CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

April 7, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - March 17, 2026
   Minutes March 17 2026.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Captain Vincent Edwards of the Jefferson County Sheriff Reserve
2. American Water
   City of Ranson Briefing_.pdf

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

1. Remembrance of Jimmy Williams

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Resolution 2026-08 - Consideration of Resolution Authorizing Donation of Surplus Police Vehicle to Jefferson County Sheriff's Office

Resolution 2026-08.docx

2. Consideration of Post-Annexation Implementation Items – Briar Run Estates, Phases 1,2,& 3
   Briar Run Post Annexation Memo.pdf

3. Consideration of Supplemental Agreement with WVDOH – Fifth Avenue Streetscape Project
   Ranson Fifth Avenue Streetscape SA2 - SEC_.pdf

4. Consideration of Disposition of Real Property Acquisition Efforts – 1.05 Ac – Rt. 9 Wysong SWM & Park (Robelei Subdivision Common Area)

5. Alcohol Service Options at City-Sponsored and City-Supported Events
   Resolution Parks and Recreation Alcohol.pdf

6. City Council Agenda Development Process
   Ranson Agenda Form.pdf
   council-agenda-request-fillable-2.pdf
   1 Blank Agenda Request Form.docx
   900 Agenda Policy.pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Table Drop March 17, 2026
   HEPMPO LRTP Survey
   Intership Agreement.pdf
   HEPMPO_LRTP_Social Media Post.png

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 - March 17, 2026

ATTACHMENTS:

Minutes March 17 2026.docx

CITY COUNCIL REGULAR MEETING
March 17, 2026

I. CALL TO ORDER

Kenneth Suits, Mayor	Present
Andy Colandrea	Present
Herbie McDaniel	Present
Stephanie Fagan	Present
Wesley Wildrick	Present
Jaelyn Wratchford	Absent
Jaden Bound	Present

II. APPROVAL OF MINUTES

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Yes
Herbie McDaniel	Yes
Stephanie Fagan	Yes
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Yes

III. CITIZEN'S PRESENTATIONS/PETITIONS

Amanda Stroud addressed the Mayor and Council, thanking everyone involved in the 5K and Health Fair. She also expressed appreciation to the Council for increasing funding to the Fire Company, Charles Town Library, and Jefferson County Parks and Recreation for fireworks. Stroud reminded those present about remaining funds, including a balance of $25,073.00 in the Opioid Fund, which has spending restrictions, and the Community Partners Fund, which has no restrictions. Additionally, she noted that if the City proceeds with the purchase of the property across from City Hall for $550,000.00, consideration could be given to placing a Maxwell Wrapper Lost Trail plaque in front of the property.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   No Action at this time

2. Community Development Status Report – February
   No action at this time

3. Public Works Status Report – February
   No action at this time

4. Finance Department Status Report - February
   No action at this time
5. Parks and Recreation Status Report - February
   No Action at this time
6. City Manager Report
   No Action at this time

V. COMMUNICATIONS FROM THE MAYOR

Mayor asks the Operational Manager, Rick Rinehart introduce himself. Mayor informed the council there were over 200 participants for the 5K Race.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Council member Jaden Bound informed the council he would like to have Binders ordered and used for council meetings and conventions. Mr. Bound presented a Logo he intended to put on the binders to the Mayor and Council members.

Council member Stephanie Fagan requested that the agenda for the next meeting include a discussion on establishing a process for adding items to the council agenda.

Council member Wesley Wildrick thanked everyone involved with the 5K Race and Health Fair.

VII. COUNCIL BUSINESS

1. Resolution 2026- 05 A Resolution of the City of Ranson Adopting and approving the General Fund Levy Estimate Budget of the City of Ranson for Fiscal Year 2026 – 2027

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Motion
Herbie McDaniel	Yes
Stephanie Fagan	Yes
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Second

2. Resolution 2026-06 : A Resolution of the City of Ranson Adopting and Approving the Coal Severance Fund Budget of the City of Ranson for the Fiscal Year 2026 – 2027

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Yes
Herbie McDaniel	Yes
Stephanie Fagan	Motion
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Second

3. Resolution 2026-07 - A Resolution of the City of Ranson Adopting and approving the Ranson Capital Fund Budget for Fiscal Year 2026 – 2027

The council discussed a **$**750,000 line item intended to match a grant for the Marcus Turf Field project.

Additionally, there was a $550,000 budget line proposed for the purchase of a property located at the intersection of Fairfax Boulevard and 3rd Avenue, across from City Hall. Council members Stephanie Fagan and Andy Colandrea asked for clarification on the location and intended purpose of the property.

Mayor Ken Suits explained that the parcel is currently a vacant lot. He expressed interest in acquiring it for use as an event space and potentially for future development, such as office buildings to accommodate City staff.

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Yes
Herbie McDaniel	Yes
Stephanie Fagan	Motion
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Second

4. Feedback Request to the West Virginia Division of Highways on Potential Improvements to the Old Leetown Pike and Route 115 (Mildred Street) Intersection

The council discussed potential improvements to the intersections of Old Leetown Pike and Route 115 (Mildred Street). Council member Fagan expressed support for installing a traffic signal to better manage the flow of vehicles. She noted that school buses might have difficulty navigating a roundabout and that traffic coming from Leetown, especially during school hours, could become problematic. In contrast, Herbie McDaniel favored the idea of a roundabout, suggesting it could improve overall traffic flow in the area.

Council had a vote for a traffic light. The Vote was 4-1

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Yes
Herbie McDaniel	NO
Stephanie Fagan	Yes
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Yes

5. Consideration of Authorization to Establish a Tourism and Hospitality Internship Program

Council members expressed support for bringing unpaid interns into the City of Ranson to help students earn graduation credits and indicated they would like to see a formal plan developed. The mayor then called for a vote on establishing a Tourism and Hospitality Internship Program.

Kenneth Suits, Mayor	Abstain
Andy Colandrea	Motion
Herbie McDaniel	Yes
Stephanie Fagan	Second
Wesley Wildrick	Yes
Jaelyn Wratchford	Absent
Jaden Bound	Yes

VIII. ADJOURNMENT

The meeting was adjourned at 7:53 PM. The motion to adjourn was made by Councilmember Herbie McDaniel and seconded by Councilmember Stephanie Fagan the next Council meeting is scheduled for April 7, 2026, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

1. Table Drops and Presentations from March 17, 2026 Ranson City Council Meeting.
   Internship Supervisor Agreement

Kenneth Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM III.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Captain Vincent Edwards of the Jefferson County Sheriff Reserve

ATTACHMENTS:

AGENDA ITEM III.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: American Water

ATTACHMENTS:

City of Ranson Briefing_.pdf

WEST VIRGINIA
AMERICAN WATER

WE KEEP LIFE FLOWING®

Understanding
West Virginia American Water Operations

Get to Know Us

Every day in West Virginia begins with a single drop. And behind that drop is a team—your neighbors—working 24/7 to keep taps flowing with water you can count on, whenever you need it. As the state's largest water service provider, West Virginia American Water serves 583,000+ customers in 430+ communities. Our team is 300+ employees strong and these highly skilled professionals carry out the company's foremost priority—providing safe, reliable water and wastewater service to you.

What We Do

With more than **5,000 miles of water and wastewater lines and dozens of treatment facilities statewide,** we are committed to supporting continued economic development and enhancing communities across West Virginia — including right here in Jefferson County.

Investing in Community Infrastructure

Over the past decade, West Virginia American Water has **invested over $736 million** in infrastructure projects and capital upgrades to address aging infrastructure across the Mountain State, including more than 168 miles of new water main. Our scale allows us to invest strategically and sustainably.

Through the acquisition of Jefferson Utilities in 2023, West Virginia American Water has delivered significant improvements within Jefferson County and the broader Eastern Panhandle region. In **2024 and 2025 alone, West Virginia American Water invested $11.7 million in upgrades** to technology and SCADA systems, electrical systems and safety enhancements, as well as, infrastructure upgrades, water main extensions, meter installations and operational improvements. Over the next 6 years, **West Virginia American Water expects to invest $29.5 million in the Eastern Panhandle.**

American Water plans to **invest $40-$42 billion** over the next decade in infrastructure upgrades and repairs across its 14 states, including right here in West Virginia.

WEST VIRGINIA AMERICAN WATER

WE KEEP LIFE FLOWING®



Local Context

Water Supply & Treatment

- 14 treatment facilities with a current 3.4 M per day combined production capacity
- Redundant ground water systems for reliability
- 24/7 monitoring through advanced SCADA technology

Wastewater Management

- 3 wastewater systems operated locally
- Compliance with stringent environmental and effluent standards
- Proven performance in system rehabilitation and new development integration

Engineering & Infrastructure

- In-house engineering and capital planning expertise
- Decades of experience with public-private partnerships
- Ongoing multi-million-dollar investment in system upgrades

Customer & Community Engagement

- 24/7 customer service and emergency response
- Local operations team dedicated to regional reliability



WVAW in Jefferson County At a Glance

5,182

service connections for residential, commercial and light industrial

22 local staff

and neighbors who live, work and play in our service areas

160 MILES

of water and wastewater main



> We are proud to be your neighbor in the Eastern Panhandle and provide the safe, clean and reliable water and wastewater services that keep life flowing today, tomorrow and for years to come.

Local Expertise & Presence

Our Jefferson County operations are led by team members who live here and understand the community's needs firsthand; it's their water, too. From our field crews to engineering staff and customer service, we combine local knowledge with national expertise to plan for smart growth.

Community Investment

In the past two years, West Virginia American Water has invested more than $11.7 million in system reliability and upgrade projects across the Eastern Panhandle.

These improvements support not only current residents but future growth opportunities in Jefferson County:

Facilities & Operations

- Design of new Field Service Center
- New operations facility and upgrades

Water System

- Construction of new Deerwood WTP
- Design of WTP upgrades, new tanks and MLEs
- Phase 1 extension of 16" water main from Walnut Grove System to Mountain System
- Comprehensive planning study of water system
- Completely new water SCADA system and generators at WTPs

Wastewater System

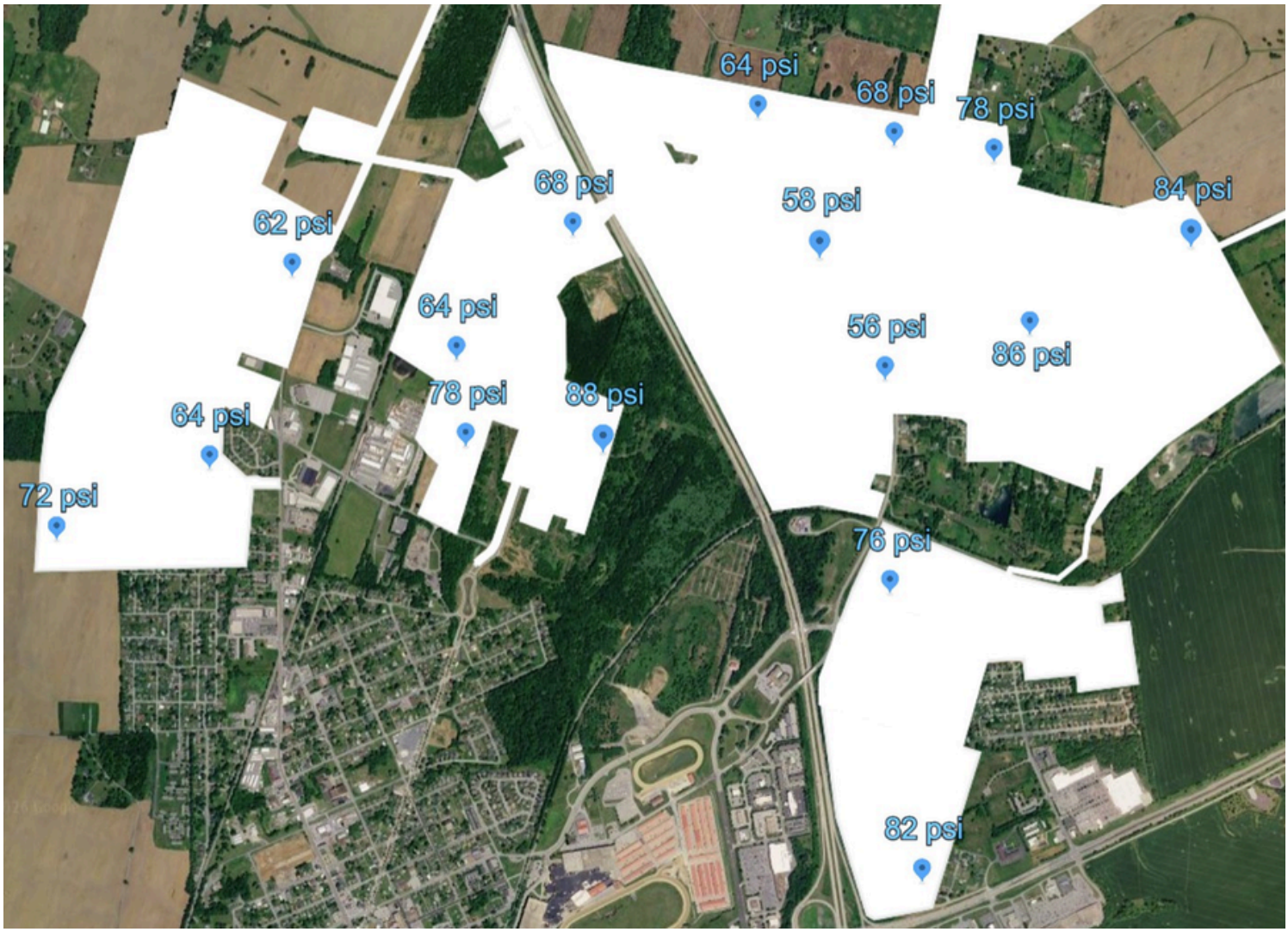
System-Wide Safety & Electrical

Recent Pressure Testing

Approach

At the request of City of Ranson, West Virginia American Water conducted a targeted pressure evaluation in the Shenandoah Springs neighborhood and surrounding areas of the Walnut Grove Water System to assess customer-reported fluctuations and confirm overall system performance.

This fact-finding effort helps distinguish localized distribution behavior from broader system capacity concerns and ensures that Ranson residents receive clear, accurate information about their water service.



Walnut Grove System
Pressure readings from April 2026

WEST VIRGINIA AMERICAN WATER

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Eastern Operations - Service Areas

Our customers and the communities they call home



Legend

- Existing Service Areas
- Under Construction/ Breaking Ground Subdivisions
- Feasibility, Engineering or Public Reviewed Areas

WEST VIRGINIA AMERICAN WATER

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Supporting Local Solutions

Every community has unique infrastructure needs and priorities. West Virginia American Water is committed to supporting local leadership by helping communities achieve their infrastructure goals in ways that reflect their priorities, funding realities and long-term plans. When local governments go it alone, they compete for a limited pool of public financing. **Public-private partnerships (PPP)** are one tool communities can use to improve or extend water service that pairs public and private funding.

Through this collaborative model, **public-private partnerships can deliver several key benefits**, including:

- Leveraging **public and private resources to stretch limited funding**
- **Reducing the need for large upfront capital investments** to address complex infrastructure needs
- **Spreading infrastructure costs over time** to ease financial pressure
- **Improved reliability** through experienced operations and oversight
- Supporting future growth and **long-term system planning**
- **Lowering infrastructure barriers** for new and expanding businesses

Together, under the PPP model, local governments, Public Service Districts and other stakeholders coordinate planning, funding strategies, and project execution. WVAW contributes technical expertise, operational experience, construction review, billing, and customer service—helping ensure systems are planned, built and operated to consistent, reliable standards. Public-private partnerships also work to help keep rates lower for customers by incorporating a public component to projects and keep the cost of entry lower for new or expanding businesses.

Each partnership is structured to reflect local conditions, funding availability, and long-term objectives. Since 1979, WVAW has joined many local government bodies to create multiple public-private partnerships across the state. Working alongside local partners together we improve reliability, extend service, and strengthen water systems that support economic development and quality of life. Using this model some counties have been able to achieve nearly 100 percent access to safe, reliable public water to residents while ensuring businesses in their communities have stable, reliable service.



Public-private partnerships are not a one-size-fits-all solution—but when used thoughtfully, they can be a practical and flexible option for communities facing infrastructure challenges.

West Virginia American Water is here as a resource, a supporting partner, and a solution—helping communities meet their goals and keep life flowing.

Planning for the Future

At West Virginia American Water, our responsibility is not only to meet the needs of today's customers but to anticipate the needs of tomorrow. As Jefferson County continues to grow, and as Ranson positions itself for continued economic momentum, we are preparing our systems to ensure they remain resilient, reliable, and capable of supporting the thriving communities we serve.

We are continuously evaluating opportunities to enhance our water treatment capabilities, modernize facilities, and strengthen system reliability across the region. This includes examining ways to incorporate emerging treatment technologies, improving water movement throughout our service areas and ensuring our infrastructure keeps pace with the evolving regulatory environment and the expectations of a growing population.



DEDICATED TO ENHANCING QUALITY OF LIFE IN EVERY COMMUNITY WE SERVE

WVAW is also looking broadly at how to enhance system resiliency through improvements such as additional treatment capacity, thoughtful upgrades at existing facilities, potential new facilities where appropriate, and new support structures—like booster stations, storage enhancements, and strategic interconnections—to improve service reliability across multiple communities. These types of improvements help ensure strong system performance during peak demand, support regional growth, and build redundancy so our customers can count on their water service every day.

As part of our forward-looking planning, we continuously assess opportunities to reinforce storage capacity and operational flexibility in areas like our Walnut Grove System and surrounding communities. We also evaluate where additional connectivity within the system could enhance reliability—for example, by better linking service zones to support one another during maintenance or high-demand periods.

All of this work is driven by a simple but important goal: to build a water system that will reliably serve a strong, growing economy for decades to come. Our planning efforts today are designed to help ensure that families, businesses, schools, and future employers in Ranson and Jefferson County have the water service they need to thrive.


BUILDING
STRONGER
COMMUNITIES
BECAUSE
WE'RE THERE

WEST VIRGINIA
AMERICAN WATER

WE KEEP LIFE FLOWING®

WEST VIRGINIA
AMERICAN WATER

Tabitha Porterfield
Sr. External Affairs Specialist
West Virginia American Water
tabitha.porterfield@amwater.com
westvirginiaamwater.com

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 Cisar, for clarification or further assistance.

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM V.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COMMUNICATIONS FROM THE MAYOR**

SUBJECT: Remembrance of Jimmy Williams

The family of Parks and Recreation Vice President Jimmy Williams will be present to accept a plaque and a signed resolution in recognition of his dedicated service to the City of Ranson. The Mayor, City Council, and Parks and Recreation Board will honor and acknowledge the contributions Jimmy Williams made to the community.

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2026-08 - Consideration of Resolution Authorizing Donation of Surplus Police Vehicle to Jefferson County Sheriff's Office

Chief Cesar asks the City Council to consider the included action.

ATTACHMENTS:

Resolution 2026-08.docx

Resolution: 2026-08

RESOLUTION AUTHORIZING THE DONATION OF SURPLUS POLICE VEHICLE TO THE JEFFERSON COUNTY SHERIFF'S OFFICE FOR SCHOOL SAFETY PURPOSES

WHEREAS, the City of Ranson owns certain personal property utilized in the operation of the Ranson Police Department, including a 2015 Ford Taurus, VIN 1FAHP2MK3FG121147, identified as RPD Vehicle #15; and

WHEREAS, the Chief of Police has determined that this vehicle is no longer suitable or needed for patrol operations and is therefore surplus to the needs of the City; and

WHEREAS, the Jefferson County Sheriff's Office has requested the use of this vehicle to support its Jefferson County School Safety Officer Program, specifically for assignment to the School Safety Officer stationed at Wildwood Middle School, with additional availability to support safety responses at Ranson Elementary School and the RISE facility; and

WHEREAS, the City Council finds that the donation of this surplus vehicle will provide a direct public benefit by enhancing school safety services for residents of the City of Ranson and surrounding community; and

WHEREAS, the City Council is authorized to dispose of personal property and to enter into agreements with other governmental entities when such action serves a necessary and convenient public purpose;

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

BE IT FURTHER RESOLVED the City Council hereby declares the 2015 Ford Taurus, VIN 1FAHP2MK3FG121147, to be surplus property.

BE IT FURTHER RESOLVED the City Council authorizes the donation and transfer of said vehicle to the Jefferson County Sheriff's Office for use in the Jefferson County School Safety Officer Program.

BE IT FURTHER RESOLVED the City Manager is authorized to execute any and all documents necessary to effectuate the transfer of ownership, including title transfer, and to take any administrative actions necessary to complete the donation.

BE IT FURTHER RESOLVED the transfer is made in as is condition, with no warranties expressed or implied by the City of Ranson.

ADOPTED this 7th day of April 2026.

_____

Kenneth Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Community & Economic Development

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Post-Annexation Implementation Items – Briar Run Estates, Phases 1,2,& 3

Following the annexation of Briar Run Estates, Phases 1,2, & 3, staff has been working with the HOA to address the additional items outlined in the petition, including roadway ownership, maintenance responsibilities, street lighting, and related matters. The HOA has provided feedback on these items, including a proposed capital contribution and other considerations. Staff provides this update to the Council and seeks policy direction on how to proceed with implementation of the petition related requests.

ATTACHMENTS:

Briar Run Post Annexation Memo.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
Wesley Waldrick
Jaelyn Wratchford

Memo to Council

To: Mayor and City Council
From: Todd Wilt, City Manager
Re: Post-Annexation Implementation Items for Briar Run Estates, Phases 1, 2, & 3
Date: April 1, 2026

City Council previously approved and the process finalizied regarding the annexation of Briar Run Estates, Phases One, Two, and Three, into the corporate limits of the City of Ranson. As part of that annexation, a petition was submitted by the property owners requesting incorporation into the City along with a series of stated conditions and understandings related to roadway ownership, maintenance responsibilities, street lighting, traffic enforcement, and broader transportation considerations.

As discussed during the annexation process, while those items helped inform Council's understanding of the request, the act of annexation itself did not transfer ownership of infrastructure or establish binding obligations related to those items. Those matters were anticipated to be addressed following annexation through separate action by Council.

The original petition requests generally contemplated that the City would assume ownership and maintenance of the roadway network and associated infrastructure, provide ongoing services such as snow removal, paving, signage, and police enforcement, assume responsibility for street lighting, extend liability coverage, and support longer term transportation improvements including a potential northern bypass connection.

Since annexation, staff has been working with representatives of the Briar Run Estates HOA and their counsel to further evaluate these items and determine a path forward. The HOA has reaffirmed the original requests contained in the petition and has also provided additional feedback relative to implementation.

That feedback includes a proposed one time capital contribution of $60,000, subject to approval of the HOA membership, and a reduction in annual dues following any transfer of roadway responsibilities. The HOA has indicated that it does not expect the City to immediately upgrade the roadway system to full municipal standards and has expressed a preference that the existing speed humps, remain in place at least until future resurfacing occurs. The HOA has also indicated that any agreement related to roadway ownership and maintenance should be permanent in nature and has taken the position that a hold harmless provision previously requested would not be necessary upon transfer of ownership. Additional items discussed include continued interest in a northern bypass solution and general acknowledgment of standard municipal service delivery.

With respect to the proposed capital contribution, this represents the first time a specific figure has been offered, as prior discussions during the annexation process contemplated the concept of a potential contribution but did not identify a defined amount.

From the HOA's perspective, the proposed contribution, when considered alongside future municipal tax revenues generated by the properties, is intended to approximate the anticipated cost of repaving the roadway network over time.

From a staff perspective, there are questions regarding the basis for that calculation. Historically, HOA dues have been collected, at least in part, to fund the operation, maintenance, and long term capital needs of the roadway system, which the City is now being asked to assume. As such, staff's view is that a more appropriate basis for any capital contribution would be tied to the portion of those historical collections attributable to roadway maintenance and capital reserve planning, rather than being based on future municipal tax revenues.

While it is acknowledged that HOA dues also support other ongoing obligations and that funding levels may have been constrained over time, staff has not received a clear accounting or methodology that connects the proposed $60,000 figure to those historical contributions or reserves. Additionally, staff would point out that municipal property tax revenues are intended to support the full range of City services and obligations, not solely roadway maintenance.

At this point, we have a much clearer understanding of the issues and where everyone stands, but we do not yet have a complete or aligned path forward that addresses everything raised through the annexation process. From a staff perspective, the concern is making sure we are not taking on what have historically been private obligations without a clear structure in place that appropriately accounts for those responsibilities.

Remaining Decision Points for Council Consideration:

Roadway Ownership and Maintenance
Whether to accept conveyance of the roadway network under current conditions

Capital Contribution
Whether the proposed $60,000 contribution is acceptable.

Street Lighting
Whether to assume the existing lighting agreement

Traffic Control Measures
Whether to retain or modify existing speed humps

Long Term Transportation Considerations
Whether and how to formally support or pursue a northern bypass or similar improvements

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Administrative

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Supplemental Agreement with WVDOH – Fifth Avenue Streetscape Project

The Fifth Avenue Streetscape Project is a long-planned infrastructure effort focused on improving sidewalks, lighting, and overall streetscape conditions along Fifth Avenue, connecting three previously completed streetscape projects: the Mildred Streetscape Project, the Fairfax Boulevard Complete Streets Project, and the East 5th Avenue Streetscape Project. The project has been in development for several years and has experienced a number of delays. It is being administered and delivered by the West Virginia Division of Highways (WVDOH), with the City serving only as the local project sponsor.

As part of this sponsorship role, the City is required to provide a twenty percent (20%) local match toward eligible project costs, with the WVDOH and federal funding sources covering the remaining eighty percent (80%). The attached Supplemental Agreement No. 2 updates the project funding to reflect current design and construction estimates and replaces prior versions of the agreement. Under the updated agreement, the total estimated project cost is approximately $3.2 million, with the City's total required matching share estimated at approximately $645,000. The City has previously contributed a portion of that match, and this agreement requires the submission of an additional $300,000, which will bring the City into full compliance with its required local share based on current project estimates.

In late 2024, the project was awarded approximately $1.5 million in federal Transportation Alternatives Program funding toward the construction phase, significantly advancing the project toward implementation. The City's current capital budget includes approximately $1.3 million allocated for this effort, which is sufficient to meet the required local match obligations.
As is typical with projects of this nature, the City, as project sponsor, is responsible for any costs that exceed the total eligible project funding. At this stage, the current estimates and funding structure are aligned; however, any future cost increases or changes in scope would be the responsibility of the City.

This agreement represents a necessary step to allow the WVDOH to proceed with final project development, bidding, and construction.

This item is being presented for Council consideration to authorize execution of the attached Supplemental Agreement and to provide an updated overview of the project status.

ATTACHMENTS:

Ranson Fifth Avenue Streetscape SA2 - SEC_.pdf

Docusign Envelope ID: B97B6735-CEC1-4AA3-B362-6455F91C2CFB

WEST VIRGINIA

DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

SUPPLEMENTAL AGREEMENT 2

STATE PROJECT: U319-SCA/PE-22. 00

FEDERAL PROJECT: TAP-2022(045)D DESIGN

FEDERAL PROJECT: TAP-2022(046)D CONSTRUCTION

PROGRAM: 2022190001

FIFTH AVENUE STREETSCAPE

TRANSPORTATION ALTERNATIVES

JEFFERSON COUNTY

THIS AGREEMENT, executed, made and entered into this _____ day of _____, 20_____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called **"DEPARTMENT"** and the **CITY OF RANSON**, hereinafter called **"SPONSOR"** supplementing Original Agreement between the aforementioned parties, dated November 10, 2022. This agreement rescinds and replaces the funding of the Original Agreement and Supplemental Agreement 1, dated June 18, 2024.

Docusign Envelope ID: B97B6735-CEC1-4AA3-B362-6455F91C2CFB

WITNESSETH that,

WHEREAS, the Original Agreement provided for the participation of **DEPARTMENT** and **SPONSOR** in a project for the reconstruction of an Americans with Disabilities Act (ADA) compliant sidewalk, lighting, and streetscape; along Fifth Avenue (CR 17/4) in the City of Ranson; and

WHEREAS, DEPARTMENT will advertise the project to the lowest qualified bidder. Sponsor has requested supplemental funds to be awarded to the project as to satisfy new construction estimates and change in scoping to be awarded to the lowest qualified bidder; and

WHEREAS, DEPARTMENT has approved the **SPONSOR'S** request relating to this project and desires to cooperate with **SPONSOR** to complete this project; and

WHEREAS, by Resolution bearing the date of the _____ day of _____, 20_____, the **CITY OF RANSON** directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof;

NOW, THEREFORE, it is mutually agreed as follows:

Docusign Envelope ID: B97B6735-CEC1-4AA3-B362-6455F91C2CFB

I. REVISED MAXIMUM AMOUNT PAYABLE

A. The total funding for the Design Phase, will be three hundred sixty-three thousand eight hundred forty-nine dollars and fifty-two cents ($363,849.52). This reflects an overall increase of one hundred eighty-one thousand six hundred eighty-one dollars and eighty-three cents ($181,681.83), of which one hundred forty-five thousand three hundred forty-five dollars and forty-six cents ($145,345.46) is the federal aid amount at eighty percent (80%) and thirty-six thousand three hundred thirty-six dollars and thirty-seven cents ($36,336.37) will be the twenty percent (20%) matching share provided by the **SPONSOR**.

The total funding for the Construction Phase, will be two million eight hundred sixty-two thousand six hundred four dollars and eighty-three cents ($2,862,604.83). This reflects an overall increase of one million three hundred eighteen thousand three hundred eighteen dollars and seventeen cents ($1,318,318.17), of which one million fifty-four thousand six hundred fifty-four dollars and fifty-four cents ($1,054,654.54) is the federal aid amount at eighty percent (80%) and two hundred sixty-three thousand six hundred sixty-three dollars and sixty-three cents ($263,663.63) will be the twenty percent (20%) matching share provided by the **SPONSOR**.

See **Table 1.0** for a breakdown of current project funding.

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B. **SPONSOR** will be responsible, at the one hundred percent (100%) level, for any and all cost in excess of the total eligible project cost as set by this agreement.

C. That **SPONSOR** will submit to **DEPARTMENT** a check payable to the West Virginia Division of Highways for the sum of three hundred thousand dollars ($300,000.00) of the required twenty percent (20%) match amount. The check shall be submitted with the Agreement upon execution by **SPONSOR.**

II. INCORPORATED BY REFERENCE

It is understood and agreed upon by the parties hereto that all the terms and provisions contained in the hereto referenced Agreements between the **DEPARTMENT** and the **SPONSOR**, dated November 10, 2022, shall continue in full force and effect except as modified and/or altered by this Supplemental Agreement.

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IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION,
DIVISION OF HIGHWAYS

Secretary of Transportation / Commissioner of Highways

(signature) *(title)*

CITY OF RANSON

(signature) *(title)*

Distribution:
City of Ranson
Planning Division
Legal Division

APPROVED AS TO FORM ON

3/10/2026

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

DocuSigned by:
D5E4AA7A76424AD...

NUMBER: 2603035

Docusign Envelope ID: B97B6735-CEC1-4AA3-B362-6455F91C2CFB

TABLE 1.0 FIFTH AVENUE STREETSCAPE FUNDING BREAKDOWN
FFY 2024
STATE PROJECT: U319-SCA/PE-22. 00
FEDERAL PROJECT: TAP-2022(045)D (DESIGN)
TAP-2022(046)D (CONSTRUCTION)
PROGRAM: 2022190001

FUNDING TYPE	FEDERAL FUNDS	MATCHING FUNDS	TOTAL
DESIGN PHASE TAP-2022(045)D 80% Federal Funds and 20% Sponsor Funds			
FFY 2009 TA Grant Funds	$145,734.15	$36,433.54	$182,167.69
FFY 2024 TA Grant Funds	$145,345.46	$36,336.37	$181,681.83
Total Project Design	$291,079.62	$72,769.90	$363,849.52
CONSTRUCTION PHASE TAP-2022(046)D 80% Federal Funds and 20% Sponsor Funds			
FFY 2009 TA Grant Funds	$223,013.33	$55,753.33	$278,766.66
FFY 2016 TA Grant Funds	$200,000.00	$50,000.00	$250,000.00
FFY 2019 TA Grant Funds	$500,000.00	$125,000.00	$625,000.00
FFY 2021 TA Grant Funds	$312,416.00	$78,104.00	$390,520.00
FFY 2024 TA Grant Funds	$1,054,654.54	$263,663.63	$1,318,318.17
Total Project Construction Funds	$2,290,083.86	$572,520.97	$2,862,604.83
Total Project Funds	$2,581,163.48	$645,290.87	$3,226,454.35

NOTES:

FFY 2024 Awarded adding $181,681.83 to Design and $1,318,318.17 to Construction.

Sponsor has previously submitted matching funds of $345,290.87.
(Checks #10464 & #102005 - 09/29/2022 & 11/20/2009 respectively).

Sponsor to provide $300,000 in matching funds.

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Administrative

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Disposition of Real Property Acquisition Efforts – 1.05 Ac – Rt. 9 Wysong SWM & Park (Robelei Subdivision Common Area)

At a prior meeting, City Council authorized staff to move forward with the potential acquisition of approximately 1.05 acres located along Route 115 near the intersection with Old Leetown Pike. Since that time, staff has worked with the property owner to review the proposed transaction documents and coordinate due diligence.

As part of that process, the proposed deed and ownership structure were reviewed by the City Attorney, who identified several concerns related to the legal standing of the entity, authority to convey the property, and the accuracy of the supporting documentation. Based on those concerns, the City Attorney was not able to recommend proceeding with the transaction.

While the City remains interested in the strategic value of this property, it is important that any acquisition fully protects the City and ensures funds are committed to in a responsible way. At this stage, the seller has indicated that no additional clarification or revised documentation will be provided to address the issues identified. Communications have also suggested a level of urgency and potential alternative uses intended to prompt immediate action, which does not align with quality due diligence process.

Accordingly, this item is being brought forward to formally close out the previously authorized acquisition effort and provide direction to staff on whether to discontinue pursuit of the property in its current form, or to revisit the opportunity if appropriate documentation and assurances can be provided in the future.

ATTACHMENTS:

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Administrative

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Alcohol Service Options at City-Sponsored and City-Supported Events

Councilor Fagan requests discussion regarding the potential for alcohol service at City-sponsored and City-supported events.
Alcohol regulation in West Virginia is structured around specific permitting and licensing pathways, each with distinct requirements, limitations, and unique considerations. Potential approaches may include, but are not limited to, single-day event permits, licensed premises extensions, Private Outdoor Designated Areas (PODAs), or event-specific use of City-owned property in coordination with a licensed vendor. Each option carries different implications related to control, liability, event structure, and administrative requirements.

Before identifying a specific approach, it is critical for Council to discuss its overall objectives, including the types of events being considered, the level of City involvement, and any policy considerations related to public safety, enforcement, and community impact.

This item is offered for an initial discussion and to provide staff with direction on whether, and how, to further evaluate and develop potential options.

ATTACHMENTS:

Resolution Parks and Recreation Alcohol.pdf

A RESOLUTION of the City of Ranson Parks and Recreation Commission Board of Directors, made [redacted] 13th day of December, 2021;

WITNESS THAT:

WHEREAS, The City of Ranson Municipal Code Section 14-64 states that "A person shall not:

(1) Appear in a public place in an intoxicated condition;
(2) Drink alcoholic liquor on any highway, street, alley or in any public square;
(3) Drink alcoholic liquor in a motor vehicle parked on any highway, street, alley or in any public square;
(4) Tender a drink of alcoholic liquor to another in a public place."

WHEREAS, the City of Ranson Parks and Recreation Commission instates a policy preventing alcohol possession, use, consumption and sales in parks and facilities operated by the Ranson Parks and Recreation Commission.

WHEREAS, parks and facilities operated by Ranson Parks and Recreation include all grounds, indoor and outdoor of the parks and facilities, including the Ranson Civic Center and all other Parks and Recreation operated spaces.

THEREFORE, BE IT RESOLVED THAT:

1. No alcohol possession, use, consumption, or sales are permitted in any indoor or outdoor parks or facilities operated by the Ranson Parks and Recreation Commission.

RANSON PARKS AND RECREATION COMMISSION

Scott Coulter

President

Attested by

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City Council Agenda Development Process

Councilor Fagan has requested discussion regarding the process for placing items on City Council agendas.

Currently, agendas are prepared by staff in coordination with the Mayor and include items submitted by Council members, the Mayor, and staff, with the goal of ensuring materials are complete, properly noticed, and ready for consideration. Requests for action come in many forms and have historically been deferred to staff and the Mayor for a determination of readiness for Council action.
Council members also retain the ability to raise items during meetings; however, any action on items not previously noticed on an agenda is generally limited by the requirements of the West Virginia Open Meetings Act, which typically necessitates placement on a future agenda before formal action can be taken.

Agenda item background information has also been raised as a concern recently. Given the notice requirements of the West Virginia Open Meetings Act and the City Council meeting schedule, agenda item placement must generally be determined five or more days in advance of a meeting. In some cases, circumstances or information may change after publication deadlines, and additional information that is germane to a given item may become available.

When that occurs, staff has historically provided that information to Council in the form of a table drop to ensure Council has a complete and generally vetted understanding of the issue, while also avoiding potential Open Meetings Act concerns that could arise from distributing that information through other forms of communication to the full Council. This approach helps minimize the need for revisions to published agenda materials while still allowing items to move forward in a timely manner.

Staff provides this overview of the current process for Council's awareness as it considers this topic and to help limit any unintended consequences associated with potential changes to the process.

ATTACHMENTS:

Ranson Agenda Form.pdf
council-agenda-request-fillable-2.pdf
1 Blank Agenda Request Form.docx
900 Agenda Policy.pdf

Council Member Agenda Form

Date:_____

Requesting council member: _____

City council meeting date requested: _____

Agenda Request Forms must be submitted no later than 1 week before the requested council meeting date.

Agenda item description (*exactly as it will appear on the Agenda*):

_____

What type of item are you requesting?

- ☐ Discussion/Information only
- ☐ Council decision/action (*see below*)

  If the Agenda item is for council decision or action, what is the recommended motion to consider: _____

  _____

  _____

Will the agenda item have supporting material (e.g., documents, presentation slides) to include in the agenda packet?

- ☐ Yes (*supporting materials must be submitted to city staff promptly after agenda item approval and with sufficient time for the material to be included in the agenda packet*)
- ☐ No

Any other information or background related to explain the agenda item and the need for the council to consider (*attach additional pages if necessary)*:

_____

_____

_____

_____

_____

_____

_____

Community Member Agenda Form

Date:_____

Name: _____
Organization (*if applicable*): _____
Phone: _____
Email: _____

City council meeting date requested: _____
Agenda Request Forms must be submitted no later than 1 week before the requested council meeting date.

Agenda item description (*exactly as it will appear on the Agenda*):
_____

What type of item are you requesting?

- ☐ Discussion/Information only
- ☐ Council decision/action (*see below*)

  If the Agenda item is for council decision or action, what is the recommended motion to consider: _____
  _____
  _____

Will the agenda item have supporting material (e.g., documents, presentation slides) to include in the agenda packet?

- ☐ Yes (*supporting materials must be submitted to city staff promptly after agenda item approval and with sufficient time for the material to be included in the agenda packet*)
- ☐ No

Any other information or background related to explain the agenda item and the need for the council to consider (*attach additional pages if necessary)*:
_____
_____
_____
_____
_____
_____

CORPORATION OF HARPERS FERRY

Town Council Meeting Agenda Request Form

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425
E Mail: Clerk@harpersferrywv.us PH: (304) 535-2206

Date: _____

Requestor Name: _____

Requestor Phone Number: _____

Requestor Email Address: _____

Organization (if applicable): _____

Town Council Meeting Date Requested (Optional): _____

Subject (wording of item for agenda): _____

DEADLINE FOR AGENDA REQUESTS: 4:00 pm, 10 business days Before a Town Council Meeting.

What type of agenda item are you requesting?

_____ Information only
_____ Town Council Decision/Action
_____ Funding request

If this is a funding request, what is the amount? _____

Do you have presentation material for the meeting (e.g. Power Point)? _____ Yes _____ No

Briefly describe the decision or action you are requesting (if applicable):

_____

_____

Please provide background information to explain the reason for your request including what the impact of your request may have on the community of Harpers Ferry. Attach additional pages if needed. If information is not provided, your request may be denied.

_____

_____

Recommended motion (the wording of the motion that you would like Town Council to approve):

_____

_____

FOR TOWN USE ONLY – RECOMMENDATION:

Revised 10/14/19 Approved by Town Council

CORPORATION OF HARPERS FERRY
Town Council Meeting Agenda Request Form

West Virginia State Code declares that public agencies in this State exist for the singular purpose of representing citizens of this State in governmental affairs. The people in delegating authority do not give their public servants the right to decide what is good for them to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments of government created by them. Open government allows the public to educate itself about government decision making through individuals' attendance and participation at government functions, distribution of government information by the press or interested citizens, and public debate on issues deliberated within the government. Public access to information promotes attendance at meetings, improves planning of meetings, and encourages more thorough preparation and complete discussion of issues by participating officials. The government also benefits from openness because better preparation and public input allow government agencies to gauge public preferences accurately and thereby tailor their actions.

INSTRUCTIONS

A. Use this form to make a request for time on an upcoming Town Council meeting agenda.

B. The Town Council meets on the 2nd Monday of each month at 7:00 pm in Town Hall, 1000 Washington Street in Harpers Ferry, WV (enter at the back of the building using the outside staircase or elevator inside the police station rear door). Agendas are posted publicly 3 business day before meeting. NOTE: *The agenda posted 'under glass' on the bulletin board outside the Town Hall front door is the official agenda notice. All other postings (Town web site, Post Office, Town Facebook) are complimentary.*

C. To request an item be added to a Town Council agenda, please complete the form on the reverse side and deliver it as follows:

   a. Hand deliver to Town Hall in person (entrance on the east side of building; upstairs).
   b. Leave in door slot at entrance on east side of the Town Hall building.
   c. Mail to Harpers Ferry Town Hall, P.O. Box 217, Harpers Ferry, WV 25425 ATTN: Town Clerk.
   d. Email a high-resolution photo, scan or PDF of your request to Clerk@harpersferrywv.us.

D. Any presentation material you wish to use at the meeting must be received in Town Hall no later than 4:30 pm on the Thursday before a Town Council meeting. A projector, screen and a white board are available in the meeting room. Please bring adapters for your computer (e.g. Mac thunderbolt adapter). WiFi may be available.

E. The Mayor reviews all requests received by the Town Clerk and develops the agenda for each Town Council meeting. While every effort will be made to accommodate your request, a request to appear before the Town Council on a specific date will be evaluated based on the following factors:

   a. Whether or not your request is complete, including description and background information.
   b. Whether the request is time-sensitive or an emergency item.
   c. Whether it conflicts with other Town Council discussion priorities for that particular meeting.
   d. Input regarding the request (if any) received from elected, appointed and staff members.

F. If your request is approved by the Mayor of Harpers Ferry, it will appear on the posted agenda. Agenda items are subject to change based on considerations in item (E) above.

DEADLINE FOR AGENDA REQUESTS: 4:00 PM, 10 business days before a Town Council meeting.

Revised 10/14/19 Approved by Town Council

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

	Jefferson County Policies & Procedures		
Policy Name:	Agenda Policy	Approved:	03/06/2025
Policy Number:	900	Author:	Benites
Associated:			Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

Policy on Commission Agenda Creation

1. The Commission President is responsible for creating the agenda for Commission meetings.
2. Any agenda request that includes a budgetary impact must be reviewed by the Chief Financial Officer prior to inclusion on the agenda.

Standard Operating Guidance for Agenda Requests and Management

1. **Eligible Submitters**
   - Agenda requests will be accepted from Commissioners, the Assessor, the Sheriff, the Prosecuting Attorney, the County Clerk, the Circuit Clerk, and the County Administrator on behalf of County departments, boards, and commissions.
2. **Submission Requirements**
   - Agenda requests must be submitted to Agenda@jeffersoncountywv.org.
   - Requests are due by noon at least five (5) business days before the scheduled Commission meeting.
   - All submissions must include all necessary supporting documentation.
3. **Drafting the Agenda**
   - The County Administrator will draft an agenda that includes all eligible agenda requests.
   - The draft agenda will be reviewed and finalized by the Commission President.
4. **Agenda Approval**
   - The Commission President has the final authority over the inclusion of items and their order on the agenda.
5. **Personnel Matters**
   - It is not appropriate for the Commission to publicly discuss personnel matters regarding an individual employee.

- All discussions related to personnel matters must be conducted in an executive session unless the affected employee requests otherwise.

6. **Agenda Publication**
   - Once finalized by the Commission President, the agenda will be:
     - Published at the Courthouse.
     - Posted on social media.
     - Sent via County email to subscribers.

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Table Drop March 17, 2026
HEPMPO LRTP Survey

ATTACHMENTS:

Intership Agreement.pdf
HEPMPO_LRTP_Social Media Post.png

City of Ranson

RANSON
AT THE CENTER OF OPPORTUNITY.

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

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

Internship Supervisor agrees to:

1. Review the student learning objective tasks, that will be prepared by the student within the first week of internship.

2. Supervise the student during the internship.

3. Evaluations:

4.Ongoing: Provide regular feedback to the student; both informal and formal

5. Mid-Internship Meeting: If requested, complete a mid-internship evaluation form and discuss with the instructor as needed.

6. Final Evaluation: Complete the Final Evaluation Form at the conclusion of the internship.

7. Provide a safe place for internship.

8. Follow current Department of Labor Guidelines for unpaid / paid Internships

9. Contact the instructor concerning any issues including attendance and tardiness.
NOTE: Workdays that students are scheduled for and miss will result in an overall letter grade reduction for each occurrence. Three absences or six late arrivals will result in an automatic withdrawal from this course, and you will need to take it again. You must receive a "C" to pass this course, or it must be retaken. A No Call/No Show may result in an immediate withdrawal from this course. If a catastrophic occurrence happens and proper documentation is provided, it will be up to the discretion of the internship instructor to make the final decision on the matter.

10. Initial internship log on the hours worked and tasks completed by Intern.

11. Affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, or age and provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era.

DIRECTION 2055

Take the HEPMPO LRTP Survey!



Help shape the future of transportation in our community!

CLICK OR SCAN THE QR CODE TO BEGIN