscal year.

2. Decrease of $150,000 to the Police Fines & Court Fees line to reflect lower

collections trend with police vacancies.

Expenses

1. Allotment of $750 to the Mayor travel budget to account for Mayor Suits future conference/training fees and lodging.

2. Allotment of $1,500 to the City Council travel budget to account for training opportunities and associated travel costs of the Winter WVML conference.

3. Allotment of $7,000 to the City Administration travel, training, and gas budget lines to account for future training opportunities/travel costs.

4. Allotment of $20,000 to the Community Sponsorships budget line as detailed in Resolution 2025-20.

5. Reduction of $185,650 to the Contingencies line, balancing the proposed revenue decreases and expense increases.

If approved, these revised figures would bring the total FY2026 General Fund budget from $11,461,020 to $11,304,620 (a decrease of $156,400).

ATTACHMENTS:

FY2026 General Fund Budget Revision #3 LGS Worksheet 11-18-2025.pdf
FY2026 General Fund Budget Revision #3 11-18-2025.pdf
FY 26 General Funds Revision#3 Resolution 2025 -22.docx

LGSD BR (Ver. 2023)

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Ending: 2026
Fund: 1
Revision Number: 3
Pages: 1

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

City of Ranson
GOVERNMENT ENTITY

312 South Mildred Street
STREET OR PO BOX

Ranson | 25438
CITY | ZIP CODE

Municipality
Government Type

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax	20,000		6,400	13,600
320	Fines, Fees & Court Costs	400,000		150,000	250,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-156,400		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	17,560	750		18,310
410	City Council	73,300	1,500		74,800
412	City Manager's Office	596,515	7,000		603,515
424	Contributions to Comms/Authorities	348,000	20,000		368,000
699	Contingencies*	1,146,102		185,650	960,452
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-156,400		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

11/18/2025
APPROVAL DATE

FY 2026
General Fund Budget
Budget Revision #3 Summary

	Current Budget FY2026	Budget Revision 3	Proposed Budget	YTD Totals Oct-2025
Prior Year Carryover Fund Balance	*3,983,532*	*-*	*3,983,532*	*3,983,532*
Revenue Summary				
Taxes	5,579,988	**(6,400)**	**5,573,588**	*2,442,732*
Fines & Forfeitures	400,000	**(150,000)**	**250,000**	*54,836*
Licenses & Permits	906,000	**-**	906,000	*274,477*
Intergovernmental	525,000	**-**	525,000	*1,762*
Miscellaneous	66,500	**-**	66,500	*19,860*
Total Revenues	***11,461,020***	***(156,400)***	***11,304,620***	***6,777,200***
Expenditure Summary				
Mayor's Office	17,560	**750**	**18,310**	*5,886*
City Council	73,300	**1,500**	**74,800**	*23,972*
City Administrator	596,515	**7,000**	**603,515**	*156,223*
Police Judge's Office	51,300	**-**	51,300	*8,181*
Contribution to Commissions	348,000	**20,000**	**368,000**	*35,000*
Regional Development Authority	9,400	**-**	9,400	*9,399*
Planning & Zoning	1,182,650	**-**	1,182,650	*293,052*
Elections	11,500	**-**	11,500	*27*
City Hall	1,307,000	**-**	1,307,000	*442,574*
Contribution/Transfer	1,200,160	**-**	1,200,160	-
Contingency	1,146,102	**(185,650)**	**960,452**	-
Police Department	3,096,950	**-**	3,096,950	*778,282*
Streets Department	1,446,550	**-**	1,446,550	*459,428*
Street Lights	130,000	**-**	130,000	*39,647*
Parks & Recreation	594,033	**-**	594,033	*77,095*
Convention & Visitor's Bureau	250,000	**-**	250,000	*77,095*
Total Expenditures	***11,461,020***	***(156,400)***	***11,304,620***	***2,405,861***
Revenue Over Expenses	*-*	*-*	*-*	***4,371,338***

FY2026 Revenues

Account	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
	FY25 Carryover Fund Balance	3,983,532	-	3,983,532	*3,983,532*	
001.301.100	Ad Valorem Tax Current Year	1,743,738	-	1,743,738	*956,777*	
001.301.102	Property Tax Prior Years	125,000	-	125,000	*43,709*	
001.301.106	Supplemental Taxes	50,000	-	50,000	*15,013*	
001.302.100	Tax Penalties and Interest	20,000	-	20,000	*4,272*	
001.303.100	Gas and Oil Severance Tax Current Year	20,000	***(6,400)***	**13,600**	***13,545***	***FY2026 Amount rcvd 10/07/2025***
001.304.100	Utility Tax	300,000	-	300,000	*104,030*	
001.305.100	B&O Tax	2,750,000	-	2,750,000	*1,131,960*	
001.306.100	Wine and Liquor Tax	70,000	-	70,000	*18,160*	
001.307.100	Animal Tax	1,250	-	1,250	*1,077*	
001.308.100	Hotel/Motel Tax	500,000	-	500,000	*154,189*	
001.320.100	Fines, Fees, and Court Costs	400,000	***(150,000)***	**250,000**	***54,781***	***Adjusting for collections trend thru 10/31/2025***
001.321.100	Parking Tickets	-	-	-	*55*	
001.325.100	Business Licenses	30,000	-	30,000	*10,117*	
001.326.100	Building Permits	750,000	-	750,000	*252,444*	
001.328.100	Franchise Tax	45,000	-	45,000	*-*	
001.329.100	Rental Registration	1,000	-	1,000	*560*	
001.330.100	IRP Fees	80,000	-	80,000	*11,356*	
001.369.100	Contributions from Sales Tax Fund	500,000	-	500,000	*-*	
001.374.100	Payroll Reimbursement	25,000	-	25,000	*1,762*	
001.380.100	Interest Gained on Investments	25,000	-	25,000	*9,607*	
001.382.100	Refunds & Rebates	25,000	-	25,000	*4,341*	
001.383.100	Sale of Fixed Asset	5,000	-	5,000	*-*	
001.386.100	Insurance Claim	5,000	-	5,000	*3,058*	
001.389.100	Accident Reports	5,000	-	5,000	*1,520*	
001.399.100	Miscellaneous	1,000	-	1,000	*1,073*	
001.399.102	Yard Sale Fees	250	-	250	*190*	
001.399.103	Fingerprint Fee	250	-	250	*70*	
	Total Revenues	***11,461,020***	***(156,400)***	***11,304,620***	***6,777,200***	

FY2026 Expenditures

Account Number	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
409 - Mayor's Office						
001.409.101	Mayor Salary	12,000	-	12,000	*4,000*	
001.409.104	Mayor FICA	960	-	960	*306*	
001.409.214	Mayor Travel	2,000	***750***	**2,750**	***942***	***Funds for Winter WVML Conference***
001.409.226	Mayor Insurance Bonds	100	-	100	-	
001.409.230	Mayor Contracted Services	500	-	500	-	
001.409.341	Mayor Departmental Supplies	1,500		1,500	*638*	
001.409.568	Mayor Contributions	500	-	500	-	
	Total	***17,560***	***750***	**18,310**	***5,886***	
410 - City Council						
001.410.101	City Council Salary	60,000	-	60,000	*18,750*	
001.410.104	City Council FICA	4,800	-	4,800	*1,434*	
001.410.214	City Council Travel	6,000	***1,500***	**7,500**	***3,276***	***Funds for Winter WVML Conference (2 attendees)***
001.410.230	City Council Contracted Services	500	-	500	-	
001.410.341	City Council Departmental Supplies	2,000		2,000	*512*	
	Total	***73,300***	***1,500***	**74,800**	***23,972***	
412 - City Administration Office						
001.412.103	City Administration Salary (4 FT staff)	343,000	-	343,000	*91,354*	
001.412.104	City Administration FICA	26,765	-	26,765	*7,287*	
001.412.105	City Administration Insurance	94,000	-	94,000	*23,087*	
001.412.106	City Administration Retirement	33,500	-	33,500	*8,608*	
001.412.211	City Administration Phone	1,500	-	1,500	*172*	
001.412.214	City Administration Travel	4,000	***3,500***	**7,500**	***4,411***	***Funds for Winter WVML Conference, ICMA, Clerk Trainings***
001.412.220	City Administration Ads/Legal Publications	2,500	-	2,500	*41*	
001.412.221	City Administration Training	2,500	***2,500***	**5,000**	***2,388***	***Funds for Winter WVML Conference, ICMA, Clerk Trainings***
001.412.222	City Administration Dues and Subscriptions	3,500	-	3,500	*1,575*	
001.412.223	City Administration Professional Services	25,000	-	25,000	*756*	
001.412.226	City Administration Insurance and Bonds	250	-	250	-	
001.412.230	City Administration Contracted Services	20,000	-	20,000	-	
001.412.341	City Administration Supplies and Materials	5,000	-	5,000	*2,363*	
001.412.343	City Administration Gas Oil Tires	500	***1,000***	**1,500**	***274***	***Funds for travel***
001.412.345	City Administration Uniforms	2,000	-	2,000	-	
001.412.353	City Administration Computer Software	32,500	-	32,500	*13,908*	
	Total	***596,515***	***7,000***	**603,515**	***156,223***	
416 - Police Judge's Office						
001.416.103	Police Judge Salary (3 PT staff)	25,000	-	25,000	*7,600*	
001.416.104	Police Judge FICA	2,000	-	2,000	*581*	
001.416.211	Court Building Phone	5,000	-	5,000	-	
001.416.213	Court Building Utilities	5,000	-	5,000	-	
001.416.215	Court Building Repairs/Maintenance	2,500	-	2,500	-	
001.416.219	Court Building & Equipment Rentals	3,500	-	3,500	-	
001.416.223	Police Judge Professional Services	7,000	-	7,000	-	
001.416.226	Police Judge Insurance and Bonds	300	-	300	-	
001.416.341	Court Building Supplies & Materials	1,000	-	1,000	-	
	Total	***51,300***	**-**	**51,300**	***8,181***	

FY2026 Expenditures

Account Number	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
424 - Contributions						
001.424.568	Contributions - Dispersed					
	PANTRAN	15,000	-	15,000	-	
	Ranson Bus Route Initiative	200,000	-	200,000	-	
	Independent Fire Dept	54,000	-	54,000	*35,000*	
	Citizen Fire Dept.	14,000	-	14,000	-	
	Charles Town Library	5,000	-	5,000	-	
	Jefferson County P&R - Fireworks	5,000	-	5,000	-	
	Mini-Grant Program	50,000	-	50,000	-	
	Community Sponsorship	5,000	***20,000***	**25,000**	**-**	***11/6/2025 Resolution for community funds/support***
	Total	***348,000***	***20,000***	**368,000**	***35,000***	
435 - Regional Development Authority						
001.435.222	Region 9 Planning & Development Council	**9,400**	-	**9,400**	***9,399***	
437 - Planning and Zoning						
001.437.103	Planning and Zoning Salary (7 FT staff)	501,000	-	501,000	*125,884*	
001.437.104	Planning and Zoning FICA	40,150	-	40,150	*9,998*	
001.437.105	Planning and Zoning Insurance	134,000	-	134,000	*28,383*	
001.437.106	Planning and Zoning Retirement	45,500	-	45,500	*11,188*	
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	-	5,000	*307*	
001.437.110	Planning and Zoning Fringe Benefits	750	-	750	*500*	
001.437.211	Planning and Zoning Telephone	2,000	-	2,000	*263*	
001.437.214	Planning and Zoning Travel	3,000	-	3,000	-	
001.437.217	Planning and Zoning Vehicle Repair	500	-	500	*260*	
001.437.218	Planning and Zoning Postage	5,000	-	5,000	-	
001.437.220	Planning and Zoning Legal Publications	4,000	-	4,000	*944*	
001.437.221	Planning and Zoning Training	10,000	-	10,000	*285*	
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	-	1,500	*505*	
001.437.223	Planning and Zoning Professional Services	400,000	-	400,000	*111,816*	
001.437.226	Planning and Zoning Insurance & Bonds	250	-	250	-	
001.437.230	Planning and Zoning Contracted Services	1,000	-	1,000	*26*	
001.437.341	Planning and Zoning Supplies and Materials	10,000	-	10,000	*643*	
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	-	2,500	*429*	
001.437.345	Planning and Zoning Uniforms	3,500	-	3,500	-	
001.437.353	Planning and Zoning Computer Software	13,000	-	13,000	*1,621*	
	Total	***1,182,650***	**-**	**1,182,650**	***293,052***	
438 - Elections						
001.438.220	Elections Advertising	750	-	750	*27*	
001.438.230	Elections Contracted Service (Poll workers)	7,000	-	7,000	-	
001.438.341	Elections Supplies and Materials	3,750	-	3,750	-	
	Total	***11,500***	**-**	**11,500**	***27***	

FY2026 Expenditures

Account Number	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
440 - City Hall						
001.440.103	City Hall Salary (4 FT staff)	270,000	-	270,000	*90,785*	
001.440.104	City Hall FICA	21,500	-	21,500	*7,292*	
001.440.105	City Hall Insurance	72,000	-	72,000	*19,855*	
001.440.106	City Hall Retirement	27,000	-	27,000	*9,079*	
001.440.108	City Hall Overtime / Extra Help	5,000	-	5,000	-	
001.440.211	City Hall Telephone	25,000	-	25,000	*7,136*	
001.440.212	City Hall Printing	7,500	-	7,500	*519*	
001.440.213	City Hall Utilities	25,000	-	25,000	*4,667*	
001.440.214	City Hall Travel	2,000	-	2,000	-	
001.440.215	City Hall Maintenance / Repair Building	15,000	-	15,000	*3,193*	
001.440.216	City Hall Maintenance / Repair Equipment	500	-	500	-	
001.440.217	City Hall Vehicle Repair	500	-	500	*25*	
001.440.218	City Hall Postage / Meter	7,000	-	7,000	*1,343*	
001.440.219	City Hall Building and Equipment Rents	11,000	-	11,000	*3,208*	
001.440.220	City Hall Advertising / Legal Publications	5,000	-	5,000	*1,341*	
001.440.221	City Hall Training	5,000	-	5,000	*58*	
001.440.222	City Hall Dues and Subscriptions	10,000	-	10,000	*2,126*	
001.440.223	City Hall Professional Services	100,000	-	100,000	*18,000*	
001.440.224	City Hall Audit Costs	40,000	-	40,000	-	
001.440.226	City Hall Insurance and Bonds (Travelers)	298,500	-	298,500	*148,127*	
001.440.230	City Hall Contracted Services	160,000	-	160,000	*53,319*	
001.440.232	City Hall Bank Charges	65,000	-	65,000	*21,241*	
001.440.341	City Hall Supplies and Materials	30,000	-	30,000	*4,707*	
001.440.343	City Hall Oil, Gas & Tires	500	-	500	-	
001.440.345	City Hall Uniforms	2,000	-	2,000	-	
001.440.353	City Hall Computer Software	100,000	-	100,000	*44,749*	
001.440.570	City Hall Miscellaneous Fees	2,000	-	2,000	*1,804*	
	Total	***1,307,000***	**-**	**1,307,000**	***442,574***	
444 - Contributions to Other Funds						
1.444.566	Contributions to Others Funds					
	Municipal Capital Improvement	1,200,160	-	1,200,160	-	
	Municipal Stabilization	-	-	-	-	
	Total	***1,200,160***	**-**	**1,200,160**	**-**	
699 - Contingencies						
1.699.000	Contingencies	1,146,102	***(185,650)***	**960,452**	-	
	Total	***1,146,102***	***(185,650)***	**960,452**	**-**	

FY2026 Expenditures

Account Number	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
700 - Police						
001.700.103	Police Salary (19 FT Officers & 2 FT Admin + RR Captain Severance)	1,750,000	-	1,750,000	*468,419*	
001.700.104	Police FICA	145,500	-	145,500	*41,420*	
001.700.105	Police Insurance	442,000	-	442,000	*92,572*	
001.700.106	Police Retirement	163,500	-	163,500	*43,701*	
001.700.108	Police Overtime / Extra Help	150,000	-	150,000	*49,376*	
001.700.110	Police Fringe Benefits	4,750	-	4,750	*2,750*	
001.700.211	Police Telephone	7,500	-	7,500	*1,764*	
001.700.212	Police Printing	500	-	500	-	
001.700.213	Police Utilities	22,500	-	22,500	*3,488*	
001.700.214	Police Travel	10,000	-	10,000	*115*	
001.700.215	Police Maintenance / Repair Building	2,500	-	2,500	-	
001.700.216	Police Maintenance / Repair Equipment	1,000	-	1,000	-	
001.700.217	Police Vehicle Maintenance	30,000	-	30,000	*10,861*	
001.700.218	Police Postage	1,000	-	1,000	*81*	
001.700.219	Police Building and Equipment Rents	7,000	-	7,000	*1,685*	
001.700.220	Police Advertising / Legal Publication	3,000	-	3,000	-	
001.700.221	Police Training	10,000	-	10,000	*1,550*	
001.700.222	Police Dues and Subscriptions	1,500	-	1,500	-	
001.700.223	Police Professional Services	32,500	-	32,500	*730*	
001.700.226	Police Insurance and Bonds	200	-	200	-	
001.700.230	Police Contracted Services	30,000	-	30,000	*7,264*	
001.700.233	Police Investigation Fees	1,000	-	1,000	-	
001.700.235	Police Remittance of Fees Collected	100,000	-	100,000	*8,341*	
001.700.341	Police Supplies and Materials	25,000	-	25,000	*2,433*	
001.700.343	Police Gas Oil Tires	75,000	-	75,000	*11,755*	
001.700.345	Police Uniforms	50,000	-	50,000	*16,837*	
001.700.353	Police Software	31,000	-	31,000	*13,141*	
	Total	***3,096,950***	**-**	**3,096,950**	***778,282***	

FY2026 Expenditures

Account Number	Description	Current FY26 Budget 9-16-25	Budget Revision #3 11-18-25	Proposed FY26 Budget	Y-T-D October 2025	Revision 3 Descriptions
750 - Streets						
001.750.103	Streets Salary (10 FT employees)	683,000	-	683,000	*241,798*	
001.750.104	Streets FICA	54,000	-	54,000	*19,322*	
001.750.105	Streets Insurance	229,000	-	229,000	*72,399*	
001.750.106	Streets Retirement	66,000	-	66,000	*21,634*	
001.750.108	Streets Overtime / Extra Help	17,500	-	17,500	*524*	
001.750.110	Streets Fringe Benefits	2,500	-	2,500	*2,500*	
001.750.211	Streets Telephone	6,750	-	6,750	*1,993*	
001.750.213	Streets Utilities	10,000	-	10,000	*2,430*	
001.750.214	Streets Travel	1,000	-	1,000	-	
001.750.215	Streets Maintenance / Repair Building	5,000	-	5,000	-	
001.750.216	Streets Maintenance / Repair Equipment	15,000	-	15,000	*734*	
001.750.217	Streets Maintenance / Repair Vehicles	20,000	-	20,000	*1,300*	
001.750.219	Streets Building and Equipment Rents	5,000	-	5,000	*635*	
001.750.221	Streets Training	2,500	-	2,500	*168*	
001.750.222	Streets Dues	500	-	500	-	
001.750.223	Streets Professional Services	500	-	500	-	
001.750.226	Streets Insurance and Bonds	300	-	300	-	
001.750.230	Streets Contracted Services	216,000	-	216,000	*58,113*	
001.750.341	Streets Supplies and Materials	65,000	-	65,000	*23,238*	
001.750.343	Streets Gas Oil Tires	30,000	-	30,000	*11,153*	
001.750.345	Streets Uniforms	10,000	-	10,000	-	
001.750.353	Streets Software	7,000	-	7,000	*1,488*	
	Total	***1,446,550***	***-***	**1,446,550**	***459,428***	
751 - Street Lights						
001.751.213	Street Lights - Utilities	130,000	-	130,000	*39,647*	
	Total	***130,000***	***-***	**130,000**	***39,647***	
900 - Parks & Recreation						
001.900.568	Parks & Recreation Pass through Hotel Tax	250,000	-	250,000	*77,095*	
001.900.568	Parks & Recreation Operational Contribution	344,033	-	344,033	-	
	Total	***594,033***	***-***	***594,033***	***77,095***	
901 - Convention & Visitors Bureau (CVB)						
001.901.568	CVB Pass through Hotel Tax	250,000	-	250,000	*77,095*	
	Total	***250,000***	***-***	**250,000**	***77,095***	
	Total Expenses	***11,461,020***	***(156,400)***	***11,304,620***	***2,405,861***	

RESOLUTION 2025 – 22

At a regular session of the municipal council, held November 18, 2025, the following order was made and entered:

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

The following resolution was offered:

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

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

_____ Mayor Ken Suits	Yes	No	Absent
_____ Stephanie Fagan	Yes	No	Absent
_____ Andy Colandrea	Yes	No	Absent
_____ Jaden Bound	Yes	No	Absent
_____ Herbie McDaniel	Yes	No	Absent
_____ Jaelyn Wratchford	Yes	No	Absent

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

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Rieley Stanley

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-06- First reading of an ordinance petition to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

ATTACHMENTS:

CRC Sleepy Hollow.pdf
Sleepy Hollow Rezoning Application.pdf
Sleepy Hollow Rezoning Application.pdf
25-36-REZ-5122-0101-ZMA_SLEEPYHOLLOW_AcroPlot-compressed.pdf

REZONING
CRCREPORT

SLEEPY HOLLOW REZONING
PROJECT: 25-36-REZ

This report has been prepared by the Consolidate Review Committee (CRC) which includes a technical analysis of this application for compliance with the City's Comprehensive Plan and adopted Ordinances. This report concludes with the recommendation of the CRC and the next steps required to be undertaken by the applicant.

Application Information

Applicant: Integrity Federal Services
Property Owner: Sleepy Hollow Partnership

Project Description

This application is to rezone 125 acres of the total 160.65 from Rural Reserve to R-6 for parcel 089000200000000 located off Cranes Lane, Ranson, WV 25438.

Location and Site Information

Location: 089000200000000 located off Cranes Lane, Ranson, WV 25438
Gross Site Area: 125 acres of the total 160.65 acres

Engineering & Planning Review

No comments.

Next Steps

If there are any questions on the provided comments, please contact Reiley Stanley, rstanley@ransonwv.us, 304-724-3861 to set up a meeting.

Thank you,
City of Ranson
Community Development Department

SLEEPY HOLLOW

RESIDENTIAL R6

APPLICATION FOR ZONING MAP AMENDMENT

CITY OF RANSON
WEST VIRGINIA

October 13, 2025

Prepared By:
INTEGRITY FEDERAL SERVICES

Prepared For:
FORESTAR, INC.

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Part 1 – Executive Summary

Introduction. Forestar, Inc. seeks a rezoning for 125 acres of the approximately 160.65-acre tract of real Property (as further described in this Application, the "Property"). The proposed rezoning would replace the current Rural Reserve (RR) zoning designation, which was assigned to the property upon its annexation into the City of Ranson. The Property is proposed to be rezoned from Rural Reserve (RR) to the R-6 Single Family zoning district.

The remaining acreage (approximately 35.65 acres of 160.65 acres) is intended to retain the current zoning of Rural Reserve (RR). Please see Appendix *3 – Proposed Land Use & Zoning* for a visual depiction of the area to be rezoned. The acreage remaining Rural Reserve fully contains the wetlands present on the site, as identified by the Wetland Delineation completed by TNT Environmental, INC in April of 2025.

For wetlands within the Chesapeake Bay management area a 35' critical area buffer is required. The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.

A Traffic Impact Study was completed in May of 2025 for the property by A. Morton Thomas and Associates, Inc (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

Additionally, the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP) identifies a new 2-lane roadway from Currie Road extending South to Cranes Lane, through the Huntwell West Subdivision, that will serve the Property in the future. This planned roadway is identified as ID: J306.0.

The requested rezoning is consistent with the goals of Ranson's Comprehensive Plan, which acknowledges the importance of a variety of residential unit types, as well as a streamlined development process. These goals not only provide affordability but also foster the vibrant and diverse community that Ranson is known for.

The R-6 Zone is easy to implement, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson. It is the owner's intention for the Property to be developed as a single family (attached and detached) subdivision.

Basis for Rezoning. The R-6 zone is well suited for the development of a single-family subdivision and fits the objectives of the Suburban Residential Future Land Use designation listed in the Comprehensive Plan. The primary uses under this designation are residential uses including single family detached, duplex, single family attached, and apartment buildings.

These uses are aligned with the R-6 District, which allows both single family detached and attached dwellings, providing critical "missing middle" housing stock.

It is clear that the uses identified within the Future Land Use Map's Suburban Residential category of the Comprehensive Plan are consistent with the applicants requested rezoning designation of Residential R-6. This is also supported by the Land Use Goals and Actions identified in the 2024-2034 Comprehensive Plan.

Specifically, the Goal to "[e]ncourage affordable housing through a variety of types of housing options." The 2024-2034 Comprehensive Plan states, "This action is accomplished through zoning code amendments and incentives.". This statement highlights the need for amendments to the existing zoning districts to facilitate this goal.

Zoning Summary. Ranson will benefit both economically and socially from the development of the Property as permitted under the R6 zoning district. The requested rezoning will result in simplified development standards, with opportunity for public input. The rezoning to R-6 will provide flexibility in housing options with the ability to construct single family attached and detached homes.

Housing Action Item 3 of The Comprehensive Plan states, *"Encourage development of housing types that fall between single family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update."*. Housing that falls within these parameters is

considered "missing middle" housing. The requested rezoning to the R6 district will promote the development of "missing middle" housing on the Property.

The following sections of this Application further demonstrate that the proposed zoning map amendment aligns with the optimal utilization of the Property, offering significant benefits to the citizens of Ranson and Jefferson County.

Comprehensive Plan – The proposed zoning amendment is consistent with Ranson's newly adopted 2024-2034 Comprehensive Plan. As discussed in more detail in this application, the Plan proposes that the Property be designated as Suburban Residential, a designation that includes various types of housing. The related zoning districts listed under this designation include R-6

Proposed Use – Residential development, aligned with the R-6 district. The property will be developed as a single family subdivision anticipating single family attached and detached homes.

Benefit Analysis – Ranson will benefit from land zoned for single family residential development, outside of areas zoned under SmartCode. The proposed zoning map amendment is poised to provide an increase in the available stock of homes within the City that are more typical of a traditional suburb, rather than a city block. R6 zoning will provide immediate neighborhood connections, providing housing on the south side of Ranson, and adjacent to an existing public park, Cranes Lane Community Field and Gardens. The Property is one of the closest tracts of land to City Hall anticipated to be developed for Suburban Residential use.

Transportation and Utilities – Existing utility (water and sanitary sewer) and transportation infrastructure support development of the Property. According to the Comprehensive Plan, the development of sites with existing infrastructure should be a strategic objective for the City of Ranson.

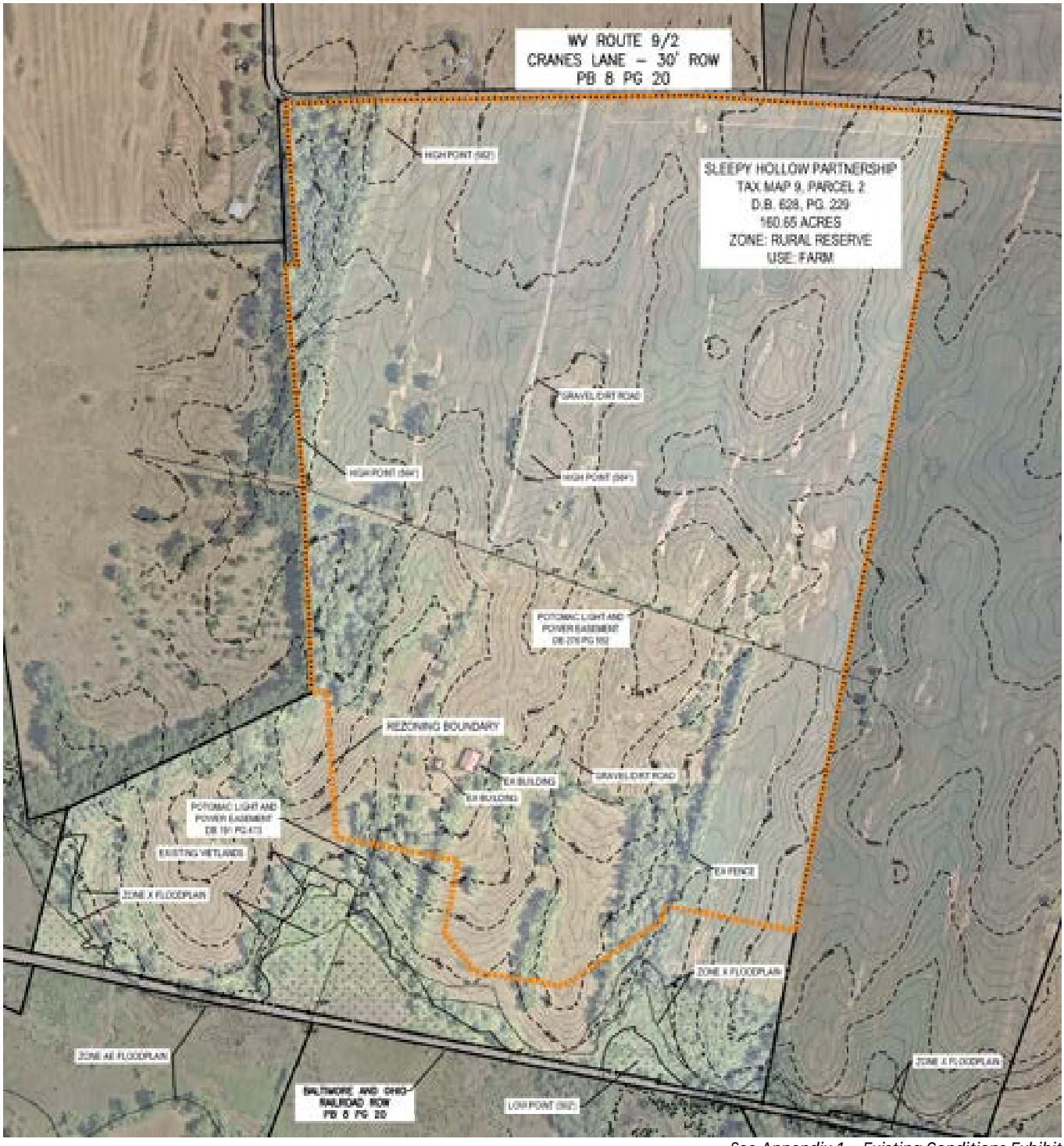
Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Conclusion. Forestar, Inc's application for a zoning map amendment to the R-6 District meets all standards required for approval. The Property is suitable for residential use, aligned with the Future Land Use Map designation of Suburban Residential, is supported by existing infrastructure and planned future infrastructure, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan.

Part 2 – Property Information

SLEEPY HOLLOW



See Appendix 1 – Existing Conditions Exhibit

Parcel Description

DB 628 Page 229
City of Ranson (District 8), Tax Map 9, Parcel 2
160.65 Acres

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from the intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from Ranson City Hall.

Part 2 – Property Information

Existing Conditions

The parcel is predominantly comprised of open farmland, with perimeter trees situated along the southern & western property lines. The northern boundary adjoins Cranes Lane, and the southern boundary adjoins the Baltimore & Ohio Railroad right of way. The eastern and western property lines adjoin farms of similar characteristic.

The parcel contains a gravel road that runs south from Cranes Lane through the center of the property, two farm buildings, and a powerline that runs east to west through the center of the property.

The existing structures are remnants of the farming operations - a wood board corn crib and barn, built in 1910 & 1960 respectively. See Image below.



Historically and presently, the Property has been utilized for agricultural activities including row crops such as corn.

The Property is within the Evitts Run drainage basin. A portion of the parcel along the southern boundary is located within a 100-year FEMA floodplain, identified as Flood Zones AE & X.

Topography

The Property features sloping topography, with its northwestern corner elevated higher than the southern and eastern portions. There are three (3) ridgelines that run north/south across the property. The highest point reaches an elevation of 564', while the lowest point sits at 502'.

The parcel gradually slopes from northwest to southeast, with a natural drainage swale running along the eastern property line. There is approximately 62 feet of elevation change from the northwest of the property along Cranes Lane, to the southern edge along the B&O Railroad.



Property in relation to FEMA floodplain per WV Flood Tool



See Appendix 1 - Existing Conditions for full scale topographic map

Part 2 – Property Information

Wetlands

No wetlands are located within the 125 acre area of rezoning. The existing parcel contains wetlands located along the southern property line, adjacent to the Baltimore & Ohio railroad right of way. These wetlands are primarily located within the 100 year FEMA floodplain, in Flood Zones AE & X. A small portion of the wetlands overlap the floodplain boundary in the southwest corner of the parcel.

All wetlands present on the Propoerty were delineated by TNT Environmental, Inc. in April, 2025.

The wetlands have been identified as Pasturine Emergent (PEM) Wetlands. See Appendix 5 – Surveyed Wetlands & Waters Exhibit.

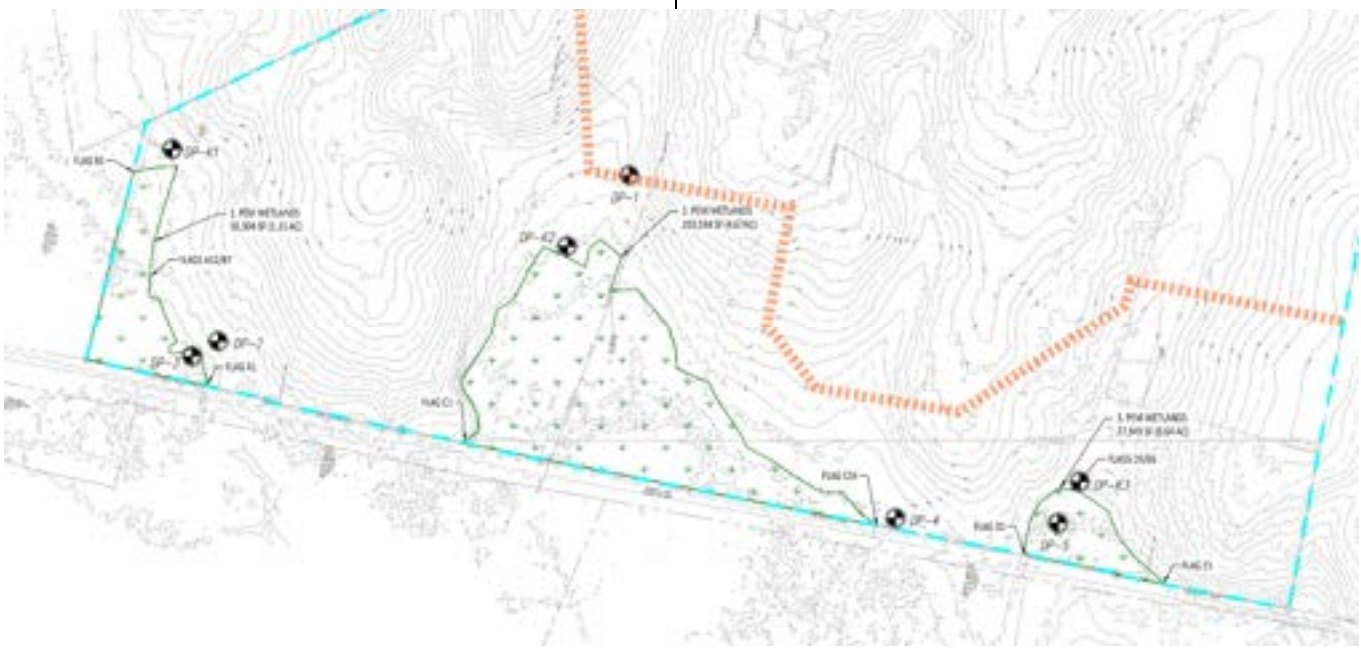
A subdivision is propsed, to locate these wetlands on a separate parcel from the proposed residential development. The parcel that shall contain the wetlands is proposed to be 35.65 acres in size, fully encompassing the 6.47 acres of wetlands as well as the 35' buffer required by the United States Army Corps of Engineers (USACE). The area of rezoning is generally more than 200' from the wetlands. The closest point of the rezoning boundary is 134.5' from the wetlands.



View east showing standing water in a typical emergent wetland



View to south showing railroad culvert connecting wetland area



See Appendix 5 – Surveyed Wetlands & Waters Exhibit

Part 3 – Proposed Uses

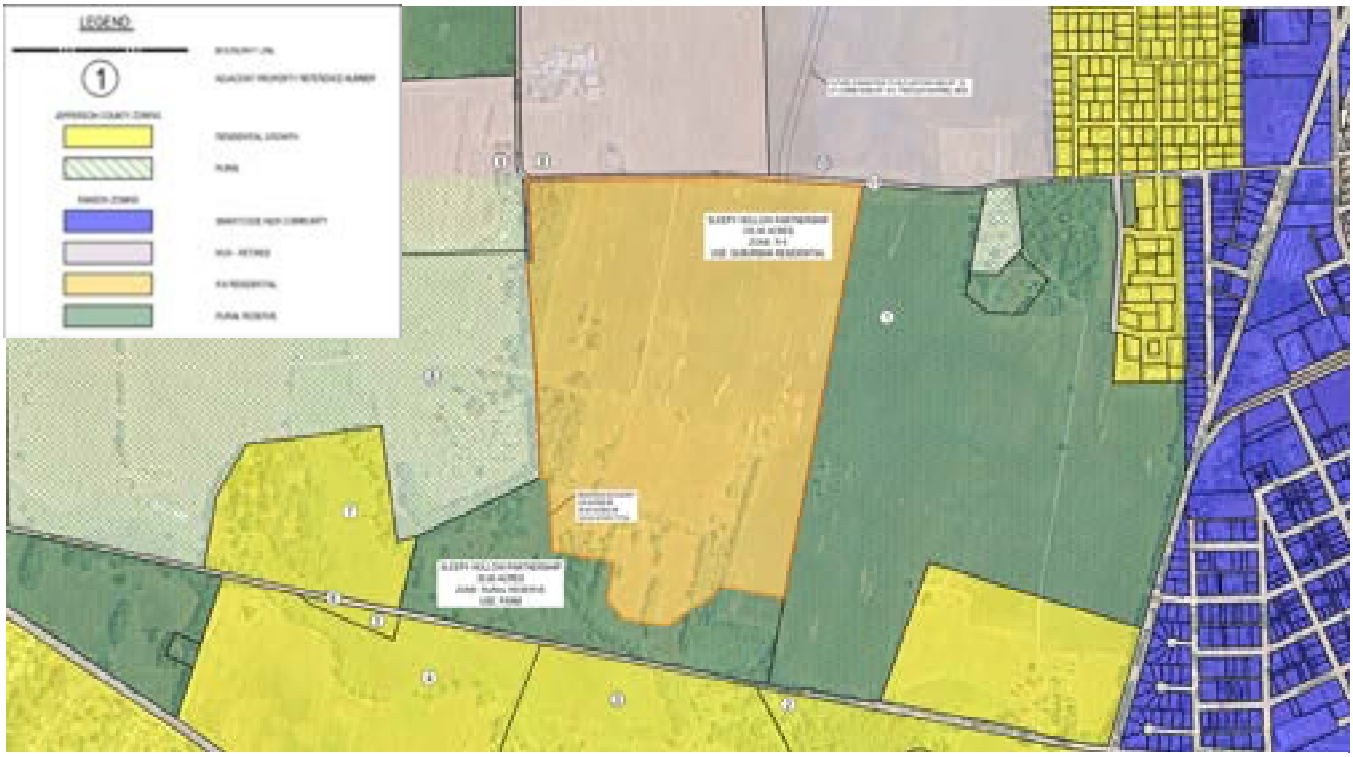
The proposed zoning map amendment will allow the following by-right uses:

Permitted Uses By Right

1. Single-family residential
2. Churches and religious assembly
3. Golf courses, parks, playgrounds and community centers operated on a noncommercial or nonprofit basis for recreational purposes only.
4. Public elementary and secondary schools, and private schools having curricula the same (approximately) as ordinarily given in public schools
5. Reserved
6. Greenhouses and rear yard garden which are incidental to the residential use and conducted on a noncommercial basis
7. Bed and breakfast (up to six rooms)
8. Libraries
9. Home occupations
10. Customary accessory uses
11. Senior housing
12. Apiaries and bees
13. Public utilities

The proposed uses for the subject property will be as follows:

1. Single Family Detached Housing
2. Single Family Attached Housing (duplexes and townhomes)
3. Parks, trails and open space
4. Public roads and streetscapes



See Appendix 3 - Proposed Land Use and Zoning

Part 4 – Adjacent Lands

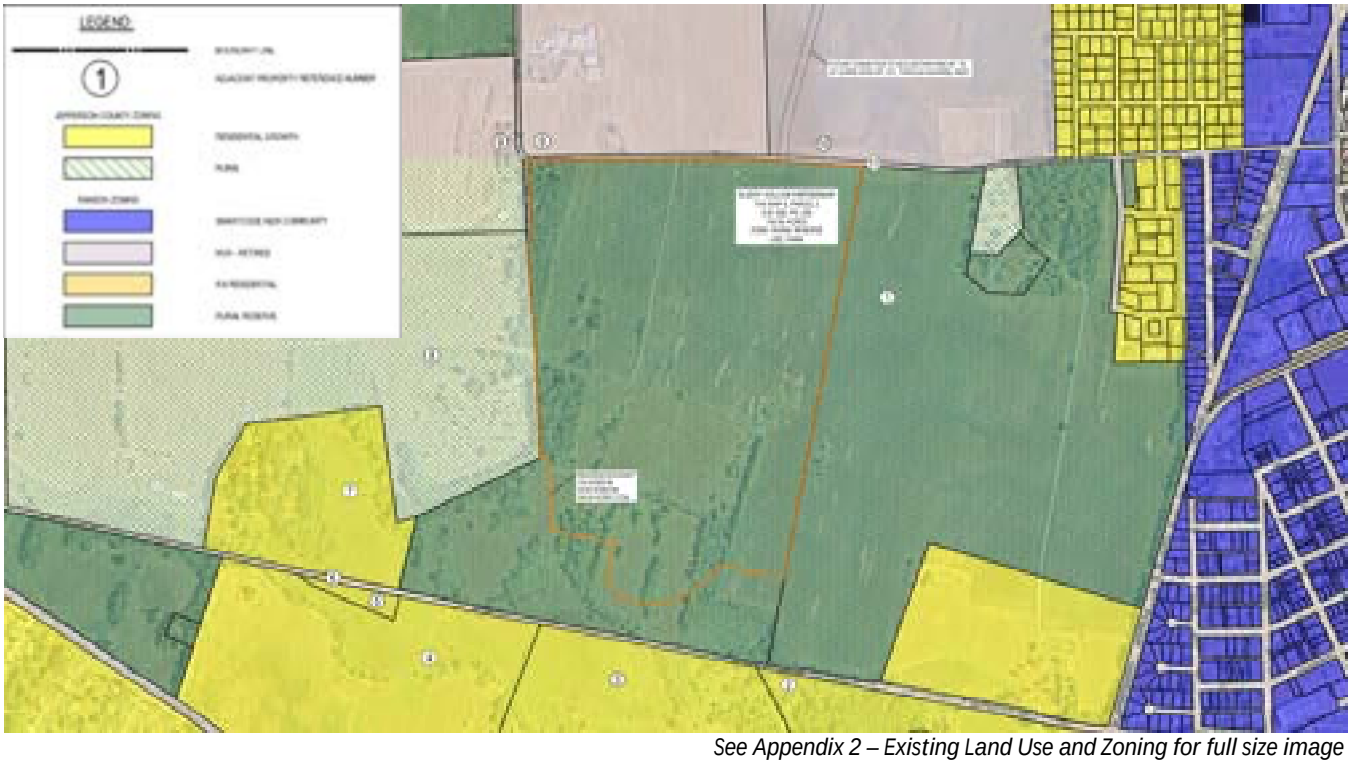
The property is bound by Cranes Lane (Rt. 9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The southern most parcel along the western boundary, owned by Cynthia J. Curtis Trust, is primarily encompassed by a conservation easement. This conservation easement extends from the Curtis property, across the railroad tracks to the south, and continues east along Evitts Run. This impacts Parcel Ref. #'s 2, 3, 4, 5, & 7, as identified in the table below.

The adjoining parcels along the west and south boundary lines are located within Jefferson County, and subject to the County's development standards. The parcels located along the north and east boundary lines are located in the City of Ranson, and subject to the City's development standards.

The abbreviations *"JC" and "R"*, as seen in the table below, represent Jefferson County and Ranson zoning jurisdictions.

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve *(R)*	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth *(JC)*	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	245	210
5	2	12	6	NATURE CONSERVANCY	Residential Growth *(JC)*	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth *(JC)*	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural *(JC)* / Rural Reserve *(R)*	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired *(R)*	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A



See Appendix 2 – Existing Land Use and Zoning for full size image

Part 5 – Transportation and Utilities

Existing WVDOH Roads

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from its intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from the roundabout at Ranson City Hall. The site benefits from excellent sight distance at the proposed entry along Cranes Lane.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse both directions when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

Residents also have convenient access to Old Town Ranson, Potomac Marketplace, Jefferson Medical Center and other amenities located in Charles Town.



View west along Cranes Lane (Rt. 9/2)



View east along Cranes Lane (Rt. 9/2)

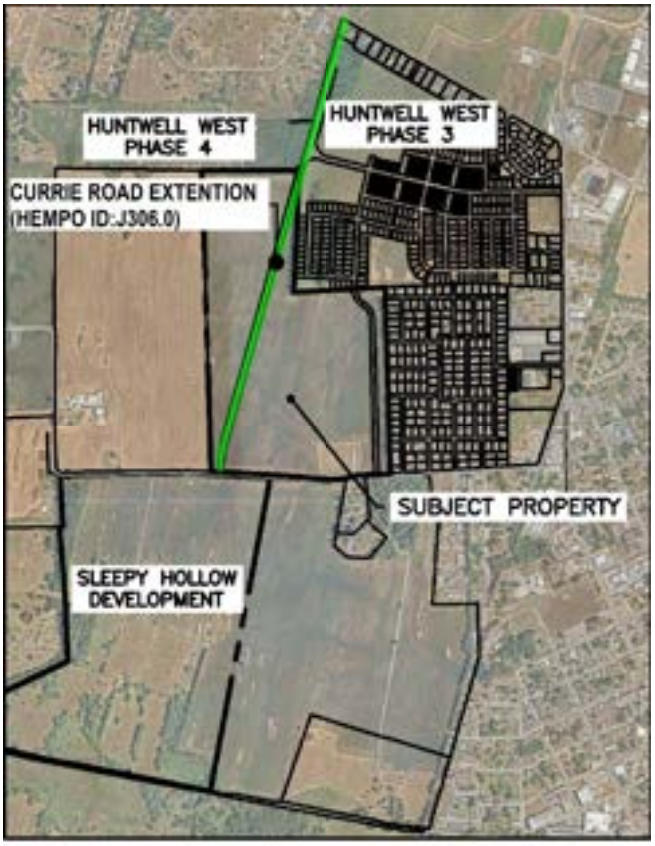
HEPMPO 2050 Long Range Transportation Plan

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), completed in 2022, identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending South to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County. This planned roadway is identified as ID: J306.0 in the 2050 Long Range Transportation Plan by HEPMPO.

The Long Range Transportation Plan is a regional transportation plan intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in the local Comprehensive Plans.

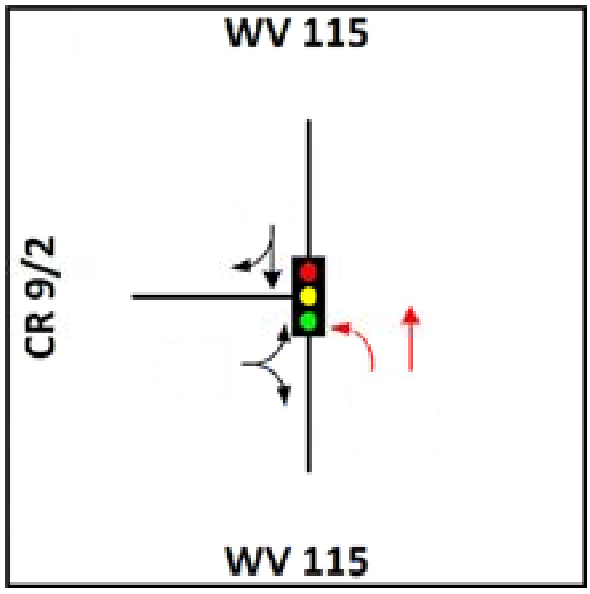
As part of this zoning map amendment application and coordination, meetings were held with the adjoining parcel owner whose land this road is proposed to extend through. This parcel is identified as Ref. #10 in the *Adjacent Property Information* chart found on Page 11 of this document, and on Appendices 2-4. As part of this coordination, two future road options were presented for the property owner's consideration.



Part 5 – Transportation and Utilities

Intersection Improvements

A Traffic Impact Study was completed in May of 2025 for the Property by A. Morton Thomas and Associates, Inc. (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115. The timing of the traffic signal will be coordinated with the Baltimore & Ohio railroad to minimize any queuing conflicts.



Recreation and Sidewalks

The proposed development would require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing park network. This would bring sidewalks within 450 feet of the Park, which does not currently benefit from any pedestrian connections.

Water and Sewer

Water and sewer utilities are located approximately 1,400 feet away from the property, in the Cranes Lane (Rt. 9/2) right-of-way. The Property has access to both public water and sanitary sewer utility lines. These utilities possess adequate capacity for the site's development.

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. A Letter of Availability and confirmation of existing capacity was received on October 3rd, 2025. The area in Purple in the image below represents lots with CTUB service for both public water and sewer service. Sanitary sewer and water lines will be extended by the developer at no cost to the City of Ranson.



Electrical and Communications

Power and communication lines are located in the Cranes Lane (Rt. 9/2) right-of-way, from North Mildred Street until approximately 450' feet from the eastern property line. Additionally, the site is bisected by overhead communication and electric lines, as seen on Appendix 1 - Existing Conditions Exhibit. These lines bisect the adjoining parcel to the east and cross the B&O railroad tracks at West 5th Avenue.

Part 6 – Public Health, Safety and Welfare

Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Part 7 – Comprehensive Plan Compatibility

The 2024-2034 Ranson Comprehensive Plan supports the proposed zoning amendment through its text, Future Land Use Map, Goals and Actions.

The guidance provided by the Comprehensive Plan must be used to evaluate the proposed zoning amendment. The clear guidance in the Comprehensive Plan is that it supports residential use on the Property, that would be facilitated by the zoning amendment.

The following citations are taken from the Ranson Comprehensive Plan.

Chapter 1 – Introduction

Ranson Vision

The choices made in one area, such as transportation infrastructure, directly impact the ability to achieve other goals, like housing diversity and affordability.

Over the years, Ranson and the surrounding communities have capitalized on the proximity to Washington DC and its robust global economy. Recent years have seen Ranson's population growth outpace both Jefferson County and the state.

Despite the growth, over 80% of Ranson's workers commute to jobs outside of town.

The zoning map amendment facilitates residential development on the Property that supports the employment and commuting trends seen in Ranson, while also supporting context sensitive walkability and affordable housing.

The rezoning of the Property will allow the development of the Property to the benefit of Ranson's businesses and residents.

The Property's location ensures convenient access for commuters to major roadways without encroaching upon neighboring residential subdivisions.

Chapter 3 – Land Use

Future Land Use Map, Suburban Residential

Ranson's Suburban Residential context comprises single-family homes, townhouses, and apartments built in a suburban style, reflecting the architectural trends that were popular in the period following the mid-20th century.

These areas of Ranson… echo the national movement towards suburban living and carry a uniform character because of similar street layouts, sidewalks, and residential setbacks.

RELATED ZONING DISTRICTS

R-7, R-6

PRIMARY USES

Single family detached
Duplexes
Townhomes
Apartment buildings

The Future Land Use Map (FLUM) categorizes this parcel as Suburban Residential. The R-6 Single Family District is listed as one of two related zoning districts under this FLUM category. The development of the Property under R6 zoning would facilitate a single family residential community on the south end of Ranson, that reflects the suburban style referenced in the comprehensive plan. R6 zoning would allow for realization of the 3 single family primary uses contemplated for the parcel. Apartment buildings are not currently supported in the R-6 district.

Chapter 3 – Land Use

Land Use Goals

- Optimize Land Use to support efficient Transportation & Infrastructure.
- Promote balanced, context-sensitive growth that respects Ranson's unique community character.
- Encourage affordable housing through a variety of types of housing options.

Transportation

Per the Comprehensive Plan, the proposed development optimizes existing transportation

Part 7 – Comprehensive Plan Compatibility

infrastructure, a strategic objective for the City of Ranson.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse in both directions on Rt. 115 when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending south to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County.

The Long Range Transportation Plan is a regional planning document intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in local Comprehensive Plans.

Infrastructure – Water and Sewer

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. Potable water service is additionally available through WV American Water. A Letter of Availability and confirmation of existing capacity was received from CTUB on October 3rd, 2025.

Development of the property optimizes the use of this existing infrastructure.

Context Sensitive Growth

The R-6 zone on the Property is well suited in terms of compatibility with its existing neighbors. The property is bound by Cranes Lane (9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The adjoining farmland is likely to be developed into similar residential neighborhoods, due to their locations within Suburban Residential and Blended Mixed-use FLUM categories (Ranson) and the Residential Growth zoning district (Jefferson County).

Affordable Housing

The R-6 zone simplifies the infrastructure requirements for residential development. This will reduce development costs and increase the affordability of homes in the development.

Chapter 4 – Housing

Current State of Housing

The demand for affordable and proximate workforce housing is a critical regional issue. Unfortunately, the current housing market, coupled with developmental challenges and the inflation rate, makes meeting these needs a significant concern.

Residential patterns have shifted from the historic homes found in the downtown district to the suburban neighborhoods that have been developed in the more recently annexed lands.

The proposed rezoning will assist meeting Ranson's needs while reducing developmental challenges.

Chapter 4 – Housing

Housing Goals

- Simplify and expedite the housing development review process.
- Improve and increase the availability of affordable housing.

Development under the R-6 Single Family district is a familiar process, that allows for community engagement. R-6 zoning is easy to apply, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson.

The requested rezoning is consistent with the goal to increase the availability of affordable homes. Development of residential housing under the R-6

Part 7 – Comprehensive Plan Compatibility

Single Family zone has reduced infrastructure costs as compared with alternative zoning districts. This reduction in development costs will increase housing affordability.

Chapter 4 – Housing

Housing Actions

- Promote "missing middle" housing: Encourage development of housing types that fall between single-family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update.

The R6 Zoning for the property will promote the development of "missing middle" housing. A critical housing stock to address housing affordability.

This action further highlights the need for zoning updates to support the housing goals of the Comprehensive Plan and identify the current zoning districts that support "missing middle" housing as insufficient to achieve the stated goals.

One way to support "missing middle" housing is through the densities, architectural flexibility, and streamlined processes under the R-6 District. R-6 provides for the development of single family attached and detached dwellings. R-6 zoning provides flexibility to adapt to market fluctuations and facilitates the creation of affordable housing options.

Chapter 5 – Transportation

Transportation Goals

- Maintain and upgrade vehicular, pedestrian, and bicycle infrastructure.
- Promote active transportation and trail connectivity: Expand the network of sidewalks, bike lanes, and trails.
- Foster transportation connectivity to major city features, including Potomac Marketplace and getting across the railroad tracks to the west…

Transportation Actions

- Continuously maintain and upgrade existing streets to accommodate growth.
- Improve pedestrian and bicycle connectivity: Prioritize sidewalks, crosswalks, and cycling amenities …

The development of the Property under R6 zoning will promote active transportation and trail connectivity.

The proposed development will require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing public park network. This would bring sidewalks within 450 feet of the park, which does not currently benefit from any pedestrian connections.

The Traffic Impact Study completed in May of 2025 by AMT indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

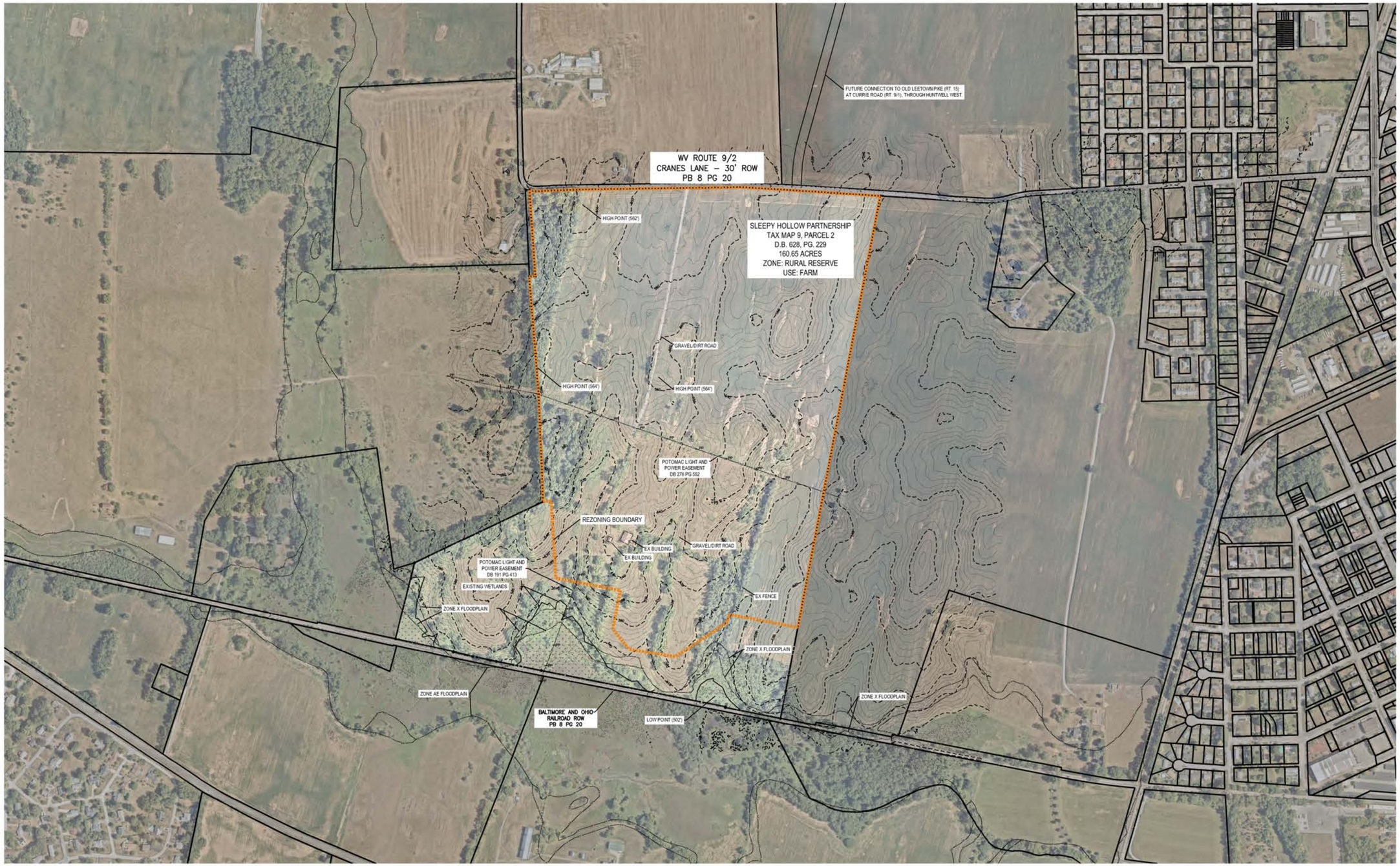
These improvements to the existing transportation network support the transportation goals of connectivity over the B&O railroad tracks to the West of City Hall, and upgrading existing infrastructure.

Part 7 – Comprehensive Plan Compatibility

Forestar, Inc.'s application for a zoning map amendment to the R-6 Single Family District meets all standards required for approval. The Property is suitable for residential use, is supported by existing infrastructure and planned future infrastructure, aligned with the Future Land Use Map designation of Suburban Residential, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan through its text, maps, goals, and actions.

Taking these factors into account Forestar, Inc. respectfully requests the zoning map amendment be approved by the City of Ranson.





LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. FEMA FLOODPLAIN
- 10' INDEX CONTOUR
- 2' INTERMEDIATE CONTOUR
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
RBF	REBAR FOUND
CRBF	CAPPED REBAR FOUND

W. STATE GRID NORTH (NAD83)

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

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SEAL:

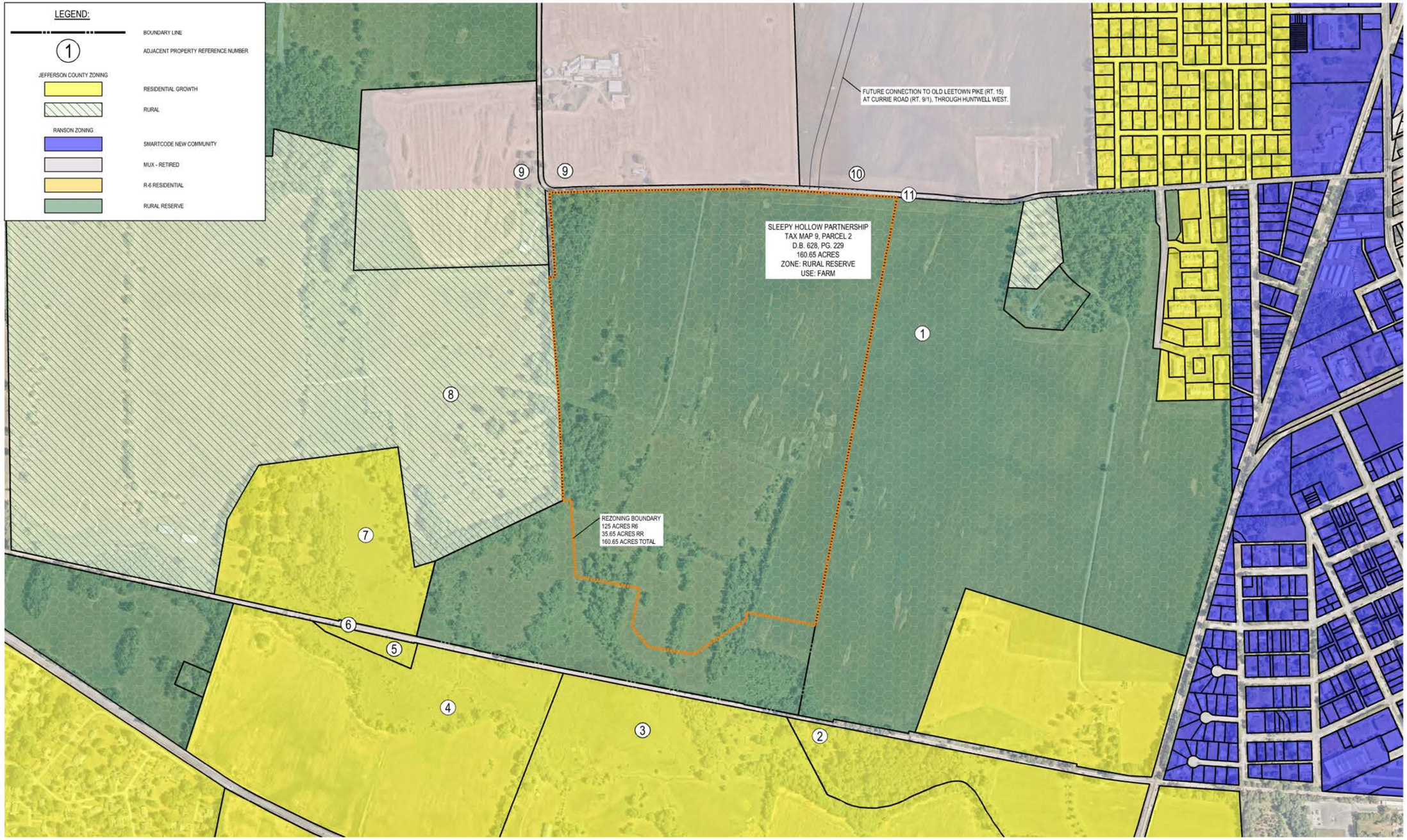
REVISIONS

EXHIBIT 1 - EXISTING CONDITIONS

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN: ABP	CHECK: MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	1 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

VW STATE GRID NORTH (NAD83)

INTEGRITY FEDERAL SERVICES
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SEAL:

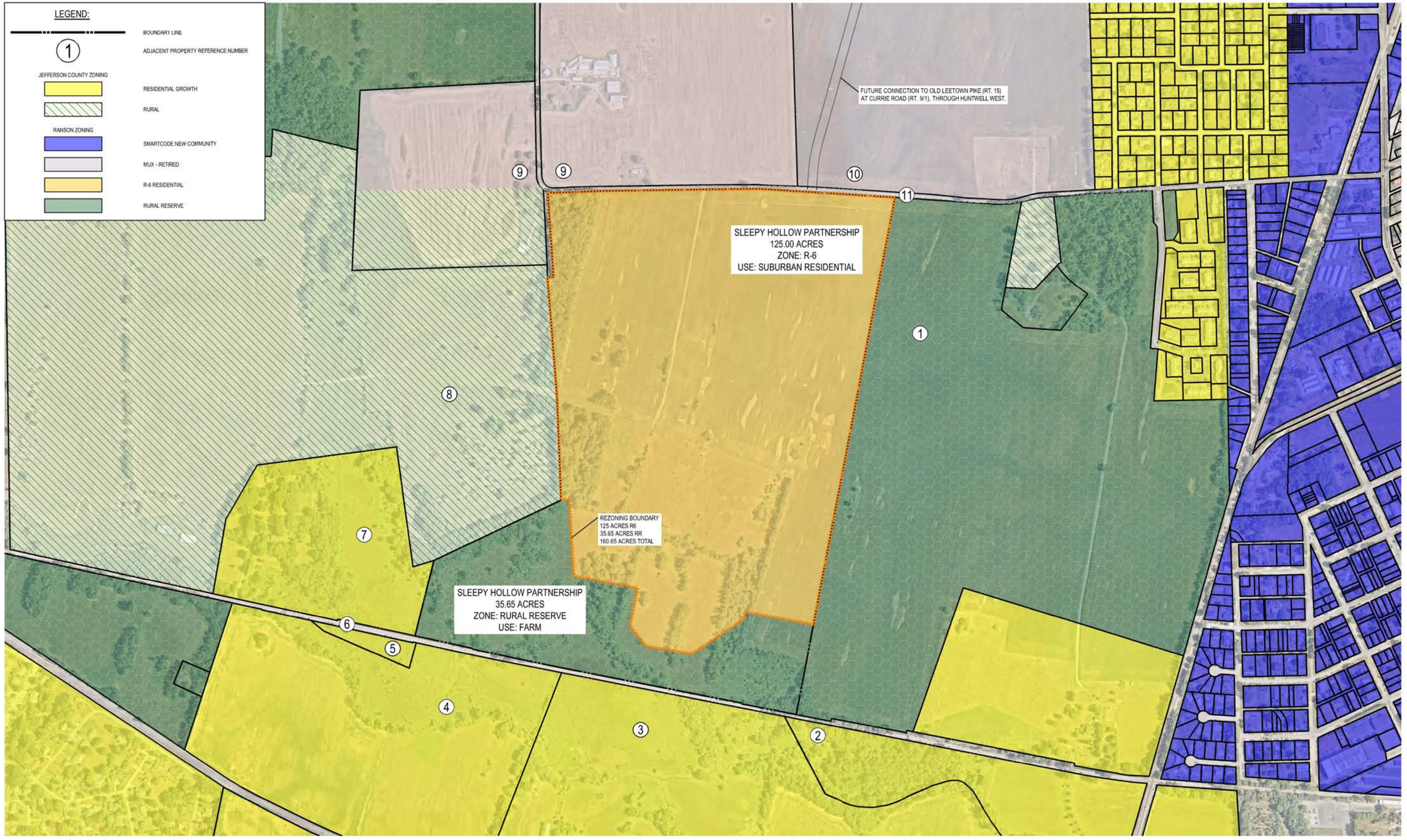
REVISIONS

EXHIBIT 2 - EXISTING LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (108) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	2 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
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5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
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10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

WV STATE GRID NORTH (NAD83)

INTEGRITY
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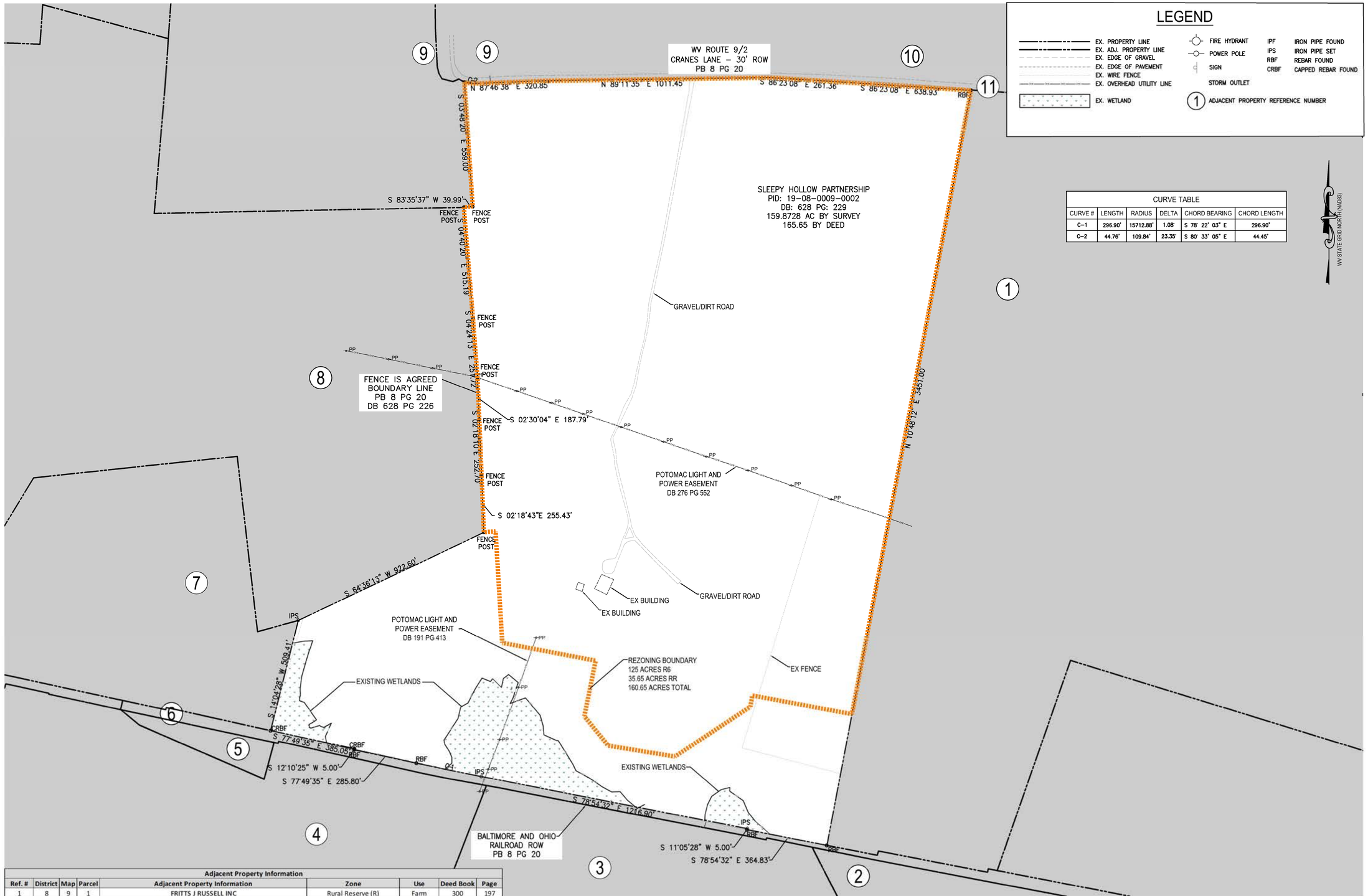
REVISIONS

EXHIBIT 3 - PROPOSED LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
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CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	3 OF 4



LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
RBF	REBAR FOUND
CRBF	CAPPED REBAR FOUND

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	296.90'	15712.88'	1.08°	S 78° 22' 03" E	296.90'
C-2	44.76'	109.84'	23.35°	S 80° 33' 05" E	44.45'

Adjacent Property Information

Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
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200 100 0 200 400 600
GRAPHICAL SCALE: 1"=200'

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SEAL:

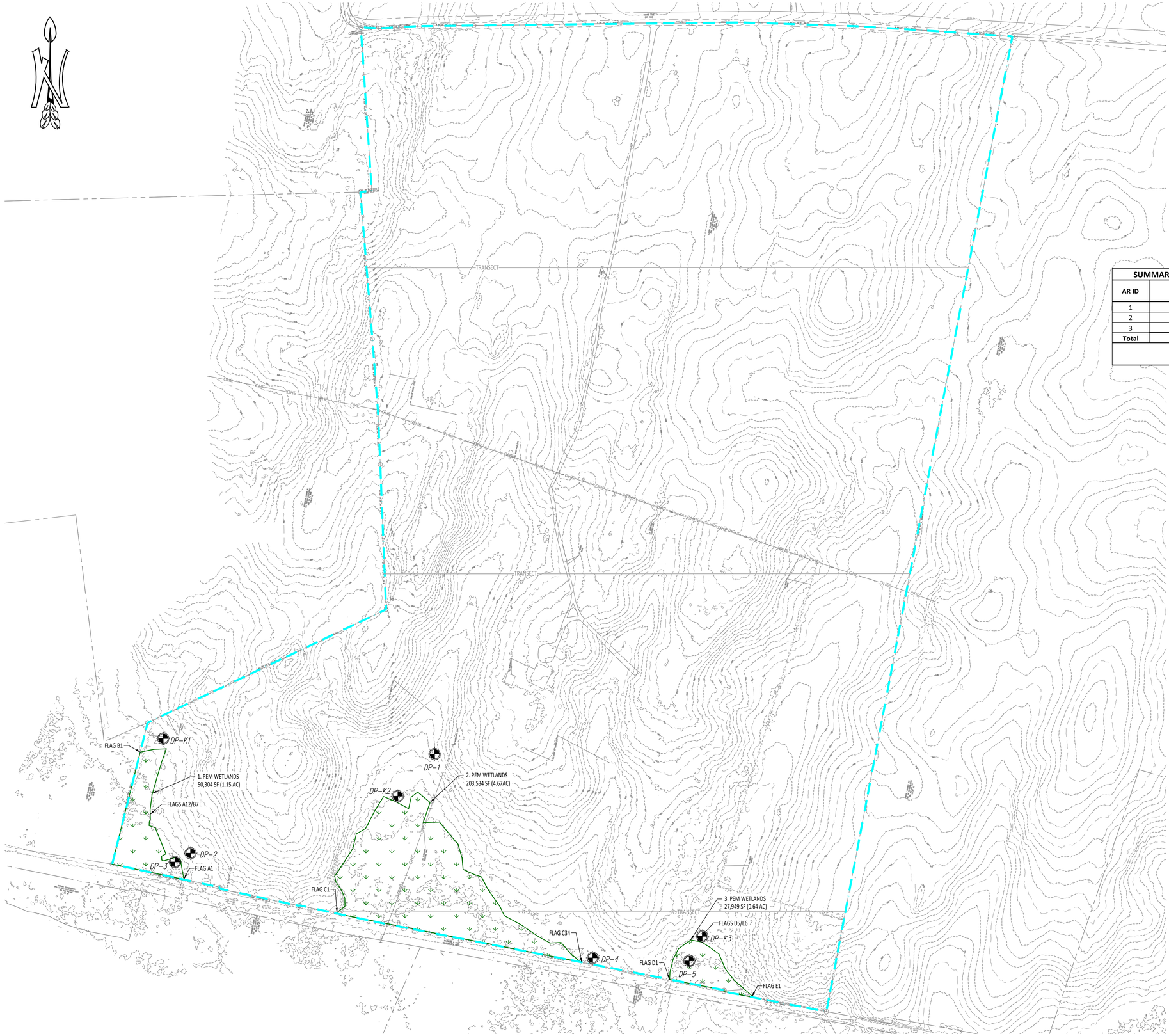
REVISIONS

EXHIBIT 4 - BOUNDARY EXHIBIT

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=200' VERT.:
DATE:	OCTOBER 2025
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DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	4 OF 4



LEGEND

PALUSTRINE EMERGENT (PEM) WETLAND

STUDY AREA

DP– APPROX. DATAPOINT LOCATION

NOTES:

1. THE WETLAND DELINEATION WAS CONDUCTED BY TNT ENVIRONMENTAL, INC. (TNT) IN APRIL 2025. EXISTING CONDITION, TOPOGRAPHY AND WETLAND FLAGS WERE SURVEYED BY MORRIS & RITCHIE ASSOCIATES, INC.

2. THE WETLAND AND OTHER WATERS BOUNDARIES DEPICTED HEREON ARE PRELIMINARY UNTIL CONFIRMED DURING A JURISDICTIONAL DETERMINATION WITH THE US ARMY CORPS OF ENGINEERS (USACE).

3. THIS DELINEATION WAS PERFORMED PER THE *CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL*, TECHNICAL REPORT Y-87-1 (1987 MANUAL) AND SUBSEQUENT GUIDANCE AND MODIFICATION BY THE *REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL:EASTERN MOUNTAINS AND PIEDMONT REGION* (VERSION 2.0) DATED APRIL 2012. THE STUDY AREA IS APPROXIMATELY 160.62 ACRES; AS SUCH THE ROUTINE ON-SITE WETLAND DETERMINATION METHOD FOR SITES GREATER THAN 5 ACRES WAS USED, WITH MULTIPLE TRANSECTS PERFORMED AS DEPICTED HEREIN.

SUMMARY OF FEDERALLY JURISDICTIONAL WATERS (INCLUDING WETLANDS)

AR ID	PEM (SF)	PEM (AC)
1	50,304	1.15
2	203,534	4.67
3	27,949	0.64
Total	**281,787**	**6.47**

AR- Aquatic Resource, PEM - Palustrine Emergent

Total Wetlands (Acreage):	**6.47**	**Acres**

SCALE (IN FEET)
80 160
160 0

4455 Brookfield Corporate Drive, Suite 100
Chantilly, VA 20151
PH: 703-466-5123 WWW.TNTENVIRONMENTALINC.COM
TNT ENVIRONMENTAL

SLEEPY HOLLOW
JEFFERSON COUNTY, WV

SURVEYED WETLANDS & WATERS MAP

REVISIONS

DATE	COMMENTS

SHEET 1 OF 1

SCALE: 1" = 160'

PROJECT DATE: 05/08/25

DRAFT: RAS | CHECK: AMS

FILE NUMBER: 3932

SLEEPY HOLLOW

RESIDENTIAL R6

APPLICATION FOR ZONING MAP AMENDMENT

CITY OF RANSON
WEST VIRGINIA

October 13, 2025

Prepared By:
INTEGRITY FEDERAL SERVICES

Prepared For:
FORESTAR, INC.

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Table of Contents

Part 1 Executive Summary

Part 2 Property Information

Part 3 Proposed Uses

Part 4 Adjacent Lands

Part 5 Transportation and Utilities

Part 6 Public Health, Safety, Welfare

Part 7 Comprehensive Plan Compatibility

SUPPLEMENTAL INFORMATION

Appendix 1 – Existing Conditions

Appendix 2 – Existing Land Use & Zoning

Appendix 3 – Proposed Land Use & Zoning

Appendix 4 – Boundary Exhibit

Appendix 5 – Surveyed Wetlands & Waters Exhibit

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Part 1 – Executive Summary

Introduction. Forestar, Inc. seeks a rezoning for 125 acres of the approximately 160.65-acre tract of real Property (as further described in this Application, the "Property"). The proposed rezoning would replace the current Rural Reserve (RR) zoning designation, which was assigned to the property upon its annexation into the City of Ranson. The Property is proposed to be rezoned from Rural Reserve (RR) to the R-6 Single Family zoning district.

The remaining acreage (approximately 35.65 acres of 160.65 acres) is intended to retain the current zoning of Rural Reserve (RR). Please see Appendix *3 – Proposed Land Use & Zoning* for a visual depiction of the area to be rezoned. The acreage remaining Rural Reserve fully contains the wetlands present on the site, as identified by the Wetland Delineation completed by TNT Environmental, INC in April of 2025.

For wetlands within the Chesapeake Bay management area a 35' critical area buffer is required. The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.

A Traffic Impact Study was completed in May of 2025 for the property by A. Morton Thomas and Associates, Inc (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

Additionally, the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP) identifies a new 2-lane roadway from Currie Road extending South to Cranes Lane, through the Huntwell West Subdivision, that will serve the Property in the future. This planned roadway is identified as ID: J306.0.

The requested rezoning is consistent with the goals of Ranson's Comprehensive Plan, which acknowledges the importance of a variety of residential unit types, as well as a streamlined development process. These goals not only provide affordability but also foster the vibrant and diverse community that Ranson is known for.

The R-6 Zone is easy to implement, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson. It is the owner's intention for the Property to be developed as a single family (attached and detached) subdivision.

Basis for Rezoning. The R-6 zone is well suited for the development of a single-family subdivision and fits the objectives of the Suburban Residential Future Land Use designation listed in the Comprehensive Plan. The primary uses under this designation are residential uses including single family detached, duplex, single family attached, and apartment buildings.

These uses are aligned with the R-6 District, which allows both single family detached and attached dwellings, providing critical "missing middle" housing stock.

It is clear that the uses identified within the Future Land Use Map's Suburban Residential category of the Comprehensive Plan are consistent with the applicants requested rezoning designation of Residential R-6. This is also supported by the Land Use Goals and Actions identified in the 2024-2034 Comprehensive Plan.

Specifically, the Goal to "[e]ncourage affordable housing through a variety of types of housing options." The 2024-2034 Comprehensive Plan states, "This action is accomplished through zoning code amendments and incentives.". This statement highlights the need for amendments to the existing zoning districts to facilitate this goal.

Zoning Summary. Ranson will benefit both economically and socially from the development of the Property as permitted under the R6 zoning district. The requested rezoning will result in simplified development standards, with opportunity for public input. The rezoning to R-6 will provide flexibility in housing options with the ability to construct single family attached and detached homes.

Housing Action Item 3 of The Comprehensive Plan states, *"Encourage development of housing types that fall between single family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update."*. Housing that falls within these parameters is

considered "missing middle" housing. The requested rezoning to the R6 district will promote the development of "missing middle" housing on the Property.

The following sections of this Application further demonstrate that the proposed zoning map amendment aligns with the optimal utilization of the Property, offering significant benefits to the citizens of Ranson and Jefferson County.

Comprehensive Plan – The proposed zoning amendment is consistent with Ranson's newly adopted 2024-2034 Comprehensive Plan. As discussed in more detail in this application, the Plan proposes that the Property be designated as Suburban Residential, a designation that includes various types of housing. The related zoning districts listed under this designation include R-6

Proposed Use – Residential development, aligned with the R-6 district. The property will be developed as a single family subdivision anticipating single family attached and detached homes.

Benefit Analysis – Ranson will benefit from land zoned for single family residential development, outside of areas zoned under SmartCode. The proposed zoning map amendment is poised to provide an increase in the available stock of homes within the City that are more typical of a traditional suburb, rather than a city block. R6 zoning will provide immediate neighborhood connections, providing housing on the south side of Ranson, and adjacent to an existing public park, Cranes Lane Community Field and Gardens. The Property is one of the closest tracts of land to City Hall anticipated to be developed for Suburban Residential use.

Transportation and Utilities – Existing utility (water and sanitary sewer) and transportation infrastructure support development of the Property. According to the Comprehensive Plan, the development of sites with existing infrastructure should be a strategic objective for the City of Ranson.

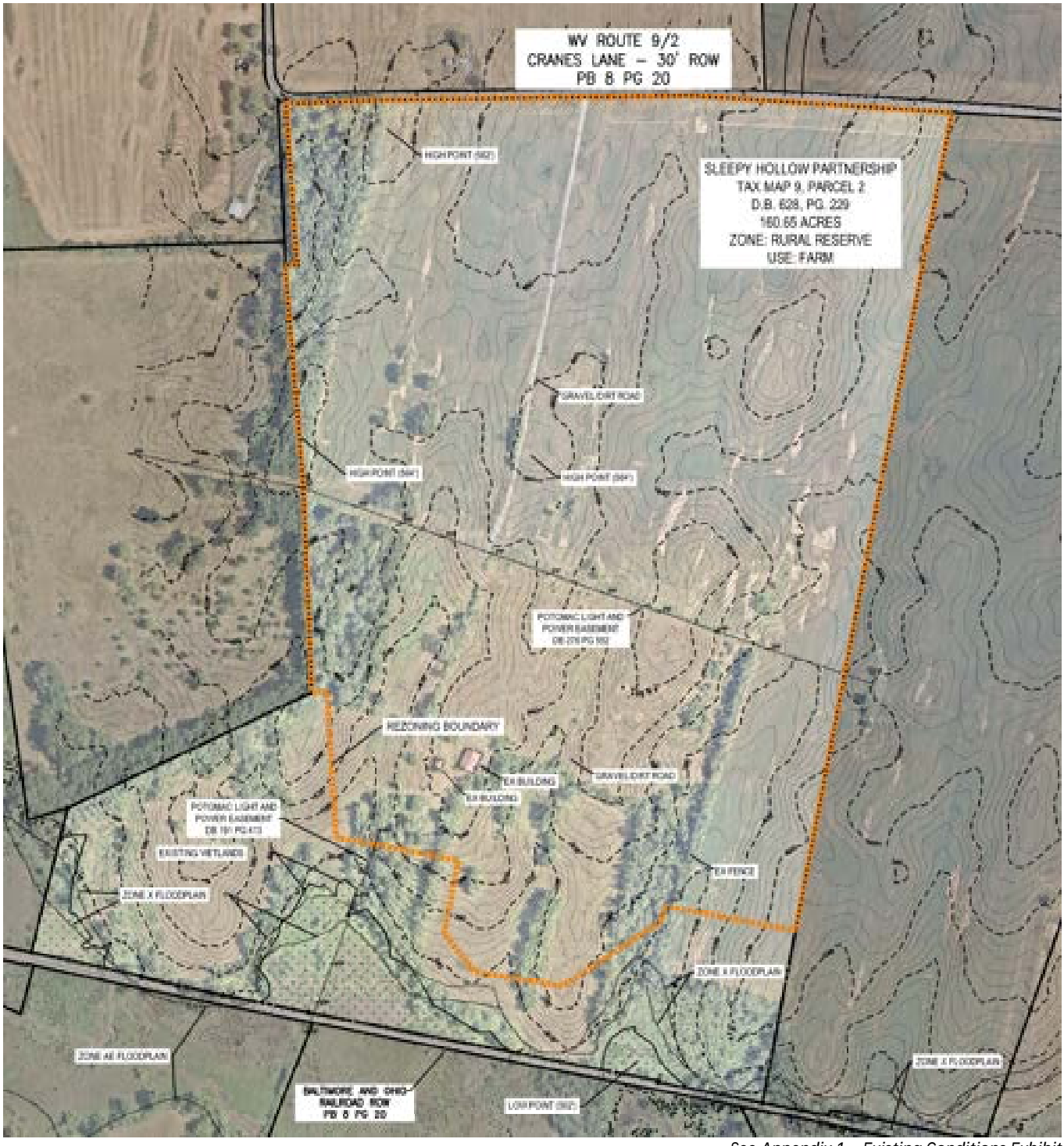
Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Conclusion. Forestar, Inc's application for a zoning map amendment to the R-6 District meets all standards required for approval. The Property is suitable for residential use, aligned with the Future Land Use Map designation of Suburban Residential, is supported by existing infrastructure and planned future infrastructure, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan.

Part 2 – Property Information

SLEEPY HOLLOW



See Appendix 1 – Existing Conditions Exhibit

Parcel Description

DB 628 Page 229
City of Ranson (District 8), Tax Map 9, Parcel 2
160.65 Acres

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from the intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from Ranson City Hall.

Part 2 – Property Information

Existing Conditions

The parcel is predominantly comprised of open farmland, with perimeter trees situated along the southern & western property lines. The northern boundary adjoins Cranes Lane, and the southern boundary adjoins the Baltimore & Ohio Railroad right of way. The eastern and western property lines adjoin farms of similar characteristic.

The parcel contains a gravel road that runs south from Cranes Lane through the center of the property, two farm buildings, and a powerline that runs east to west through the center of the property.

The existing structures are remnants of the farming operations - a wood board corn crib and barn, built in 1910 & 1960 respectively. See Image below.



Historically and presently, the Property has been utilized for agricultural activities including row crops such as corn.

The Property is within the Evitts Run drainage basin. A portion of the parcel along the southern boundary is located within a 100-year FEMA floodplain, identified as Flood Zones AE & X.

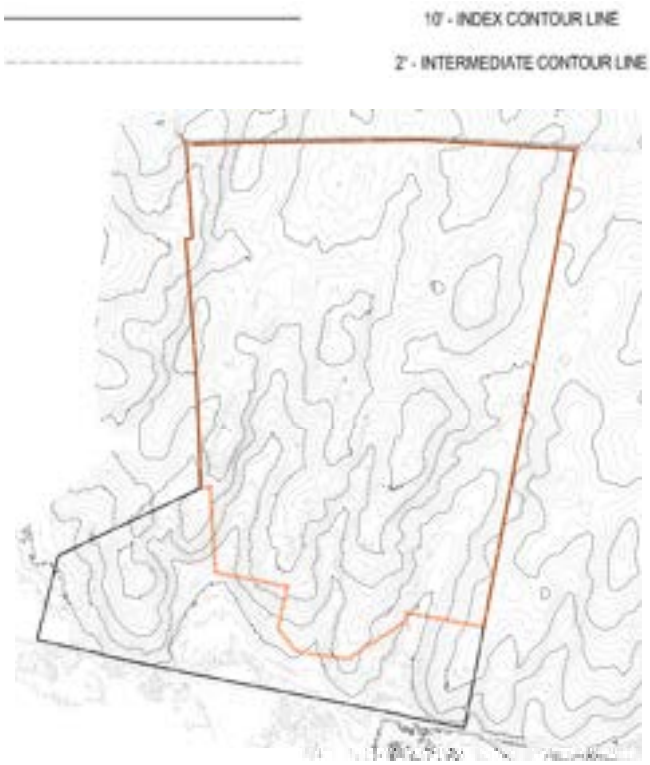
Topography

The Property features sloping topography, with its northwestern corner elevated higher than the southern and eastern portions. There are three (3) ridgelines that run north/south across the property. The highest point reaches an elevation of 564', while the lowest point sits at 502'.

The parcel gradually slopes from northwest to southeast, with a natural drainage swale running along the eastern property line. There is approximately 62 feet of elevation change from the northwest of the property along Cranes Lane, to the southern edge along the B&O Railroad.



Property in relation to FEMA floodplain per WV Flood Tool



See Appendix 1 - Existing Conditions for full scale topographic map

Part 2 – Property Information

Wetlands

No wetlands are located within the 125 acre area of rezoning. The existing parcel contains wetlands located along the southern property line, adjacent to the Baltimore & Ohio railroad right of way. These wetlands are primarily located within the 100 year FEMA floodplain, in Flood Zones AE & X. A small portion of the wetlands overlap the floodplain boundary in the southwest corner of the parcel.

All wetlands present on the Propoerty were delineated by TNT Environmental, Inc. in April, 2025.

The wetlands have been identified as Pasturine Emergent (PEM) Wetlands. See Appendix 5 – Surveyed Wetlands & Waters Exhibit.

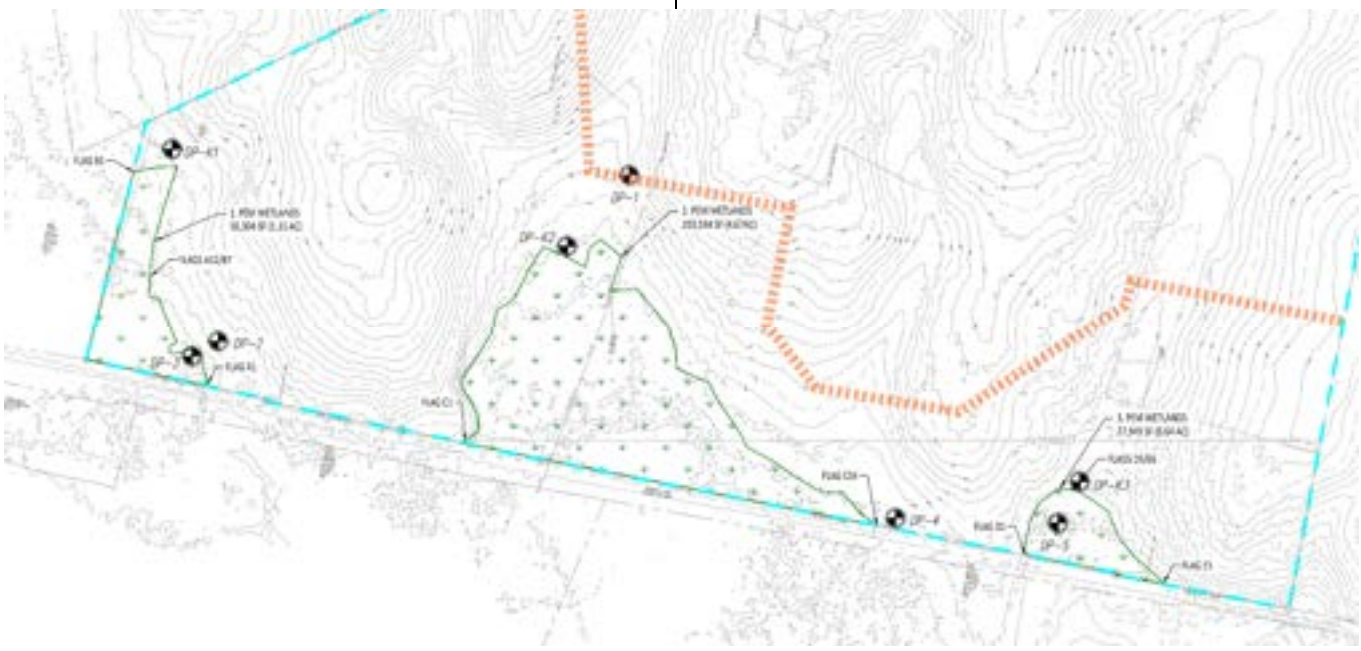
A subdivision is propsed, to locate these wetlands on a separate parcel from the proposed residential development. The parcel that shall contain the wetlands is proposed to be 35.65 acres in size, fully encompassing the 6.47 acres of wetlands as well as the 35' buffer required by the United States Army Corps of Engineers (USACE). The area of rezoning is generally more than 200' from the wetlands. The closest point of the rezoning boundary is 134.5' from the wetlands.



View east showing standing water in a typical emergent wetland



View to south showing railroad culvert connecting wetland area



See Appendix 5 – Surveyed Wetlands & Waters Exhibit

Part 3 – Proposed Uses

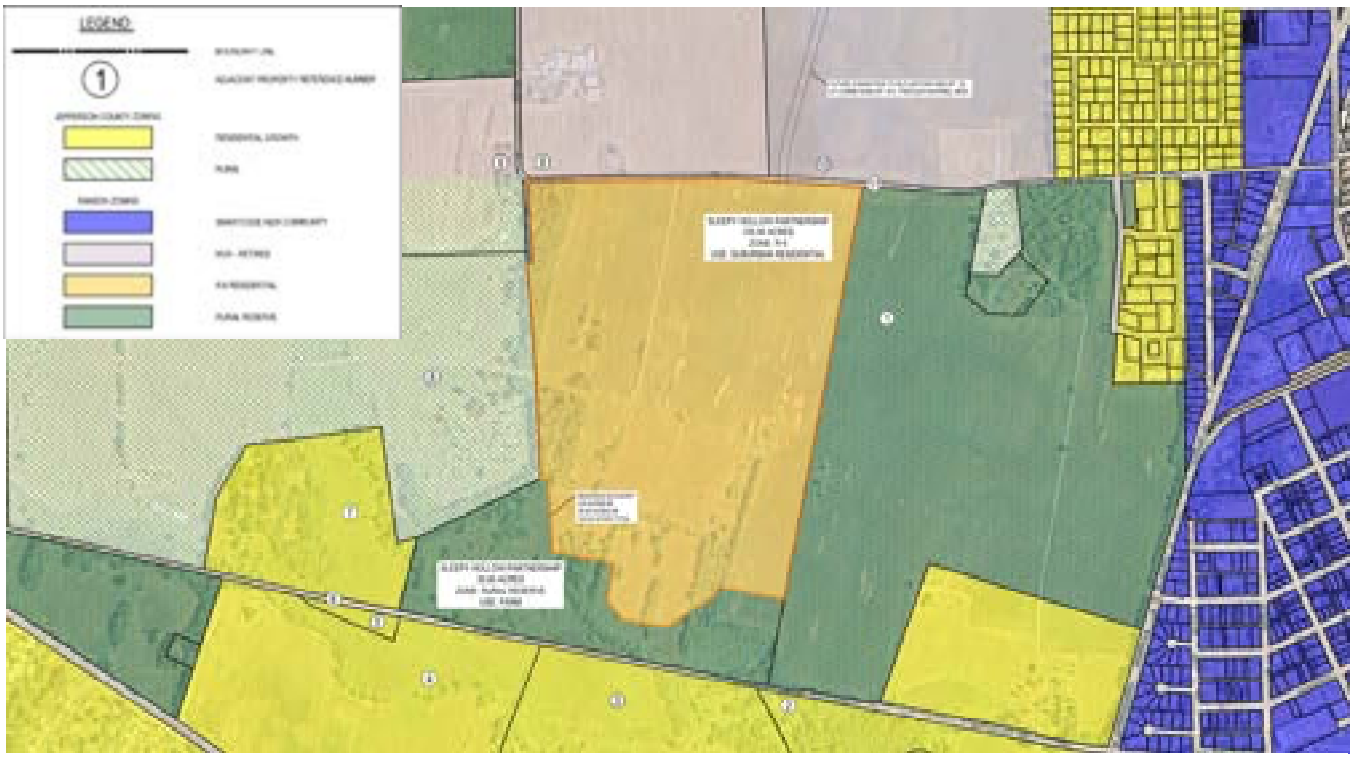
The proposed zoning map amendment will allow the following by-right uses:

Permitted Uses By Right

1. Single-family residential
2. Churches and religious assembly
3. Golf courses, parks, playgrounds and community centers operated on a noncommercial or nonprofit basis for recreational purposes only.
4. Public elementary and secondary schools, and private schools having curricula the same (approximately) as ordinarily given in public schools
5. Reserved
6. Greenhouses and rear yard garden which are incidental to the residential use and conducted on a noncommercial basis
7. Bed and breakfast (up to six rooms)
8. Libraries
9. Home occupations
10. Customary accessory uses
11. Senior housing
12. Apiaries and bees
13. Public utilities

The proposed uses for the subject property will be as follows:

1. Single Family Detached Housing
2. Single Family Attached Housing (duplexes and townhomes)
3. Parks, trails and open space
4. Public roads and streetscapes



See Appendix 3 - Proposed Land Use and Zoning

Part 4 – Adjacent Lands

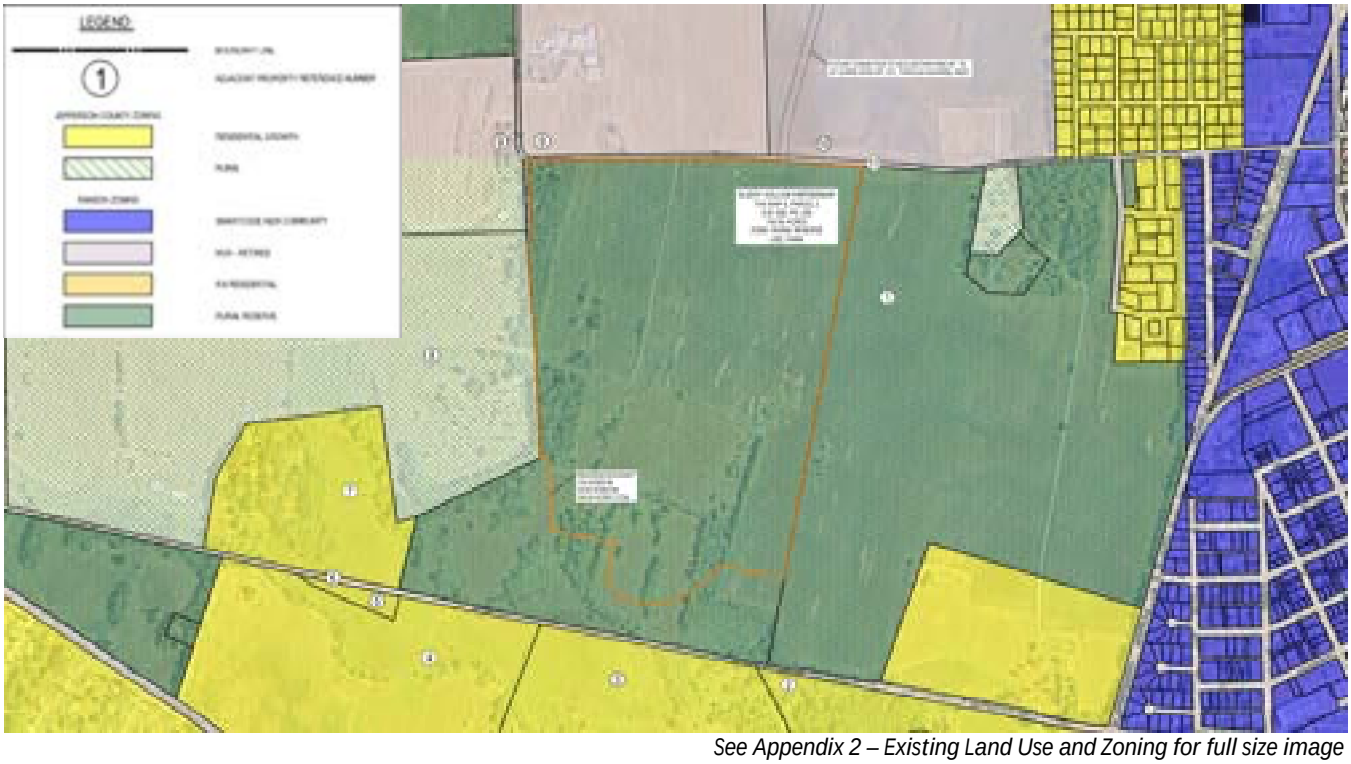
The property is bound by Cranes Lane (Rt. 9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The southern most parcel along the western boundary, owned by Cynthia J. Curtis Trust, is primarily encompassed by a conservation easement. This conservation easement extends from the Curtis property, across the railroad tracks to the south, and continues east along Evitts Run. This impacts Parcel Ref. #'s 2, 3, 4, 5, & 7, as identified in the table below.

The adjoining parcels along the west and south boundary lines are located within Jefferson County, and subject to the County's development standards. The parcels located along the north and east boundary lines are located in the City of Ranson, and subject to the City's development standards.

The abbreviations *"JC" and "R"*, as seen in the table below, represent Jefferson County and Ranson zoning jurisdictions.

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve *(R)*	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth *(JC)*	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	245	210
5	2	12	6	NATURE CONSERVANCY	Residential Growth *(JC)*	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth *(JC)*	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural *(JC)* / Rural Reserve *(R)*	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired *(R)*	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A



See Appendix 2 – Existing Land Use and Zoning for full size image

Part 5 – Transportation and Utilities

Existing WVDOH Roads

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from its intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from the roundabout at Ranson City Hall. The site benefits from excellent sight distance at the proposed entry along Cranes Lane.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse both directions when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

Residents also have convenient access to Old Town Ranson, Potomac Marketplace, Jefferson Medical Center and other amenities located in Charles Town.



View west along Cranes Lane (Rt. 9/2)



View east along Cranes Lane (Rt. 9/2)

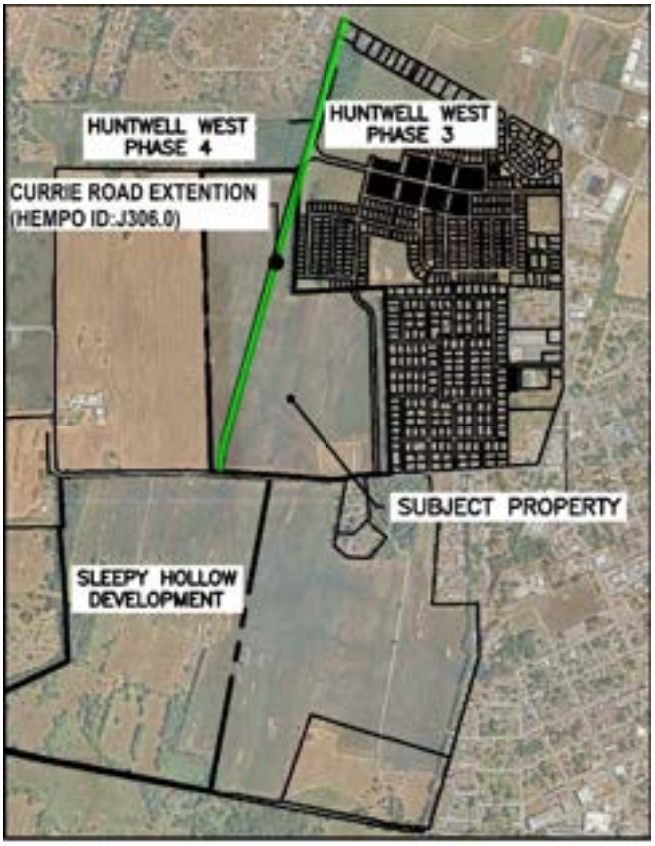
HEPMPO 2050 Long Range Transportation Plan

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), completed in 2022, identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending South to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County. This planned roadway is identified as ID: J306.0 in the 2050 Long Range Transportation Plan by HEPMPO.

The Long Range Transportation Plan is a regional transportation plan intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in the local Comprehensive Plans.

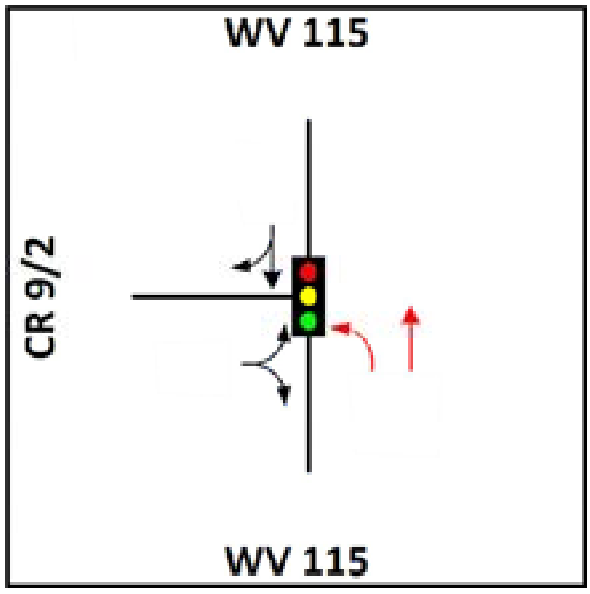
As part of this zoning map amendment application and coordination, meetings were held with the adjoining parcel owner whose land this road is proposed to extend through. This parcel is identified as Ref. #10 in the *Adjacent Property Information* chart found on Page 11 of this document, and on Appendices 2-4. As part of this coordination, two future road options were presented for the property owner's consideration.



Part 5 – Transportation and Utilities

Intersection Improvements

A Traffic Impact Study was completed in May of 2025 for the Property by A. Morton Thomas and Associates, Inc. (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115. The timing of the traffic signal will be coordinated with the Baltimore & Ohio railroad to minimize any queuing conflicts.



Recreation and Sidewalks

The proposed development would require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing park network. This would bring sidewalks within 450 feet of the Park, which does not currently benefit from any pedestrian connections.

Water and Sewer

Water and sewer utilities are located approximately 1,400 feet away from the property, in the Cranes Lane (Rt. 9/2) right-of-way. The Property has access to both public water and sanitary sewer utility lines. These utilities possess adequate capacity for the site's development.

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. A Letter of Availability and confirmation of existing capacity was received on October 3rd, 2025. The area in Purple in the image below represents lots with CTUB service for both public water and sewer service. Sanitary sewer and water lines will be extended by the developer at no cost to the City of Ranson.



Electrical and Communications

Power and communication lines are located in the Cranes Lane (Rt. 9/2) right-of-way, from North Mildred Street until approximately 450' feet from the eastern property line. Additionally, the site is bisected by overhead communication and electric lines, as seen on Appendix 1 - Existing Conditions Exhibit. These lines bisect the adjoining parcel to the east and cross the B&O railroad tracks at West 5th Avenue.

Part 6 – Public Health, Safety and Welfare

Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Part 7 – Comprehensive Plan Compatibility

The 2024-2034 Ranson Comprehensive Plan supports the proposed zoning amendment through its text, Future Land Use Map, Goals and Actions.

The guidance provided by the Comprehensive Plan must be used to evaluate the proposed zoning amendment. The clear guidance in the Comprehensive Plan is that it supports residential use on the Property, that would be facilitated by the zoning amendment.

The following citations are taken from the Ranson Comprehensive Plan.

Chapter 1 – Introduction

Ranson Vision

The choices made in one area, such as transportation infrastructure, directly impact the ability to achieve other goals, like housing diversity and affordability.

Over the years, Ranson and the surrounding communities have capitalized on the proximity to Washington DC and its robust global economy. Recent years have seen Ranson's population growth outpace both Jefferson County and the state.

Despite the growth, over 80% of Ranson's workers commute to jobs outside of town.

The zoning map amendment facilitates residential development on the Property that supports the employment and commuting trends seen in Ranson, while also supporting context sensitive walkability and affordable housing.

The rezoning of the Property will allow the development of the Property to the benefit of Ranson's businesses and residents.

The Property's location ensures convenient access for commuters to major roadways without encroaching upon neighboring residential subdivisions.

Chapter 3 – Land Use

Future Land Use Map, Suburban Residential

Ranson's Suburban Residential context comprises single-family homes, townhouses, and apartments built in a suburban style, reflecting the architectural trends that were popular in the period following the mid-20th century.

These areas of Ranson… echo the national movement towards suburban living and carry a uniform character because of similar street layouts, sidewalks, and residential setbacks.

RELATED ZONING DISTRICTS

R-7, R-6

PRIMARY USES

Single family detached
Duplexes
Townhomes
Apartment buildings

The Future Land Use Map (FLUM) categorizes this parcel as Suburban Residential. The R-6 Single Family District is listed as one of two related zoning districts under this FLUM category. The development of the Property under R6 zoning would facilitate a single family residential community on the south end of Ranson, that reflects the suburban style referenced in the comprehensive plan. R6 zoning would allow for realization of the 3 single family primary uses contemplated for the parcel. Apartment buildings are not currently supported in the R-6 district.

Chapter 3 – Land Use

Land Use Goals

- Optimize Land Use to support efficient Transportation & Infrastructure.
- Promote balanced, context-sensitive growth that respects Ranson's unique community character.
- Encourage affordable housing through a variety of types of housing options.

Transportation

Per the Comprehensive Plan, the proposed development optimizes existing transportation

infrastructure, a strategic objective for the City of Ranson.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse in both directions on Rt. 115 when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending south to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County.

The Long Range Transportation Plan is a regional planning document intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in local Comprehensive Plans.

Infrastructure – Water and Sewer

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. Potable water service is additionally available through WV American Water. A Letter of Availability and confirmation of existing capacity was received from CTUB on October 3rd, 2025.

Development of the property optimizes the use of this existing infrastructure.

Context Sensitive Growth

The R-6 zone on the Property is well suited in terms of compatibility with its existing neighbors. The property is bound by Cranes Lane (9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The adjoining farmland is likely to be developed into similar residential neighborhoods, due to their locations within Suburban Residential and Blended Mixed-use FLUM categories (Ranson) and the Residential Growth zoning district (Jefferson County).

Affordable Housing

The R-6 zone simplifies the infrastructure requirements for residential development. This will reduce development costs and increase the affordability of homes in the development.

Chapter 4 – Housing

Current State of Housing

The demand for affordable and proximate workforce housing is a critical regional issue. Unfortunately, the current housing market, coupled with developmental challenges and the inflation rate, makes meeting these needs a significant concern.

Residential patterns have shifted from the historic homes found in the downtown district to the suburban neighborhoods that have been developed in the more recently annexed lands.

The proposed rezoning will assist meeting Ranson's needs while reducing developmental challenges.

Chapter 4 – Housing

Housing Goals

- Simplify and expedite the housing development review process.
- Improve and increase the availability of affordable housing.

Development under the R-6 Single Family district is a familiar process, that allows for community engagement. R-6 zoning is easy to apply, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson.

The requested rezoning is consistent with the goal to increase the availability of affordable homes. Development of residential housing under the R-6

Part 7 – Comprehensive Plan Compatibility

Single Family zone has reduced infrastructure costs as compared with alternative zoning districts. This reduction in development costs will increase housing affordability.

Chapter 4 – Housing

Housing Actions

- Promote "missing middle" housing: Encourage development of housing types that fall between single-family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update.

The R6 Zoning for the property will promote the development of "missing middle" housing. A critical housing stock to address housing affordability.

This action further highlights the need for zoning updates to support the housing goals of the Comprehensive Plan and identify the current zoning districts that support "missing middle" housing as insufficient to achieve the stated goals.

One way to support "missing middle" housing is through the densities, architectural flexibility, and streamlined processes under the R-6 District. R-6 provides for the development of single family attached and detached dwellings. R-6 zoning provides flexibility to adapt to market fluctuations and facilitates the creation of affordable housing options.

Chapter 5 – Transportation

Transportation Goals

- Maintain and upgrade vehicular, pedestrian, and bicycle infrastructure.
- Promote active transportation and trail connectivity: Expand the network of sidewalks, bike lanes, and trails.
- Foster transportation connectivity to major city features, including Potomac Marketplace and getting across the railroad tracks to the west…

Transportation Actions

- Continuously maintain and upgrade existing streets to accommodate growth.
- Improve pedestrian and bicycle connectivity: Prioritize sidewalks, crosswalks, and cycling amenities …

The development of the Property under R6 zoning will promote active transportation and trail connectivity.

The proposed development will require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing public park network. This would bring sidewalks within 450 feet of the park, which does not currently benefit from any pedestrian connections.

The Traffic Impact Study completed in May of 2025 by AMT indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

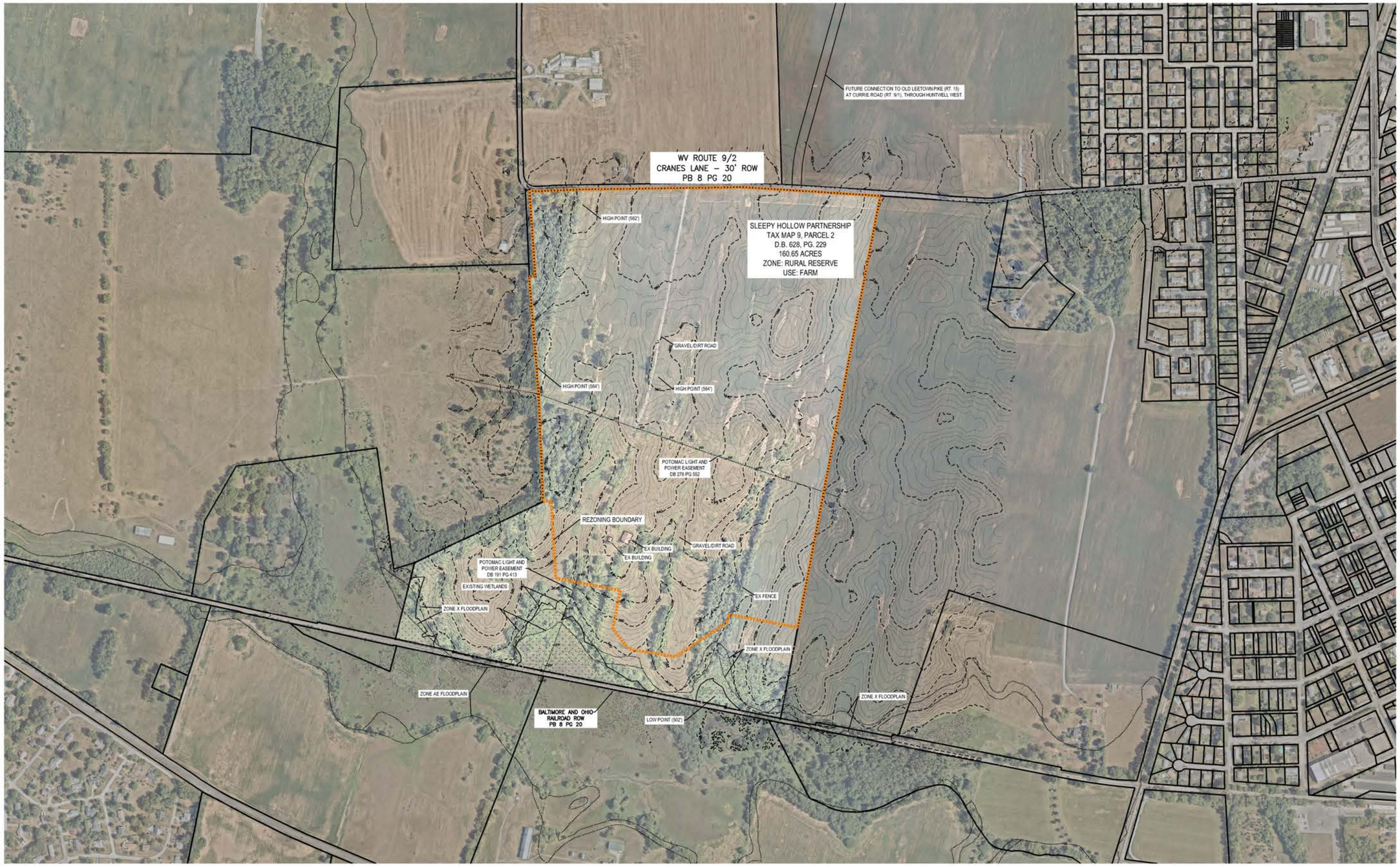
These improvements to the existing transportation network support the transportation goals of connectivity over the B&O railroad tracks to the West of City Hall, and upgrading existing infrastructure.

Part 7 – Comprehensive Plan Compatibility

Forestar, Inc.'s application for a zoning map amendment to the R-6 Single Family District meets all standards required for approval. The Property is suitable for residential use, is supported by existing infrastructure and planned future infrastructure, aligned with the Future Land Use Map designation of Suburban Residential, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan through its text, maps, goals, and actions.

Taking these factors into account Forestar, Inc. respectfully requests the zoning map amendment be approved by the City of Ranson.





LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. FEMA FLOODPLAIN
- 10' INDEX CONTOUR
- 2' INTERMEDIATE CONTOUR
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
RBF	REBAR FOUND
CRBF	CAPPED REBAR FOUND

W. STATE GRID NORTH (NAD83)

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

INTEGRITY FEDERAL SERVICES
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SEAL:

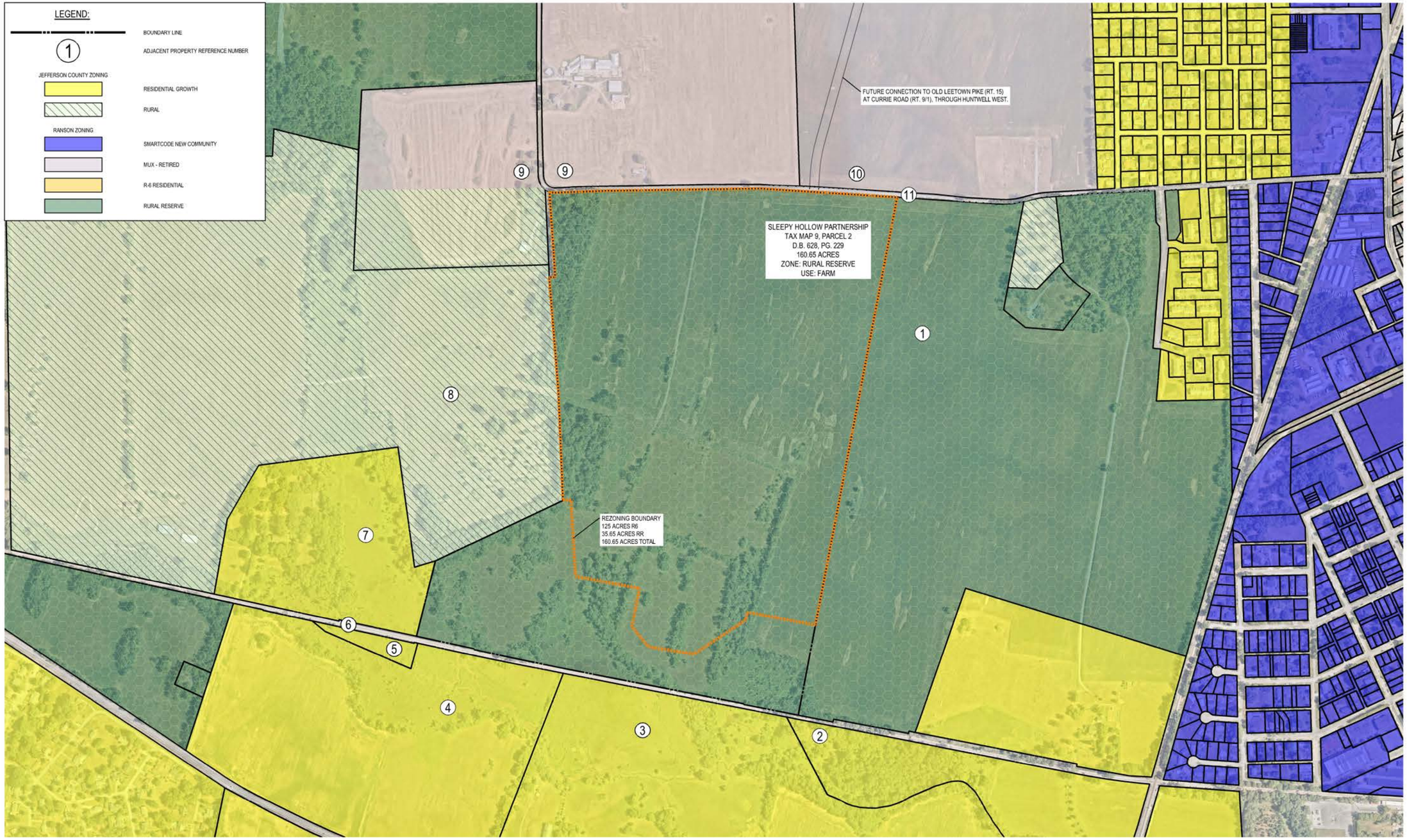
REVISIONS

EXHIBIT 1 - EXISTING CONDITIONS

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN: ABP	CHECK: MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	1 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

VW STATE GRID NORTH (NAD83)

INTEGRITY FEDERAL SERVICES
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SEAL:

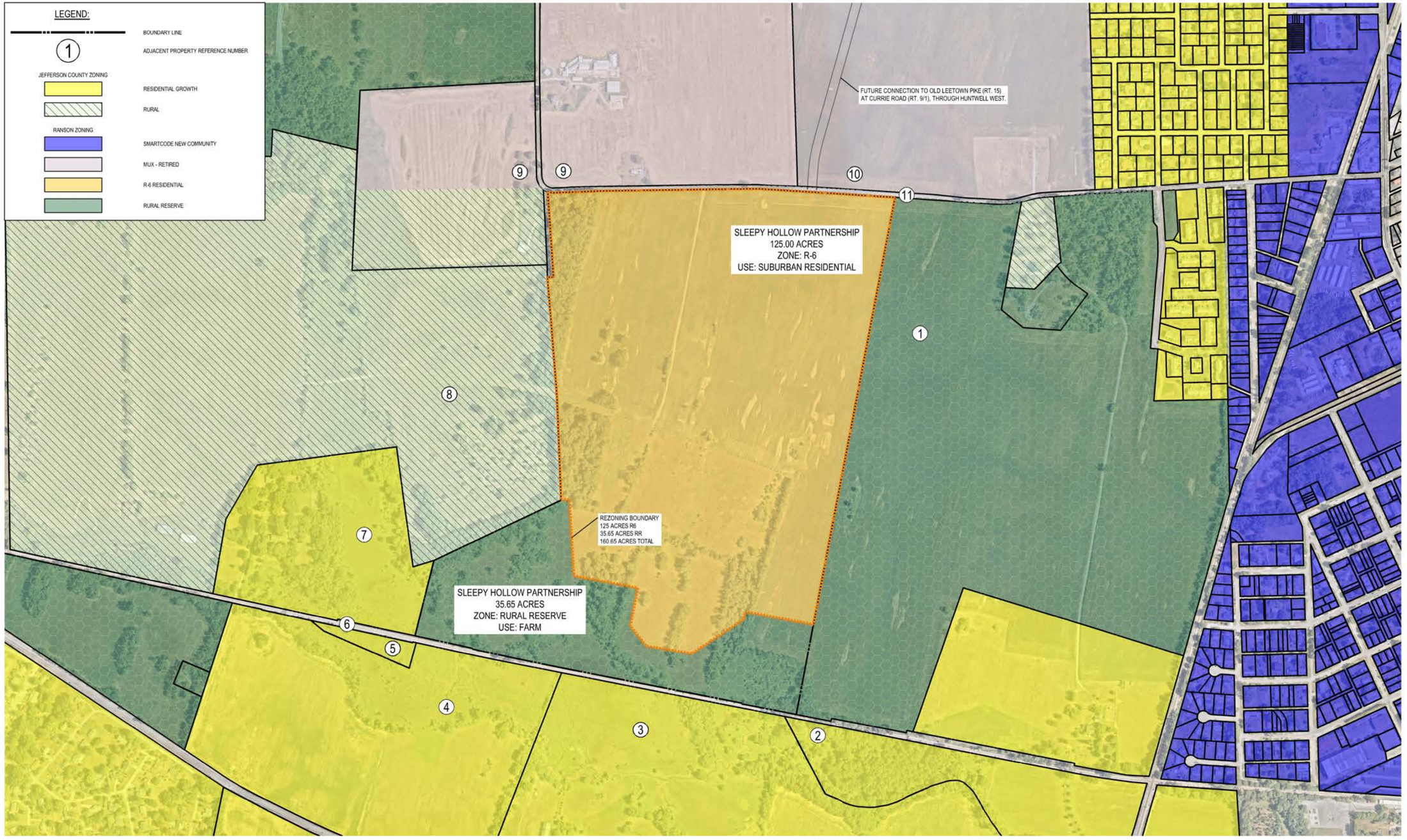
REVISIONS

EXHIBIT 2 - EXISTING LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (108) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	2 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
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10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

WV STATE GRID NORTH (NAD83)

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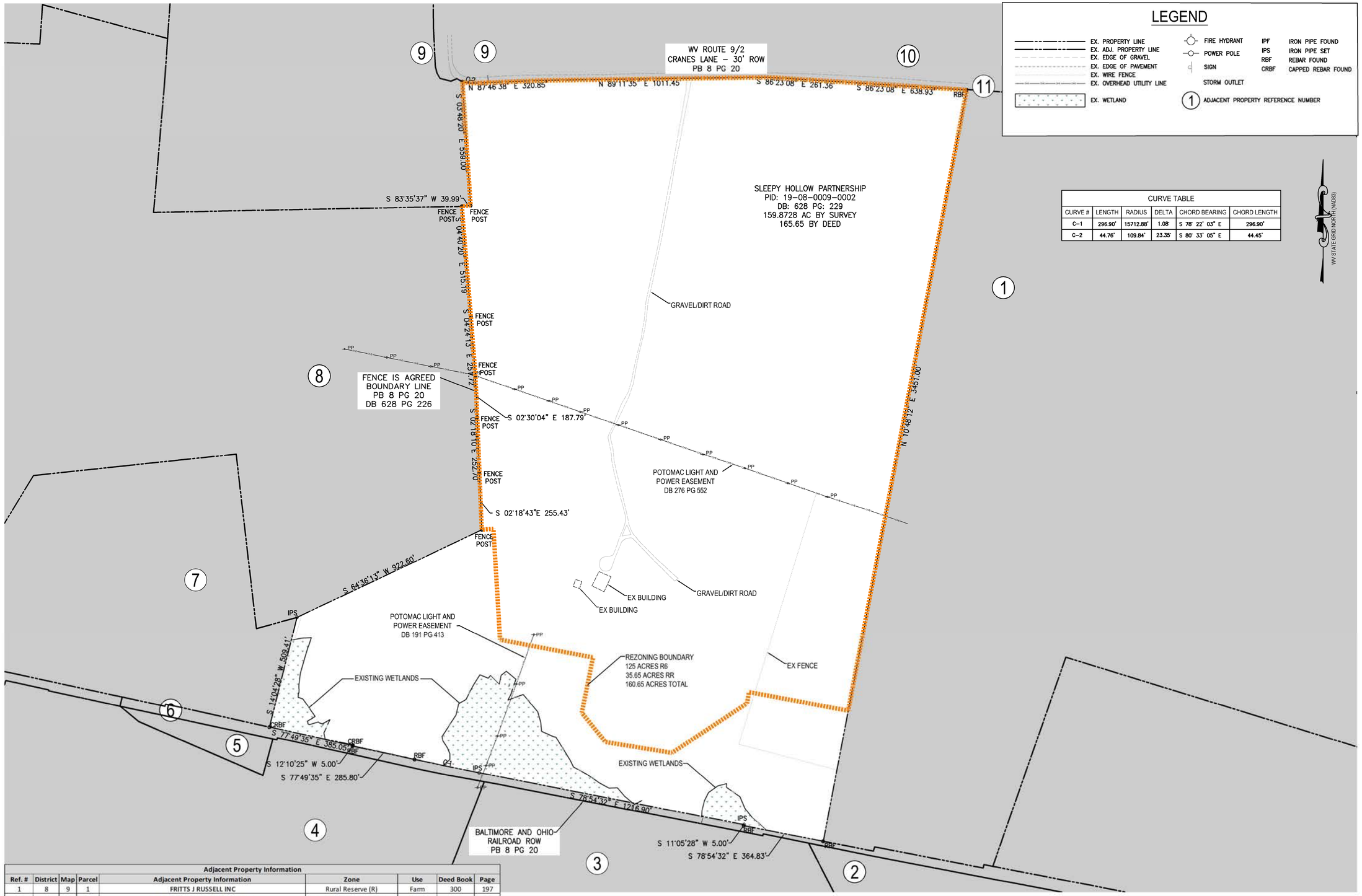
REVISIONS

EXHIBIT 3 - PROPOSED LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	3 OF 4



LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF IRON PIPE FOUND
IPS IRON PIPE SET
RBF REBAR FOUND
CRBF CAPPED REBAR FOUND

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	296.90'	15712.88'	1.08°	S 78° 22' 03" E	296.90'
C-2	44.76'	109.84'	23.35°	S 80° 33' 05" E	44.45'

Adjacent Property Information

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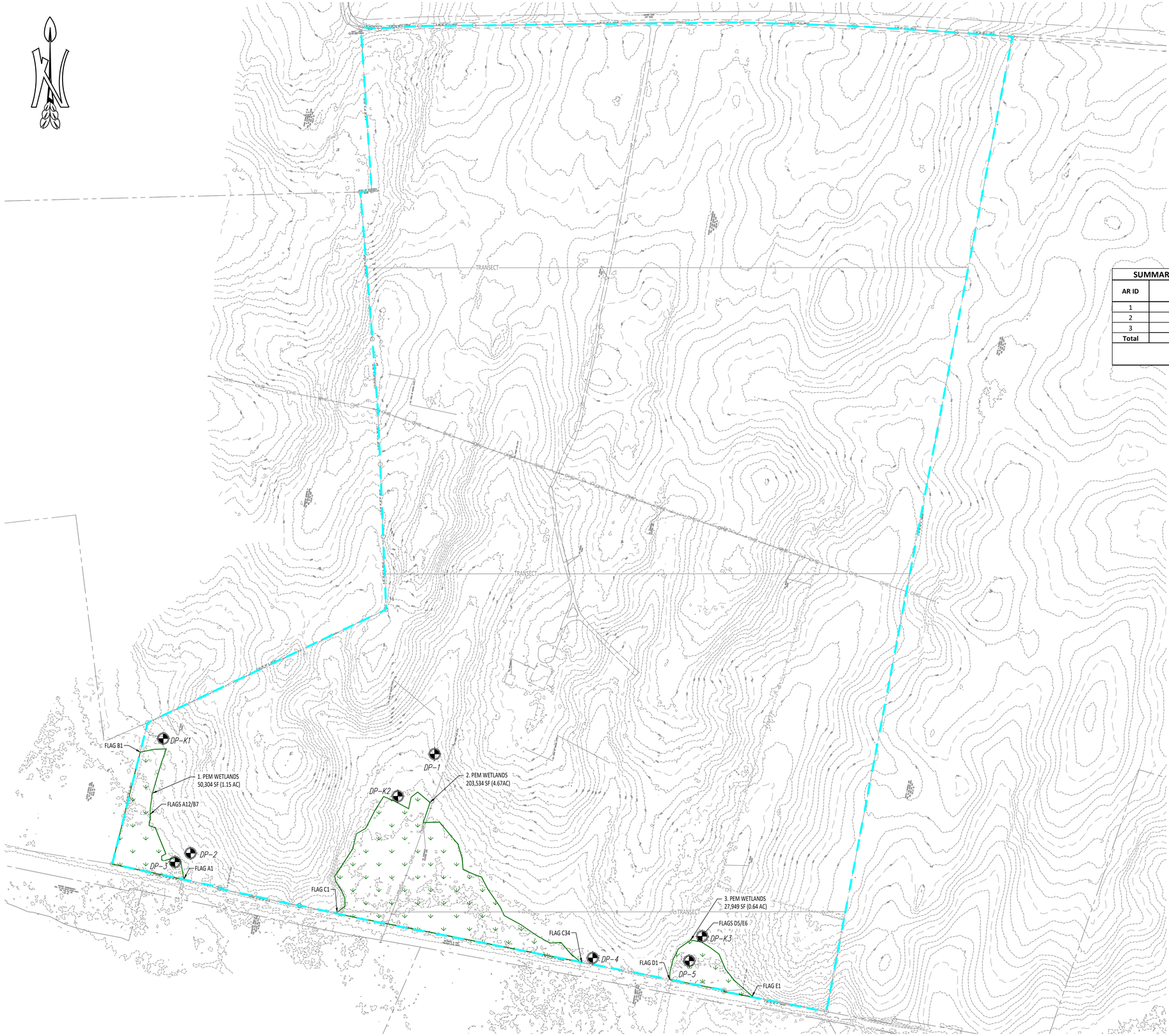
REVISIONS

EXHIBIT 4 - BOUNDARY EXHIBIT

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=200' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	4 OF 4



LEGEND

PALUSTRINE EMERGENT (PEM) WETLAND

STUDY AREA

DP- APPROX. DATAPOINT LOCATION

NOTES:

1. THE WETLAND DELINEATION WAS CONDUCTED BY TNT ENVIRONMENTAL, INC. (TNT) IN APRIL 2025. EXISTING CONDITION, TOPOGRAPHY AND WETLAND FLAGS WERE SURVEYED BY MORRIS & RITCHIE ASSOCIATES, INC.

2. THE WETLAND AND OTHER WATERS BOUNDARIES DEPICTED HEREON ARE PRELIMINARY UNTIL CONFIRMED DURING A JURISDICTIONAL DETERMINATION WITH THE US ARMY CORPS OF ENGINEERS (USACE).

3. THIS DELINEATION WAS PERFORMED PER THE *CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL*, TECHNICAL REPORT Y-87-1 (1987 MANUAL) AND SUBSEQUENT GUIDANCE AND MODIFICATION BY THE *REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL:EASTERN MOUNTAINS AND PIEDMONT REGION* (VERSION 2.0) DATED APRIL 2012. THE STUDY AREA IS APPROXIMATELY 160.62 ACRES; AS SUCH THE ROUTINE ON-SITE WETLAND DETERMINATION METHOD FOR SITES GREATER THAN 5 ACRES WAS USED, WITH MULTIPLE TRANSECTS PERFORMED AS DEPICTED HEREIN.

SUMMARY OF FEDERALLY JURISDICTIONAL WATERS (INCLUDING WETLANDS)

AR ID	PEM (SF)	PEM (AC)
1	50,304	1.15
2	203,534	4.67
3	27,949	0.64
Total	**281,787**	**6.47**

AR- Aquatic Resource, PEM - Palustrine Emergent

Total Wetlands (Acreage):	**6.47**	**Acres**

SCALE (IN FEET)
80 160
160 0

4455 Brookfield Corporate Drive, Suite 100
Chantilly, VA 20151
PH: 703-466-5123 WWW.TNTENVIRONMENTALINC.COM
TNT ENVIRONMENTAL

SLEEPY HOLLOW
JEFFERSON COUNTY, WV

SURVEYED WETLANDS & WATERS MAP

REVISIONS

DATE	COMMENTS

SHEET 1 OF 1

SCALE: 1" = 160'

PROJECT DATE: 05/08/25

DRAFT: RAS | CHECK: AMS

FILE NUMBER: 3932

SLEEPY HOLLOW

RESIDENTIAL R6

APPLICATION FOR ZONING MAP AMENDMENT

CITY OF RANSON
WEST VIRGINIA

October 13, 2025

Prepared By:
INTEGRITY FEDERAL SERVICES

Prepared For:
FORESTAR, INC.

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Appendix 2 – Existing Land Use & Zoning

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Appendix 4 – Boundary Exhibit

Appendix 5 – Surveyed Wetlands & Waters Exhibit

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Part 1 – Executive Summary

Introduction. Forestar, Inc. seeks a rezoning for 125 acres of the approximately 160.65-acre tract of real Property (as further described in this Application, the "Property"). The proposed rezoning would replace the current Rural Reserve (RR) zoning designation, which was assigned to the property upon its annexation into the City of Ranson. The Property is proposed to be rezoned from Rural Reserve (RR) to the R-6 Single Family zoning district.

The remaining acreage (approximately 35.65 acres of 160.65 acres) is intended to retain the current zoning of Rural Reserve (RR). Please see Appendix *3 – Proposed Land Use & Zoning* for a visual depiction of the area to be rezoned. The acreage remaining Rural Reserve fully contains the wetlands present on the site, as identified by the Wetland Delineation completed by TNT Environmental, INC in April of 2025.

For wetlands within the Chesapeake Bay management area a 35' critical area buffer is required. The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.

A Traffic Impact Study was completed in May of 2025 for the property by A. Morton Thomas and Associates, Inc (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

Additionally, the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP) identifies a new 2-lane roadway from Currie Road extending South to Cranes Lane, through the Huntwell West Subdivision, that will serve the Property in the future. This planned roadway is identified as ID: J306.0.

The requested rezoning is consistent with the goals of Ranson's Comprehensive Plan, which acknowledges the importance of a variety of residential unit types, as well as a streamlined development process. These goals not only provide affordability but also foster the vibrant and diverse community that Ranson is known for.

The R-6 Zone is easy to implement, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson. It is the owner's intention for the Property to be developed as a single family (attached and detached) subdivision.

Basis for Rezoning. The R-6 zone is well suited for the development of a single-family subdivision and fits the objectives of the Suburban Residential Future Land Use designation listed in the Comprehensive Plan. The primary uses under this designation are residential uses including single family detached, duplex, single family attached, and apartment buildings.

These uses are aligned with the R-6 District, which allows both single family detached and attached dwellings, providing critical "missing middle" housing stock.

It is clear that the uses identified within the Future Land Use Map's Suburban Residential category of the Comprehensive Plan are consistent with the applicants requested rezoning designation of Residential R-6. This is also supported by the Land Use Goals and Actions identified in the 2024-2034 Comprehensive Plan.

Specifically, the Goal to "[e]ncourage affordable housing through a variety of types of housing options." The 2024-2034 Comprehensive Plan states, "This action is accomplished through zoning code amendments and incentives.". This statement highlights the need for amendments to the existing zoning districts to facilitate this goal.

Zoning Summary. Ranson will benefit both economically and socially from the development of the Property as permitted under the R6 zoning district. The requested rezoning will result in simplified development standards, with opportunity for public input. The rezoning to R-6 will provide flexibility in housing options with the ability to construct single family attached and detached homes.

Housing Action Item 3 of The Comprehensive Plan states, *"Encourage development of housing types that fall between single family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update."*. Housing that falls within these parameters is

considered "missing middle" housing. The requested rezoning to the R6 district will promote the development of "missing middle" housing on the Property.

The following sections of this Application further demonstrate that the proposed zoning map amendment aligns with the optimal utilization of the Property, offering significant benefits to the citizens of Ranson and Jefferson County.

Comprehensive Plan – The proposed zoning amendment is consistent with Ranson's newly adopted 2024-2034 Comprehensive Plan. As discussed in more detail in this application, the Plan proposes that the Property be designated as Suburban Residential, a designation that includes various types of housing. The related zoning districts listed under this designation include R-6

Proposed Use – Residential development, aligned with the R-6 district. The property will be developed as a single family subdivision anticipating single family attached and detached homes.

Benefit Analysis – Ranson will benefit from land zoned for single family residential development, outside of areas zoned under SmartCode. The proposed zoning map amendment is poised to provide an increase in the available stock of homes within the City that are more typical of a traditional suburb, rather than a city block. R6 zoning will provide immediate neighborhood connections, providing housing on the south side of Ranson, and adjacent to an existing public park, Cranes Lane Community Field and Gardens. The Property is one of the closest tracts of land to City Hall anticipated to be developed for Suburban Residential use.

Transportation and Utilities – Existing utility (water and sanitary sewer) and transportation infrastructure support development of the Property. According to the Comprehensive Plan, the development of sites with existing infrastructure should be a strategic objective for the City of Ranson.

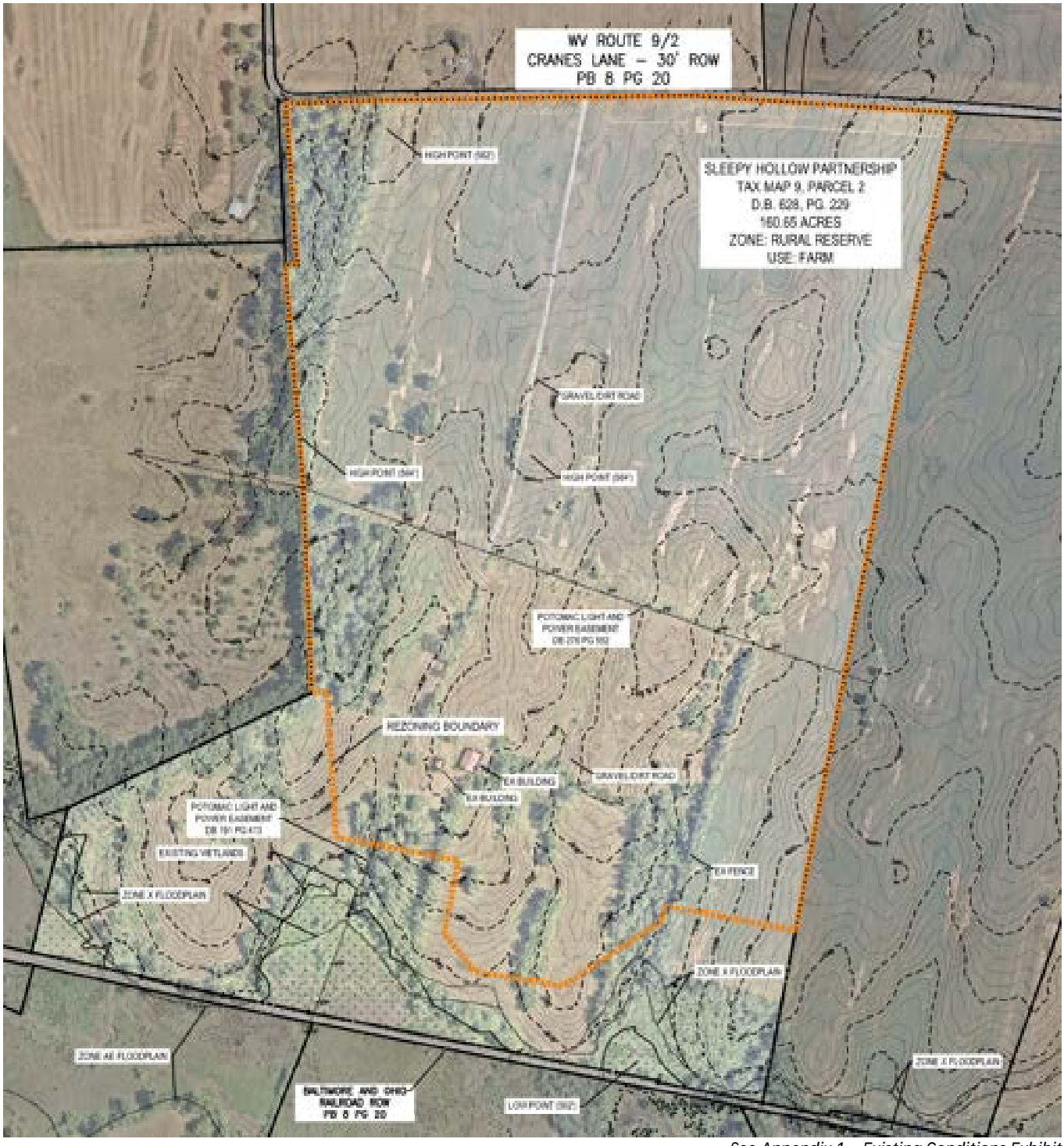
Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Conclusion. Forestar, Inc's application for a zoning map amendment to the R-6 District meets all standards required for approval. The Property is suitable for residential use, aligned with the Future Land Use Map designation of Suburban Residential, is supported by existing infrastructure and planned future infrastructure, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan.

Part 2 – Property Information

SLEEPY HOLLOW



See Appendix 1 – Existing Conditions Exhibit

Parcel Description

DB 628 Page 229
City of Ranson (District 8), Tax Map 9, Parcel 2
160.65 Acres

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from the intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from Ranson City Hall.

Part 2 – Property Information

Existing Conditions

The parcel is predominantly comprised of open farmland, with perimeter trees situated along the southern & western property lines. The northern boundary adjoins Cranes Lane, and the southern boundary adjoins the Baltimore & Ohio Railroad right of way. The eastern and western property lines adjoin farms of similar characteristic.

The parcel contains a gravel road that runs south from Cranes Lane through the center of the property, two farm buildings, and a powerline that runs east to west through the center of the property.

The existing structures are remnants of the farming operations - a wood board corn crib and barn, built in 1910 & 1960 respectively. See Image below.



Historically and presently, the Property has been utilized for agricultural activities including row crops such as corn.

The Property is within the Evitts Run drainage basin. A portion of the parcel along the southern boundary is located within a 100-year FEMA floodplain, identified as Flood Zones AE & X.

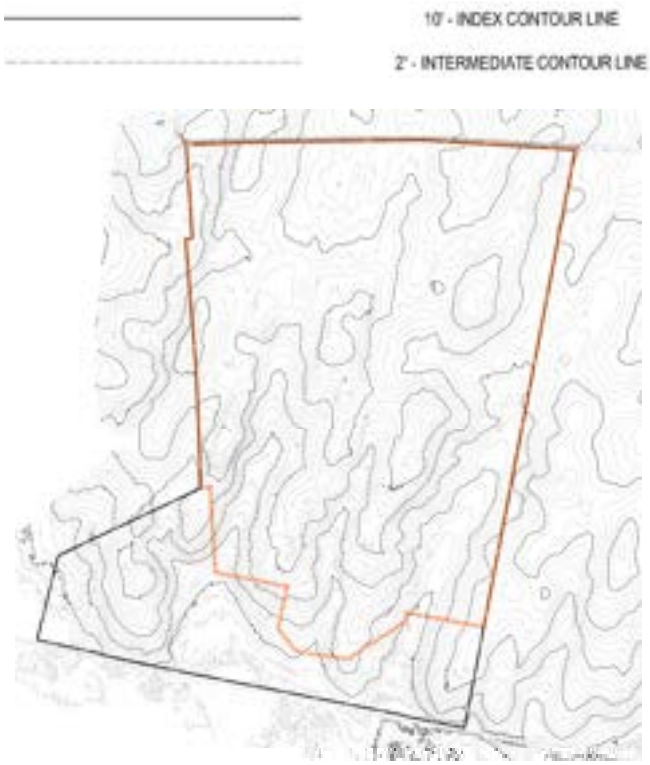
Topography

The Property features sloping topography, with its northwestern corner elevated higher than the southern and eastern portions. There are three (3) ridgelines that run north/south across the property. The highest point reaches an elevation of 564', while the lowest point sits at 502'.

The parcel gradually slopes from northwest to southeast, with a natural drainage swale running along the eastern property line. There is approximately 62 feet of elevation change from the northwest of the property along Cranes Lane, to the southern edge along the B&O Railroad.



Property in relation to FEMA floodplain per WV Flood Tool



See Appendix 1 - Existing Conditions for full scale topographic map

Part 2 – Property Information

Wetlands

No wetlands are located within the 125 acre area of rezoning. The existing parcel contains wetlands located along the southern property line, adjacent to the Baltimore & Ohio railroad right of way. These wetlands are primarily located within the 100 year FEMA floodplain, in Flood Zones AE & X. A small portion of the wetlands overlap the floodplain boundary in the southwest corner of the parcel.

All wetlands present on the Propoerty were delineated by TNT Environmental, Inc. in April, 2025.

The wetlands have been identified as Pasturine Emergent (PEM) Wetlands. See Appendix 5 – Surveyed Wetlands & Waters Exhibit.

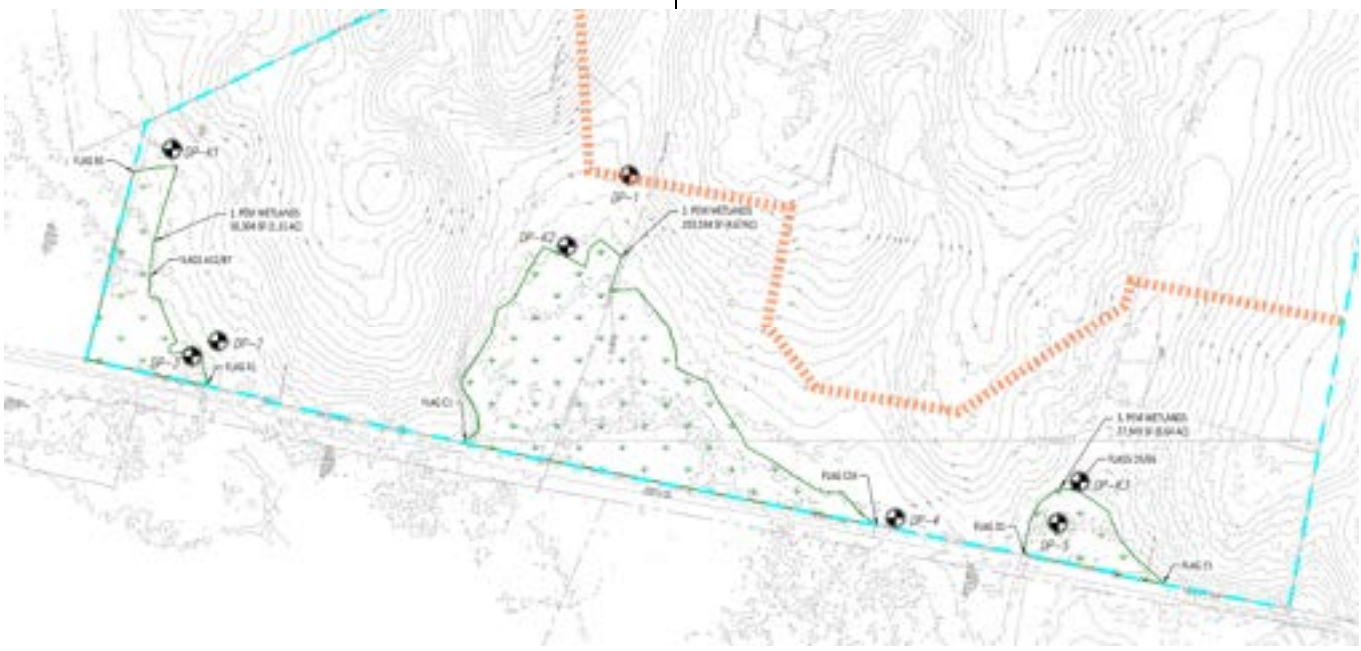
A subdivision is propsed, to locate these wetlands on a separate parcel from the proposed residential development. The parcel that shall contain the wetlands is proposed to be 35.65 acres in size, fully encompassing the 6.47 acres of wetlands as well as the 35' buffer required by the United States Army Corps of Engineers (USACE). The area of rezoning is generally more than 200' from the wetlands. The closest point of the rezoning boundary is 134.5' from the wetlands.



View east showing standing water in a typical emergent wetland



View to south showing railroad culvert connecting wetland area



See Appendix 5 – Surveyed Wetlands & Waters Exhibit

Part 3 – Proposed Uses

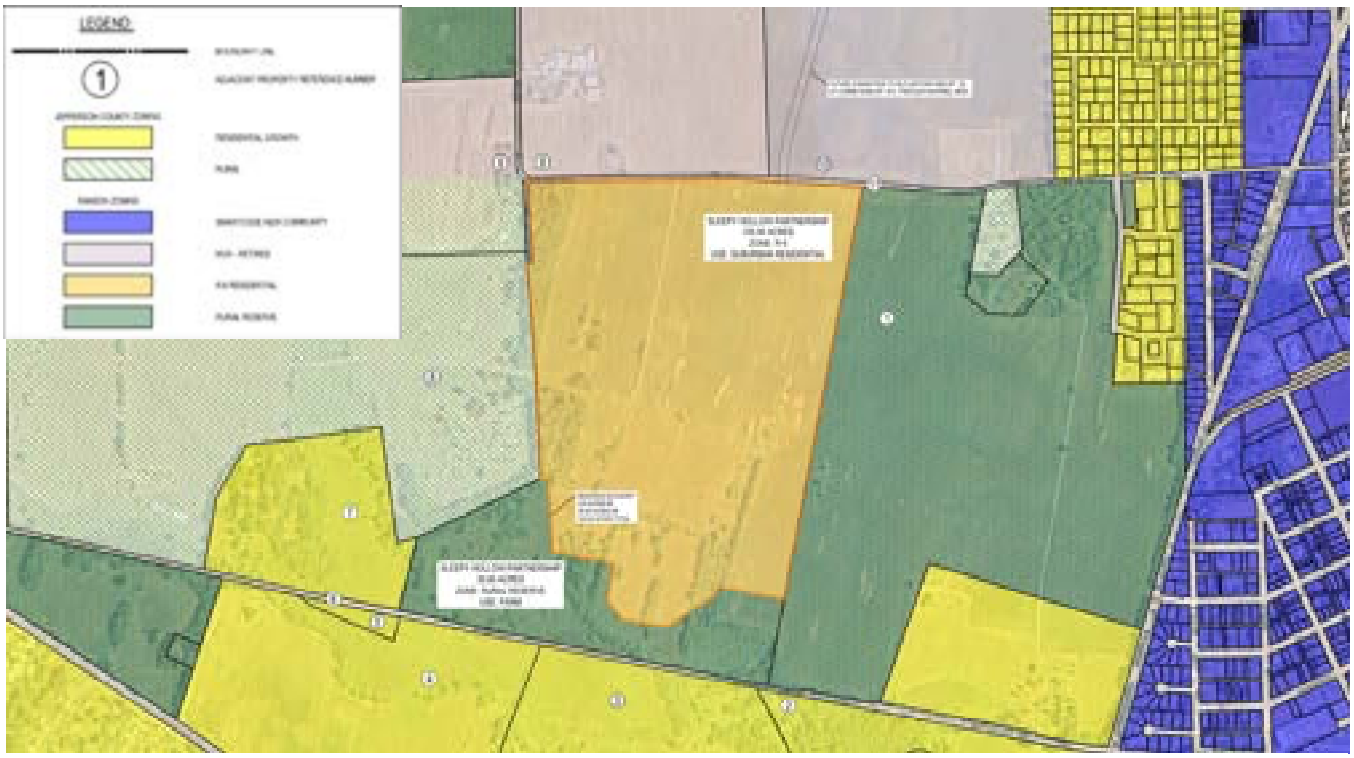
The proposed zoning map amendment will allow the following by-right uses:

Permitted Uses By Right

1. Single-family residential
2. Churches and religious assembly
3. Golf courses, parks, playgrounds and community centers operated on a noncommercial or nonprofit basis for recreational purposes only.
4. Public elementary and secondary schools, and private schools having curricula the same (approximately) as ordinarily given in public schools
5. Reserved
6. Greenhouses and rear yard garden which are incidental to the residential use and conducted on a noncommercial basis
7. Bed and breakfast (up to six rooms)
8. Libraries
9. Home occupations
10. Customary accessory uses
11. Senior housing
12. Apiaries and bees
13. Public utilities

The proposed uses for the subject property will be as follows:

1. Single Family Detached Housing
2. Single Family Attached Housing (duplexes and townhomes)
3. Parks, trails and open space
4. Public roads and streetscapes



See Appendix 3 - Proposed Land Use and Zoning

Part 4 – Adjacent Lands

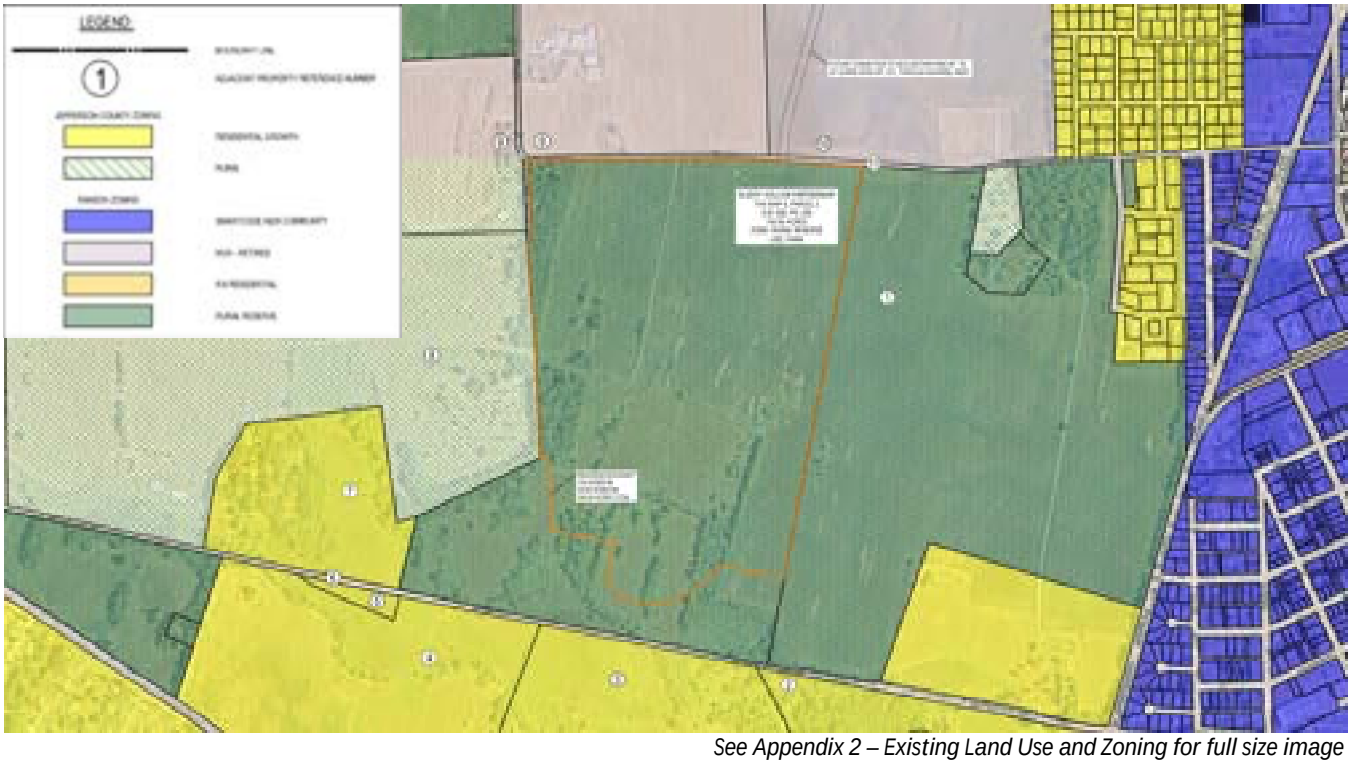
The property is bound by Cranes Lane (Rt. 9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The southern most parcel along the western boundary, owned by Cynthia J. Curtis Trust, is primarily encompassed by a conservation easement. This conservation easement extends from the Curtis property, across the railroad tracks to the south, and continues east along Evitts Run. This impacts Parcel Ref. #'s 2, 3, 4, 5, & 7, as identified in the table below.

The adjoining parcels along the west and south boundary lines are located within Jefferson County, and subject to the County's development standards. The parcels located along the north and east boundary lines are located in the City of Ranson, and subject to the City's development standards.

The abbreviations *"JC" and "R"*, as seen in the table below, represent Jefferson County and Ranson zoning jurisdictions.

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve *(R)*	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth *(JC)*	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth *(JC)*	Farm	245	210
5	2	12	6	NATURE CONSERVANCY	Residential Growth *(JC)*	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth *(JC)*	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural *(JC)* / Rural Reserve *(R)*	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired *(R)*	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A



See Appendix 2 – Existing Land Use and Zoning for full size image

Part 5 – Transportation and Utilities

Existing WVDOH Roads

The Property is located along Cranes Lane (Rt. 9/2), approximately 0.6 miles from its intersection with North Mildred Street (Rt. 115). The Property is approximately 1.2 miles from the roundabout at Ranson City Hall. The site benefits from excellent sight distance at the proposed entry along Cranes Lane.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse both directions when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

Residents also have convenient access to Old Town Ranson, Potomac Marketplace, Jefferson Medical Center and other amenities located in Charles Town.



View west along Cranes Lane (Rt. 9/2)



View east along Cranes Lane (Rt. 9/2)

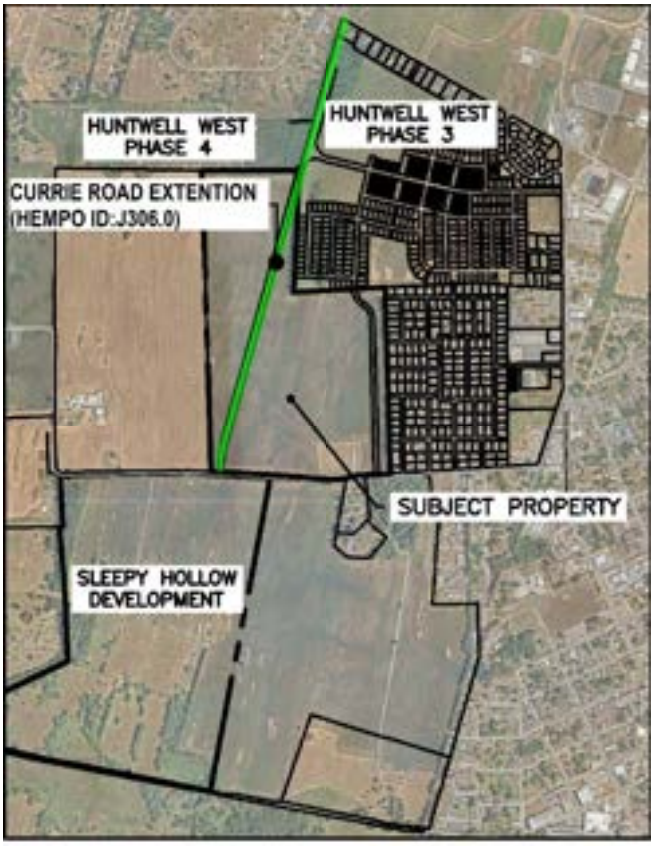
HEPMPO 2050 Long Range Transportation Plan

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), completed in 2022, identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending South to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County. This planned roadway is identified as ID: J306.0 in the 2050 Long Range Transportation Plan by HEPMPO.

The Long Range Transportation Plan is a regional transportation plan intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in the local Comprehensive Plans.

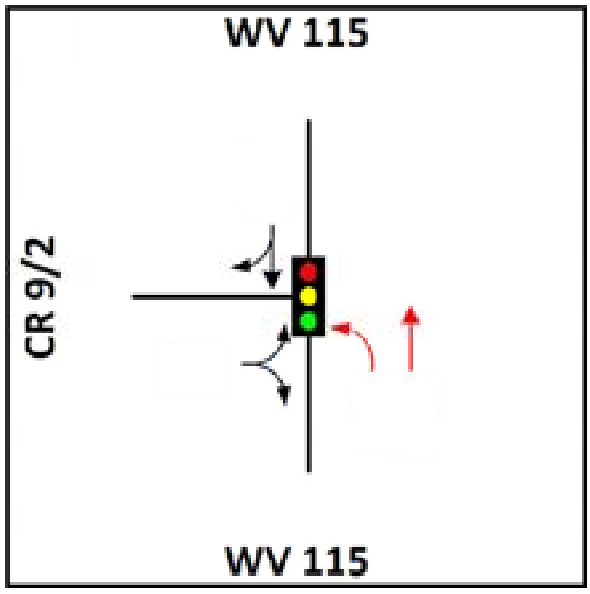
As part of this zoning map amendment application and coordination, meetings were held with the adjoining parcel owner whose land this road is proposed to extend through. This parcel is identified as Ref. #10 in the *Adjacent Property Information* chart found on Page 11 of this document, and on Appendices 2-4. As part of this coordination, two future road options were presented for the property owner's consideration.



Part 5 – Transportation and Utilities

Intersection Improvements

A Traffic Impact Study was completed in May of 2025 for the Property by A. Morton Thomas and Associates, Inc. (AMT). The study indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115. The timing of the traffic signal will be coordinated with the Baltimore & Ohio railroad to minimize any queuing conflicts.



Recreation and Sidewalks

The proposed development would require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing park network. This would bring sidewalks within 450 feet of the Park, which does not currently benefit from any pedestrian connections.

Water and Sewer

Water and sewer utilities are located approximately 1,400 feet away from the property, in the Cranes Lane (Rt. 9/2) right-of-way. The Property has access to both public water and sanitary sewer utility lines. These utilities possess adequate capacity for the site's development.

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. A Letter of Availability and confirmation of existing capacity was received on October 3rd, 2025. The area in Purple in the image below represents lots with CTUB service for both public water and sewer service. Sanitary sewer and water lines will be extended by the developer at no cost to the City of Ranson.



Electrical and Communications

Power and communication lines are located in the Cranes Lane (Rt. 9/2) right-of-way, from North Mildred Street until approximately 450' feet from the eastern property line. Additionally, the site is bisected by overhead communication and electric lines, as seen on Appendix 1 - Existing Conditions Exhibit. These lines bisect the adjoining parcel to the east and cross the B&O railroad tracks at West 5th Avenue.

Part 6 – Public Health, Safety and Welfare

Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The Property will be served by public water and sewer through regulated utilities. The development of the site does not require any onsite wells and is a logical expansion of these utility systems. All wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards.
- The requested zoning map amendment specifically excludes the wetlands, and provides a critical area buffer in excess of the 35' federal requirement.
- The proposed rezoning exceeds this requirement by 384% at its narrowest point and is generally more than 200' from the wetland. The closest point of the rezoning boundary is 134.5' from the wetland.
- Proximity to City Hall and other City of Ranson and Jefferson County administrative services benefits residents of the proposed development, and limits the impact on City roadways.
- The project will include transportation improvements to offsite road infrastructure.
- The project aligns with the future extension of the planned transportation infrastructure, as envisioned by the City Master Plan and the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO). (ID: J306.0 – New 2-lane roadway from Currie Road extending South to Cranes Lane, *HEPMPO 2050 Long Range Transportation Plan, Table 23: Berkeley and Jefferson Counties Unconstrained Projects*).

Part 7 – Comprehensive Plan Compatibility

The 2024-2034 Ranson Comprehensive Plan supports the proposed zoning amendment through its text, Future Land Use Map, Goals and Actions.

The guidance provided by the Comprehensive Plan must be used to evaluate the proposed zoning amendment. The clear guidance in the Comprehensive Plan is that it supports residential use on the Property, that would be facilitated by the zoning amendment.

The following citations are taken from the Ranson Comprehensive Plan.

Chapter 1 – Introduction

Ranson Vision

The choices made in one area, such as transportation infrastructure, directly impact the ability to achieve other goals, like housing diversity and affordability.

Over the years, Ranson and the surrounding communities have capitalized on the proximity to Washington DC and its robust global economy. Recent years have seen Ranson's population growth outpace both Jefferson County and the state.

Despite the growth, over 80% of Ranson's workers commute to jobs outside of town.

The zoning map amendment facilitates residential development on the Property that supports the employment and commuting trends seen in Ranson, while also supporting context sensitive walkability and affordable housing.

The rezoning of the Property will allow the development of the Property to the benefit of Ranson's businesses and residents.

The Property's location ensures convenient access for commuters to major roadways without encroaching upon neighboring residential subdivisions.

Chapter 3 – Land Use

Future Land Use Map, Suburban Residential

Ranson's Suburban Residential context comprises single-family homes, townhouses, and apartments built in a suburban style, reflecting the architectural trends that were popular in the period following the mid-20th century.

These areas of Ranson… echo the national movement towards suburban living and carry a uniform character because of similar street layouts, sidewalks, and residential setbacks.

RELATED ZONING DISTRICTS

R-7, R-6

PRIMARY USES

Single family detached
Duplexes
Townhomes
Apartment buildings

The Future Land Use Map (FLUM) categorizes this parcel as Suburban Residential. The R-6 Single Family District is listed as one of two related zoning districts under this FLUM category. The development of the Property under R6 zoning would facilitate a single family residential community on the south end of Ranson, that reflects the suburban style referenced in the comprehensive plan. R6 zoning would allow for realization of the 3 single family primary uses contemplated for the parcel. Apartment buildings are not currently supported in the R-6 district.

Chapter 3 – Land Use

Land Use Goals

- Optimize Land Use to support efficient Transportation & Infrastructure.
- Promote balanced, context-sensitive growth that respects Ranson's unique community character.
- Encourage affordable housing through a variety of types of housing options.

Transportation

Per the Comprehensive Plan, the proposed development optimizes existing transportation

Part 7 – Comprehensive Plan Compatibility

infrastructure, a strategic objective for the City of Ranson.

Access to the four-lane divided WV Rt. 9 is provided to both the north and south of the Property, via North Mildred Street (Rt. 115). WV Rt. 9 provides access to the I-81 corridor and Rt. 340, into northern Virginia and Maryland.

This allows trips generated from the Property's development to disperse in both directions on Rt. 115 when exiting Cranes Lane. This dispersement supports the commuting trends referenced in the comprehensive plan.

The Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) 2050 Long Range Transportation Plan (LRTP), identifies a new 2-lane roadway from Currie Road (Rt. 9/1) extending south to Cranes Lane (Rt. 9/2), through the Huntwell West Subdivision.

This extension of Cranes Lane will serve the Property in the future, and provide an alternative route to existing major connector roads in the County.

The Long Range Transportation Plan is a regional planning document intended to provide guidance for counties and municipalities past the typical 20 year planning period considered in local Comprehensive Plans.

Infrastructure – Water and Sewer

Sanitary sewer services and potable water services are available through the Charles Town Utility Board. Potable water service is additionally available through WV American Water. A Letter of Availability and confirmation of existing capacity was received from CTUB on October 3rd, 2025.

Development of the property optimizes the use of this existing infrastructure.

Context Sensitive Growth

The R-6 zone on the Property is well suited in terms of compatibility with its existing neighbors. The property is bound by Cranes Lane (9/2) to the north, and the Baltimore & Ohio Railroad to the south. Similar farm uses are located along the Property's eastern and western boundaries, as well as across the WVDOH and Baltimore & Ohio Railroad right of ways.

The adjoining farmland is likely to be developed into similar residential neighborhoods, due to their locations within Suburban Residential and Blended Mixed-use FLUM categories (Ranson) and the Residential Growth zoning district (Jefferson County).

Affordable Housing

The R-6 zone simplifies the infrastructure requirements for residential development. This will reduce development costs and increase the affordability of homes in the development.

Chapter 4 – Housing

Current State of Housing

The demand for affordable and proximate workforce housing is a critical regional issue. Unfortunately, the current housing market, coupled with developmental challenges and the inflation rate, makes meeting these needs a significant concern.

Residential patterns have shifted from the historic homes found in the downtown district to the suburban neighborhoods that have been developed in the more recently annexed lands.

The proposed rezoning will assist meeting Ranson's needs while reducing developmental challenges.

Chapter 4 – Housing

Housing Goals

- Simplify and expedite the housing development review process.
- Improve and increase the availability of affordable housing.

Development under the R-6 Single Family district is a familiar process, that allows for community engagement. R-6 zoning is easy to apply, which benefits the planning process, and it is easy to administer, which benefits the City of Ranson.

The requested rezoning is consistent with the goal to increase the availability of affordable homes. Development of residential housing under the R-6

Part 7 – Comprehensive Plan Compatibility

Single Family zone has reduced infrastructure costs as compared with alternative zoning districts. This reduction in development costs will increase housing affordability.

Chapter 4 – Housing

Housing Actions

- Promote "missing middle" housing: Encourage development of housing types that fall between single-family homes and larger apartment complexes to increase housing diversity and affordability. This will likely require a zoning update.

The R6 Zoning for the property will promote the development of "missing middle" housing. A critical housing stock to address housing affordability.

This action further highlights the need for zoning updates to support the housing goals of the Comprehensive Plan and identify the current zoning districts that support "missing middle" housing as insufficient to achieve the stated goals.

One way to support "missing middle" housing is through the densities, architectural flexibility, and streamlined processes under the R-6 District. R-6 provides for the development of single family attached and detached dwellings. R-6 zoning provides flexibility to adapt to market fluctuations and facilitates the creation of affordable housing options.

Chapter 5 – Transportation

Transportation Goals

- Maintain and upgrade vehicular, pedestrian, and bicycle infrastructure.
- Promote active transportation and trail connectivity: Expand the network of sidewalks, bike lanes, and trails.
- Foster transportation connectivity to major city features, including Potomac Marketplace and getting across the railroad tracks to the west…

Transportation Actions

- Continuously maintain and upgrade existing streets to accommodate growth.
- Improve pedestrian and bicycle connectivity: Prioritize sidewalks, crosswalks, and cycling amenities …

The development of the Property under R6 zoning will promote active transportation and trail connectivity.

The proposed development will require the extension of sidewalks on the property along the Cranes Lane road frontage. This infrastructure is a step towards meeting the transportation goals and actions stated in the Comprehensive Plan to "*Improve pedestrian and bicycle connectivity*".

The proximity of the Property to Cranes Lane Community Field and Gardens would allow the proposed residential subdivision to provide enhanced pedestrian connectivity to the City's existing public park network. This would bring sidewalks within 450 feet of the park, which does not currently benefit from any pedestrian connections.

The Traffic Impact Study completed in May of 2025 by AMT indicates two (2) improvements to the Cranes Lane (Rt. 9/2) and North Mildred Street (Rt. 115) intersection, generated from the proposed development. This includes upgrading the stop sign to a traffic signal, and the addition of an exclusive left turn lane from the northbound approach on Rt. 115.

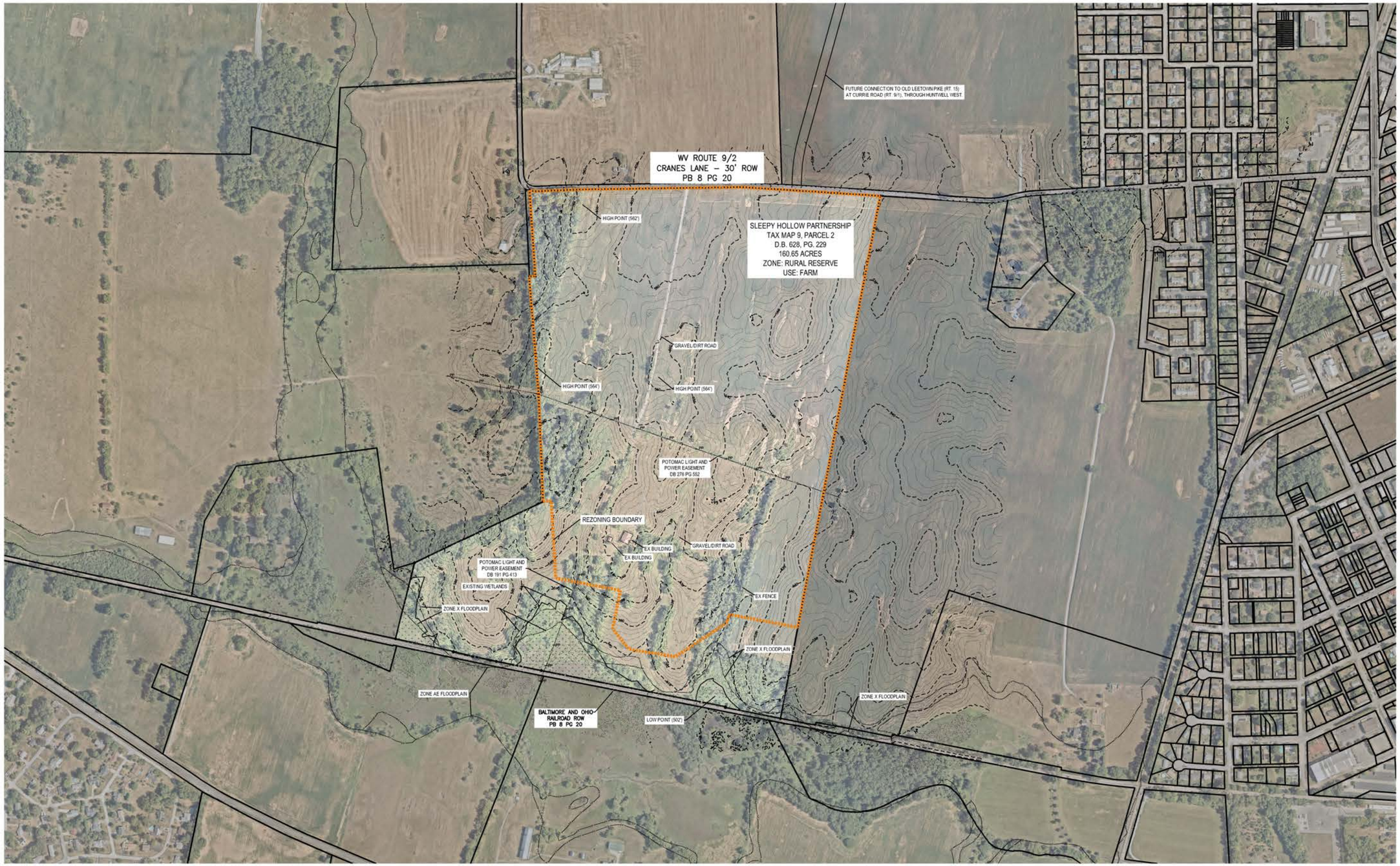
These improvements to the existing transportation network support the transportation goals of connectivity over the B&O railroad tracks to the West of City Hall, and upgrading existing infrastructure.

Part 7 – Comprehensive Plan Compatibility

Forestar, Inc.'s application for a zoning map amendment to the R-6 Single Family District meets all standards required for approval. The Property is suitable for residential use, is supported by existing infrastructure and planned future infrastructure, aligned with the Future Land Use Map designation of Suburban Residential, and does not negatively impact low-income communities. The proposed rezoning is supported by the newly adopted 2024-2034 Comprehensive Plan through its text, maps, goals, and actions.

Taking these factors into account Forestar, Inc. respectfully requests the zoning map amendment be approved by the City of Ranson.





LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. FEMA FLOODPLAIN
- 10' INDEX CONTOUR
- 2' INTERMEDIATE CONTOUR
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
RBF	REBAR FOUND
CRBF	CAPPED REBAR FOUND

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

W. STATE GRID NORTH (NAD83)

INTEGRITY FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Phone: 304-725-8456
Martinsburg, WV 25401 • www.ifs-se.com

SEAL:

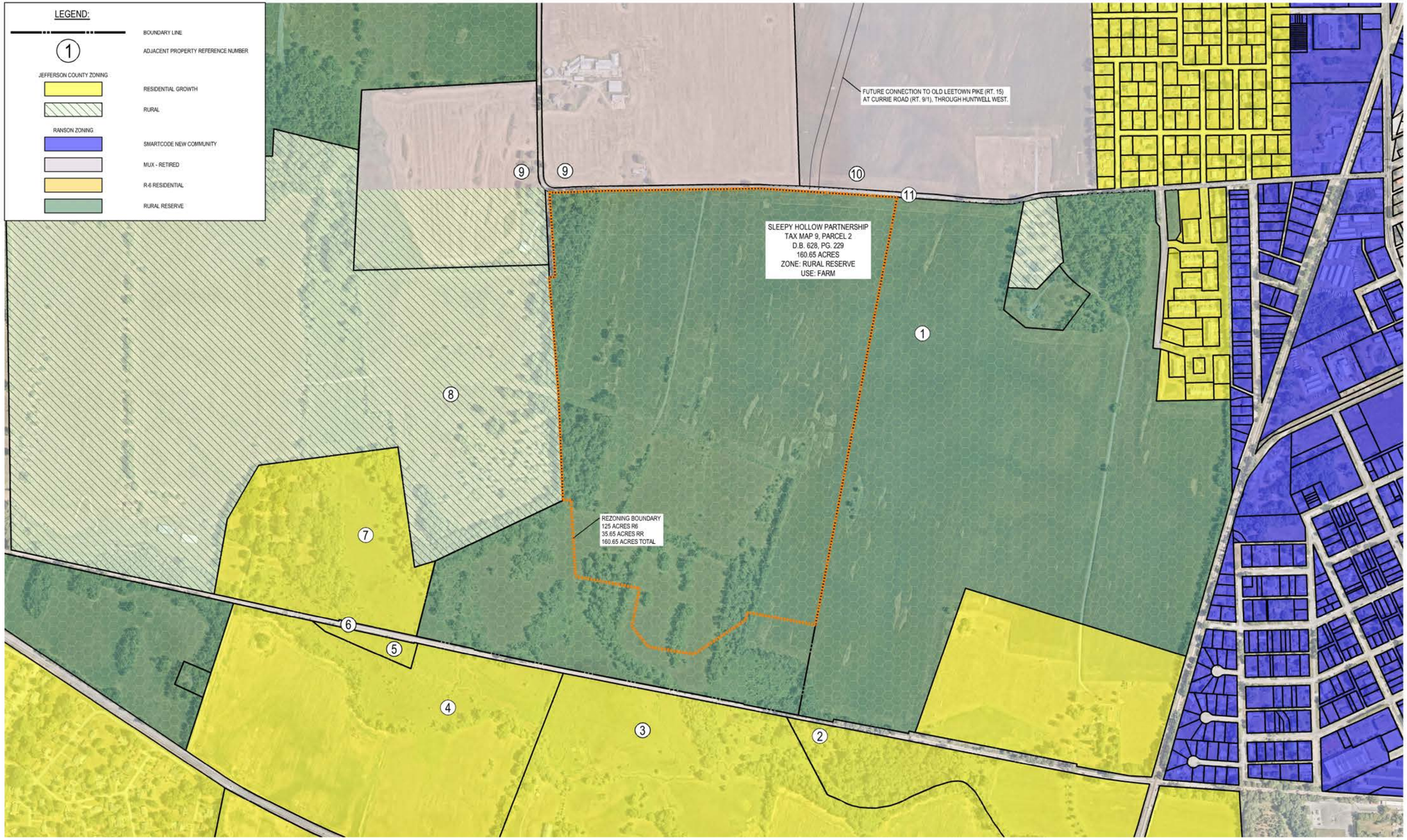
REVISIONS

EXHIBIT 1 - EXISTING CONDITIONS

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN: ABP	CHECK: MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	1 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
2	2	12	9.1	HARRY M KABLE & CAROL F KABLE	Residential Growth (JC)	Farm	868	362
3	2	11	9	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	144	46
4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

VW STATE GRID NORTH (NAD83)

INTEGRITY FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING
148 S. Queen Street, Suite 201 • Martinsburg, WV 25401 • Phone: 304-725-8456 • www.ifs-se.com

SEAL:

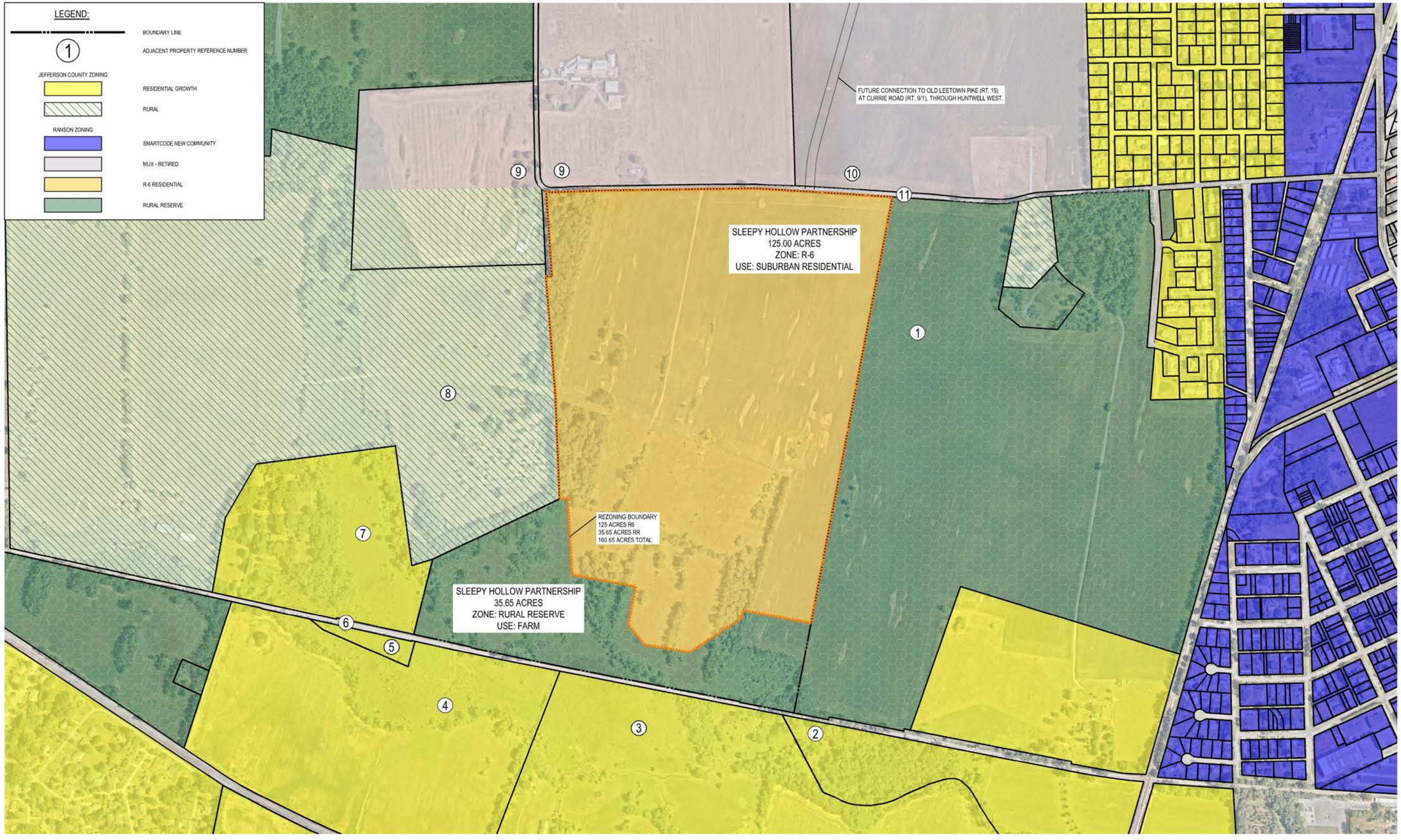
REVISIONS

EXHIBIT 2 - EXISTING LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (108) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	2 OF 4



Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
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4	2	11	8	HENRY B DAVENPORT III	Residential Growth (JC)	Farm	245	210
5	2	12	6.1	NATURE CONSERVANCY	Residential Growth (JC)	Residential	733	66
6	N/A	N/A	N/A	BALTIMORE & OHIO RAILROAD	N/A	Railroad	N/A	N/A
7	2	12	6	CYNTHIA J CURTIS TRUST	Residential Growth (JC)	Farm	1313	206
8	2	12	4	BARBARA P HENDRICKS	Rural (JC)	Farm	WB19	689
9	8	9	6	STANLEY W DUNN JR & KATHERINE B DUNN	Rural (JC) / Rural Reserve (R)	Farm	540	249
10	8	9	6.1	HIGH HORIZONS FARM INC	Mixed Use - Retired (R)	Farm	1208	234
11	N/A	N/A	N/A	CRANES LANE	N/A	Road	N/A	N/A

300 150 0 300 600 900
GRAPHICAL SCALE: 1"=300'

WV STATE GRID NORTH (NAD83)

INTEGRITY
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Martinsburg, WV 25401 • www.ifs-se.com

SEAL:

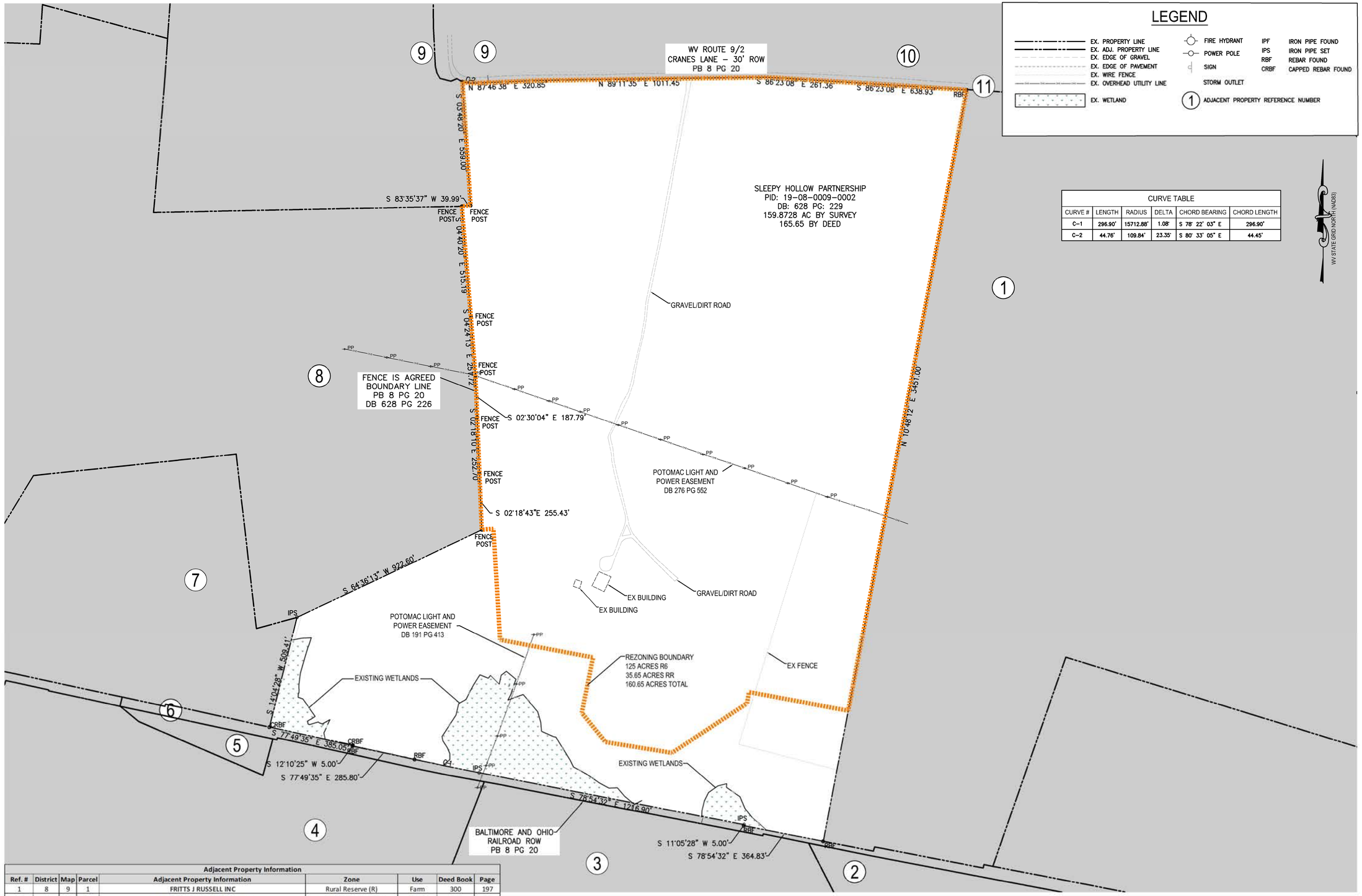
REVISIONS

EXHIBIT 3 - PROPOSED LAND USE AND ZONING

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=300' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	3 OF 4



LEGEND

- EX. PROPERTY LINE
- EX. ADJ. PROPERTY LINE
- EX. EDGE OF GRAVEL
- EX. EDGE OF PAVEMENT
- EX. WIRE FENCE
- EX. OVERHEAD UTILITY LINE
- EX. WETLAND
- FIRE HYDRANT
- POWER POLE
- SIGN
- STORM OUTLET
- (1) ADJACENT PROPERTY REFERENCE NUMBER

IPF IRON PIPE FOUND
IPS IRON PIPE SET
RBF REBAR FOUND
CRBF CAPPED REBAR FOUND

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	296.90'	15712.88'	1.08°	S 78° 22' 03" E	296.90'
C-2	44.76'	109.84'	23.35°	S 80° 33' 05" E	44.45'

Adjacent Property Information

Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	9	1	FRITTS J RUSSELL INC	Rural Reserve (R)	Farm	300	197
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SEAL:

REVISIONS

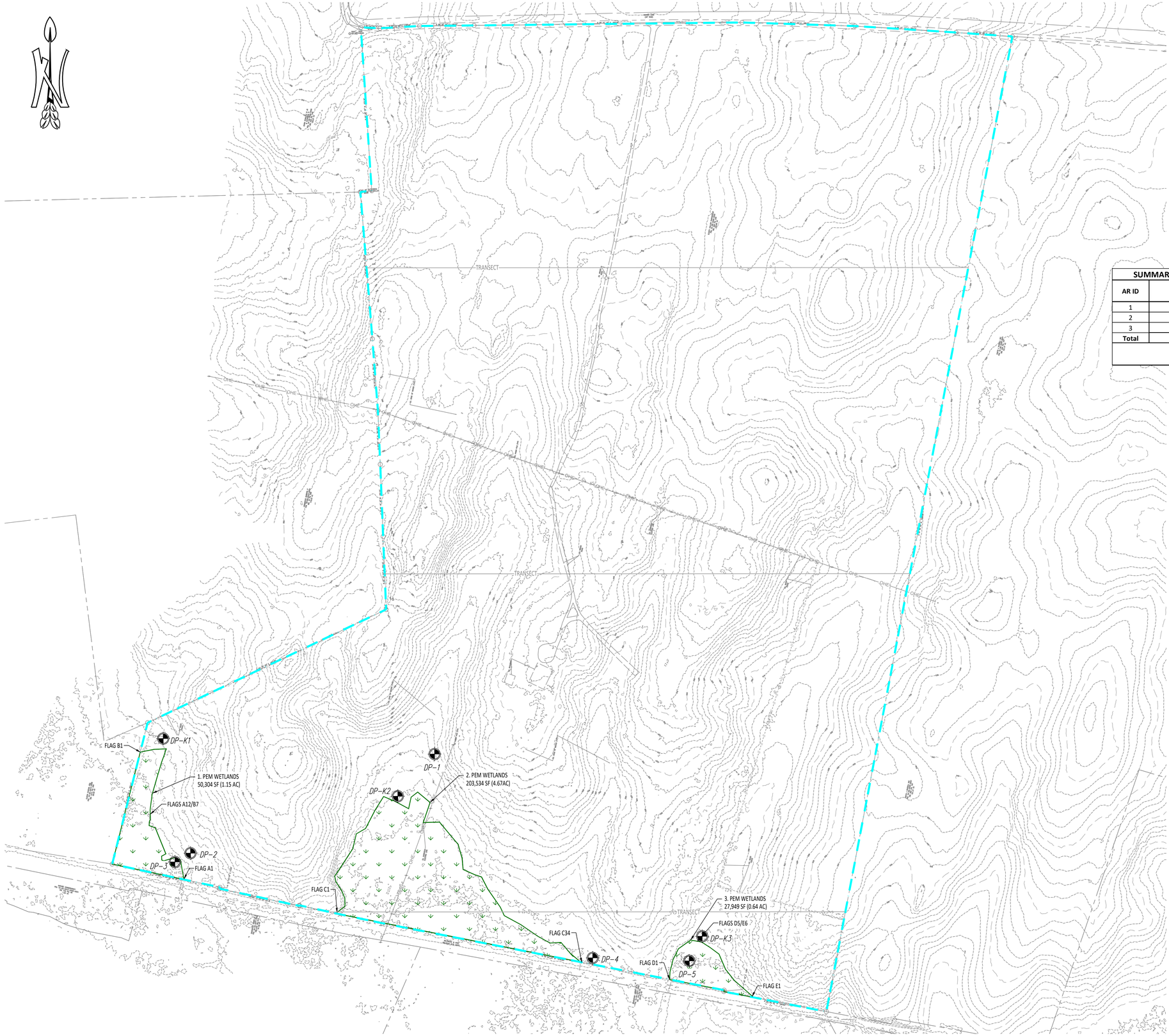
EXHIBIT 4 - BOUNDARY EXHIBIT

SLEEPY HOLLOW ZONING MAP AMENDMENT

TAX MAP 9, PARCEL 2; D.B. 628, PG. 229
CITY OF RANSON (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE:	HORIZ.: 1"=200' VERT.:
DATE:	OCTOBER 2025
JOB:	5122-0101
DRAWN:	ABP
CHECK:	MD
CADD:	5122-0101-REZONING-10.06.DWG
NCS:	N/A
SHEET:	4 OF 4

FILE PATH: G:\PROJECTS\5122-0101 SLEEPY HOLLOW - ZONING MAP AMENDMENT\CAD\EXHIBIT 4 - BOUNDARY.DWG
THE DRAWINGS AND SPECIFICATIONS AS INSTRUMENTS OF SERVICE ARE AND SHALL REMAIN THE PROPERTY OF INTEGRITY FEDERAL SERVICES. THESE DRAWINGS AND SPECIFICATIONS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF INTEGRITY FEDERAL SERVICES.



LEGEND

- PALUSTRINE EMERGENT (PEM) WETLAND
- STUDY AREA
- DP- APPROX. DATAPOINT LOCATION

NOTES:

1. THE WETLAND DELINEATION WAS CONDUCTED BY TNT ENVIRONMENTAL, INC. (TNT) IN APRIL 2025. EXISTING CONDITION, TOPOGRAPHY AND WETLAND FLAGS WERE SURVEYED BY MORRIS & RITCHIE ASSOCIATES, INC.

2. THE WETLAND AND OTHER WATERS BOUNDARIES DEPICTED HEREON ARE PRELIMINARY UNTIL CONFIRMED DURING A JURISDICTIONAL DETERMINATION WITH THE US ARMY CORPS OF ENGINEERS (USACE).

3. THIS DELINEATION WAS PERFORMED PER THE *CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL*, TECHNICAL REPORT Y-87-1 (1987 MANUAL) AND SUBSEQUENT GUIDANCE AND MODIFICATION BY THE *REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL:EASTERN MOUNTAINS AND PIEDMONT REGION* (VERSION 2.0) DATED APRIL 2012. THE STUDY AREA IS APPROXIMATELY 160.62 ACRES; AS SUCH THE ROUTINE ON-SITE WETLAND DETERMINATION METHOD FOR SITES GREATER THAN 5 ACRES WAS USED, WITH MULTIPLE TRANSECTS PERFORMED AS DEPICTED HEREIN.

SUMMARY OF FEDERALLY JURISDICTIONAL WATERS (INCLUDING WETLANDS)

AR ID	PEM (SF)	PEM (AC)
1	50,304	1.15
2	203,534	4.67
3	27,949	0.64
Total	**281,787**	**6.47**

AR- Aquatic Resource, PEM - Palustrine Emergent

Total Wetlands (Acreage):	**6.47**	**Acres**

SCALE (IN FEET)
80 160
160 0

4455 Brookfield Corporate Drive, Suite 100
Chantilly, VA 20151
PH: 703-466-5123 WWW.TNTENVIRONMENTALINC.COM
TNT ENVIRONMENTAL

SLEEPY HOLLOW
JEFFERSON COUNTY, WV

SURVEYED WETLANDS & WATERS MAP

REVISIONS

DATE	COMMENTS

SHEET 1 OF 1

SCALE: 1" = 160'

PROJECT DATE: 05/08/25

DRAFT: RAS | CHECK: AMS

FILE NUMBER: 3932

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees) - Possible Executive Session

ATTACHMENTS:

Proposed Amendments .pdf
November 7 Request .pdf

City of Ranson

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

Ken Suits - Mayor

Council Members:
Jaden Bound
Andy Colandrea
Stephanie Fagan
Herbie McDaniel
Jaelyn Wratchford

RANSON
AT THE CENTER OF OPPORTUNITY.

November 7, 2025

Via Email

Charles Town City Council
101 E. Washington Street
Charles Town, WV 25414
bmanuel@charlestownwv.us

Charles Town Utility Board
661 S George Street
Suite 101
Charles Town, WV 25414
kstolipher@ctubwv.com

To the Honorable Charles Town City Council and Members of the Charles Town Utility Board,

On behalf of the City of Ranson, I am writing regarding the proposed amendments to the Capacity Improvement Fees now before the Charles Town City Council. Ranson supports fiscally sound utility planning and recognizes the authority of municipal utilities to set rates and charges under West Virginia law. At the same time, we have an obligation to ensure that these fees are equitable and understandable to Ranson citizens, who comprise a significant portion of CTUB ratepayers.

To help our Council better understand the proposal and its potential impact, Ranson respectfully requests the following:

1. The analysis supporting the proposed water and sewer tariff amendments (Charles Town Ordinances 2025-1219 and 2025-1220), including the assumptions or calculations used to determine the recommended fee levels.
2. The current disposition and balance of Capacity Improvement Fee funds, along with any related analysis of how those funds have been applied or allocated to date.
3. The engineering or financial analysis from the 2025-2027 Strategic Sewer Plan as it relates specifically to the proposed fee revisions.

We appreciate your cooperation in providing this information and ask that it be shared at your earliest convenience to allow Ranson's Council to review and offer informed feedback before final action is taken by the Charles Town Council. Please feel free to contact me directly if any clarification would be helpful.

Respectfully,

Todd Wilt
City Manager

Cc: Ranson City Council

City of Ranson

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

Ken Suits - Mayor

Council Members:
Jaden Bound
Andy Colandrea
Stephanie Fagan
Herbie McDaniel
Jaelyn Wratchford

RANSON
AT THE CENTER OF OPPORTUNITY.

November 10, 2025

Via Email

Charles Town City Council
101 E. Washington Street
Charles Town, WV 25414
bmanuel@charlestownwv.us

Charles Town Utility Board
661 S George Street
Suite 101
Charles Town, WV 25414
kstolipher@ctubwv.com

To the Honorable Charles Town City Council and Members of the Charles Town Utility Board,

Thank you for your attention to our November 7 request. After additional discussion, I respectfully ask for two clarifications to complete our review of this issue:

1. **Consultant recommendations and related analyses**
   Please provide the original consultant recommendation and any analysis they, CTUB staff, or additional consultants delivered to CTUB in support of the fee proposal adopted by CTUB and now before the City Council. If those materials differ from what is currently proposed, please include any summaries that explain the basis for the differences.

2. **Effect of revised estimated average use on available plant capacity**
   We understand that a change in the estimated average use per customer, as under consideration by the City Council, may affect remaining available capacity at the wastewater treatment plant. We seek to confirm whether this change would impact not only future approvals but also capacity already reserved for approved projects that have not yet built out. To that end, please provide:
   - The analysis and professional opinions relied upon to support any change in the average use estimate;
   - The current accounting of plant capacity, including reserved commitments for approved developments; and
   - The plan to address any capacity shortfall or overcommitment that may result from the revised estimate.

We appreciate your cooperation and ask that these materials be shared at your earliest convenience so that Ranson's Council can provide informed feedback before final action is taken. I am available to discuss if clarification would be helpful.

Respectfully,

Todd Wilt
City Manager

Cc: Ranson City Council

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025- 21 A Resolution of the City Council of the City of Ranson, West Virginia, Authorizing Premium Pay for hourly employees working the 2025 Tree Lightning event

ATTACHMENTS:

Resolution 2025-21.docx

Resolution: 2025-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, AUTHORIZING PREMIUM PAY FOR HOURLY EMPLOYEES WORKING THE 2025 TREE LIGHTING EVENT

WHEREAS, the City of Ranson hosts an annual Tree Lighting event as a signature community gathering; and

WHEREAS, the 2025 Tree Lighting event is scheduled for Saturday, November 29, which falls on the weekend immediately following Thanksgiving, a period generally regarded as a family centered holiday weekend; and

WHEREAS, the City recently 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 2025 Tree Lighting event on Saturday, November 29, 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.

Passed and adopted by the City Council of the City of Ranson on this 18th day of November 2025.

Signed and approved this _____ day of November 2025

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Table Drops

- Food Drive Flyer
- Ranson Elementary school program - PASS

ATTACHMENTS:

Food Drive Flyer .pdf
PASS Ranson School.pdf

FOOD DRIVE

FRIDAY, NOVEMBER 7TH, 2025 9-1PM



Our friends and neighbors are facing sudden food insecurity; SNAP benefits are paused beginning November 1, and federal employees continue working without pay. Join us in demonstrating how Jefferson County residents show up for our neighbors

DROP-OFF LOCATION

Ranson Civic Center
432 W 2nd Ave, Ranson, WV 25438

DONATIONS STAY IN JEFFERSON COUNTY

CAN'T MAKE IT FRIDAY BUT STILL WANT TO HELP?

Donate Here:

ITEMS NEEDED

- Spaghetti Sauce
- Ramen
- Crackers
- Dry Cereals
- Canned meat
- Hearty soups
- Canned Pasta
- Rice
- Box Mashed Potatoes
- Peanut Butter
- Jelly
- Laundry Detergent
- Dish Soap
- Shampoo
- Conditioner
- Body Soap
- Toothbrushes
- Tooth Paste
- Deodorant
- Paper Towels
- Toilet Paper

EVENT ORGANIZED BY:

RANSON
AT THE CENTER OF OPPORTUNITY.

CITY OF CHARLES TOWN 1786

Jefferson County Community Ministries

(304)-725-3186

Outlook

Ranson Elementary - Volunteer Opportunity

From Kim Hawkins <khawkins@ransonwv.us>

Date Tue 11/4/2025 3:56 PM

To Todd Wilt <twilt@ransonwv.us>; Darla Armstrong <darmstrong@ransonwv.us>; Travis Turner <tturner@ransonwv.us>; Breanna Andrews <bandrews@ransonwv.us>; Reiley Stanley <rstanley@ransonwv.us>; Patrick Coulter <pcoulter@ransonwv.us>; Ashley Schul <aschul@ransonwv.us>; Bob Anderson <banderson@ransonwv.us>; Pamela Morrison <pmorrison@ransonwv.us>; Caitlyn Price <cprice@ransonwv.us>; Bill Silveous <BSilveous@ransonwv.us>; Amanda Ruffner <aruffner@ransonwv.us>; Jennifer Macdonald <jmacdonald@ransonwv.us>; Timothy Michael <tmichael@ransonwv.us>; Ken Suits <ksuits@ransonwv.us>; Andy Colandrea <acolandrea@ransonwv.us>; Jaelyn Wratchford <jwratchford@ransonwv.us>; Stephanie Fagan <sfagan@ransonwv.us>; Jaden Bound <jbound@ransonwv.us>; Herbert McDaniel <hmcdaniel@ransonwv.us>

Good afternoon!

Ranson Elementary has asked if any Council Members or Staff would like to be a PASS volunteer this year. It is a mentorship program that takes roughly an hour or less of your time each week. I asked for more information and was given the following below. Please look it over and let me know if would like to participate in this program. I would like to give them our response by Thursday afternoon or Friday morning if possible.

What is P.A.S.S.?

PASS (Providing Academic and Self-Esteem Support) is a school-based program designed to boost the academic skills and self-esteem of identified students.

Adult volunteers receive training and are paired with students at the elementary and middle school levels to work one-on-one for at least 30 minutes each week during school hours. PASS volunteers serve as mentors for these students, providing consistent support, encouragement, and modeling.

PASS was founded in Berkeley County in **1989** by two community members who were concerned about the high dropout rate in that county. In **1991**, Jefferson County initiated the program in two elementary schools and since then has expanded the program across elementary and middle schools.

Why do we need P.A.S.S.?

Students in Jefferson County, like those throughout the nation, are expected to develop the academic skills and a healthy self-concept necessary to function as successful, well-adjusted, and productive citizens. Students who interact with supportive adult role models in the community. Many parents commute long distances to local areas, work multiple jobs, have evening work hours, and long work days. Some families have limited resources for supporting their children in school. Many families are single-parent households or those with limited support systems making the need for additional adult support even more apparent.

It can be difficult for these students, as well as those who face more complex family challenges, to develop adequate academic and social skills. PASS volunteers who offer academic support and show consistent concern for these children can help boost their self-esteem and learning skills, increasing the likelihood that they will experience support and success in school and beyond.

How can I be involved?

If you can donate **30 minutes of time each week**, you can be a PASS volunteer in JCS! PASS volunteers must attend a training session and complete the volunteer application process. Your participation in the life of a child in our school system can make a significant difference for the student, for you, and for our community.

Thank you for your consideration!

Kim Hawkins
Permit Coordination Manager
304-724-3867
khawkins@ransonwv.us

Apply for permits, check the status of your permit, or schedule an inspection online at www.MyGovernmentOnline.org.

