CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

July 2, 2024 | 7:00 P.M. | Council Chamber

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes June 18, 2024
   Minutes 6182024.pdf

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Officer Mathew Custer, FBI Academy Overview

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report- May
   PD Stats 06-24.pdf
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

COUNCIL/COMMITTEE ANNOUNCEMENTS

VI. COUNCIL BUSINESS

1. City Council Meeting Schedule for August 2024
2. Consideration of Redesigning the official City of Ranson Flag
   Ranson Flag - Star.pdf
3. Due Diligence Report - Real Property at 3rd Avenue and Fairfax Boulevard - Possible Executive Session

401 S Fairfax Blvd - Ranson Police Station Due Diligence Report with Appendices - FINAL.pdf

VII. ADJOURNMENT

INFORAMTION ONLY

Thank you Letters to Mayor and Council
Birthright.pdf
Thank you Letters.pdf

WV Ethics News
ETHICS Newsletter July 2024, Volume 22.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:

ATTACHMENTS:

Minutes 6182024.pdf

RANSON
AT THE CENTER OF OPPORTUNITY

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

June 18, 2024	7:00 P.M.	Council Chamber

DIGITAL STREAMING OF THIS MEETING AVAILABLE AT :
https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

Mayor, Keith Pierson	Present
Mike Anderson	Absent
Ken Suiits	Present
Andy Colandrea	Present
Herbie McDaniel	Present
Tommy Custer	Present
Amanda Stroud	Present
Robbie Roberts	Present
Todd Wilt	Present
Darla Armstrong	Present

II. APPROVAL OF MINUTES

1. Ranson City Council Minutes June 4, 2024

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

III. CITIZEN'S PRESENTATIONS/PETITIONS

Panhandle Lodge 83 FOP came to thank Mayor Keith D. Pierson and council for the Mini Grant fund. Linus Bicker, recently elected council member from Shepherdstown came to introduce himself and looks forward to working with everyone moving forward. Christina Wimer Spoke to the Council on her concerns with the rezoning Jefferson Orchard Inc.'s petition to rezone a 194.98 +/- Acrea Parcel located near Granny Smith Lane, Ranson WV Jefferson County Tax map number 12 parcel 1, from smart code, New Community to Industrial Zoning.

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report
   Chief Robbie Roberts Reported, our new Ranson Police officer will go to Police Academy on Monday June 24, 2024.
2. Public Works Status Report- May
   No comment
3. Parks and Recreation Status Report - May
   No comment
4. Community Development Status Report – May
   Council member Council Stroud asked about the Bond for Brier Run Park and where that is at this time. Mr. Wilt explained the time frame is very close.
5. Ranson Convention and Visitor Bureau Status Report- May
   No Comment
6. Finance Department Status Report – May
   No Comment

7. City Manager Report

The City Manager mentioned the table drop of reported the Finance Clerk position has been advertised with a deadline of June 28, 2024. The hiring procedure will begin at that time. Online payment has accepted 220 payments with no issues at this time. Retirement is still be worked through waiting on some information but has hopes to have more information at the 1st meeting in October. Kimley Horn is still working on the task that was given for the property across the street of City Hall. The city of Ranson bided out the Trash service advertised in the Local Spirit of Jefferson and City of Ranson Web Site. Apple Valley wastes is the Exclusive trash service for the City of Ranson.

COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL BUSINESS

1. Ordinance 2024-359: First Reading for Consideration of Jefferson Orchard Inc.'s Petition to Rezone a 194.98 +/- Acre Parcel Located Near Granny Smith Lane, Ranson, WV, Identified on Jefferson County, WV Tax Map Number 12, Parcel 1, from SmartCode, New Community to Industrial Zoning

4 - Yes
1- NO
1- Absent

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

2. Appointment to Board of Building Code Appeals - Term ending December 31, 2025

4- Yes
1-No
1-Absent

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

3. 2024- 12 A Resolution of the City of Ranson, WV Authorizing Participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2024 to June 30, 2027.
5- Yes
1- Absent

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

4. A Cooperative Agreement, "Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia and the City of Ranson, WV for the Period of July 1, 2024 to June 30, 2027.
5- Yes
1- Absent

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

VII. ADJOURNMENT

Adjournment at 9:08 P.M. Motion was made by Herbie McDaniel 2nd by Ken Suits. Next Ranson Council meeting will be held July 2, 2024 at 7:00 PM Ranson Council Chamber 312 South Midred Street, Ranson WV 25438.

_____
Mayor Keith D. Pierson

_____
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:

Mathew Custer has graduated from the FBI Academy on Thursday June 6, 2024

ATTACHMENTS:

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Police

ITEM TYPE: Presentation

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

SUBJECT:

ATTACHMENTS:

PD Stats 06-24.pdf

Ranson Police Department
June 2024 Stats

June 2024	Calls for Service	Reports	Arrest	Citations	Warnings	Accidents
Chief Roberts	49	0	0	7	12	0
Capt. Lutman	19	0	1	5	6	0
Lt. Norris	0	0	0	0	0	0
Sgt. Sigulinsky	48	1	4	8	4	1
Sgt. McBride	27	0	1	11	2	0
Cpl. Watson	144	3	5	85	18	2
Cpl. Lynch	74	7	6	9	11	3
Cpl. Meacham	27	0	0	5	11	0
Ptlm. Hosby-Brown	66	2	0	13	6	2
Ptlm. Custer	0	0	0	0	0	0
Ptlm. Swartz	83	3	1	7	8	1
Ptlm. Black	80	3	8	25	12	2
Ptlm. Hutcherson	127	4	3	40	26	0
Ptlm. Hood	55	3	3	11	4	1
Ptlm. Portner	25	0	0	3	3	0
Ptlm. Jenkins	91	3	6	9	20	1
Ptlm. Palmer	64	2	3	14	7	2
Ptlm. Lancaster	0	0	0	0	0	0
Ptlm. Wheat	9	0	0	0	0	0
Walk Ins	215	0	0	0	0	0
TOTAL:	1203	31	41	252	150	15

Drone Call Outs:

6-1-24 11:00am Ranson Festival Fly Over

6-24-24 1:30pm Cranes Lane Assist Metropolitan Airport Authority with Information, Policies and Flight Demo.

Capt. Todd D. Lutman Sr.

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:

ATTACHMENTS:

AGENDA ITEM VI.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

The City Council is asked to consider the upcoming August meeting schedule. Currently, City Council meetings are scheduled for August 6 and August 20. The City Manager will be attending the West Virginia Municipal League Conference in Huntington, West Virginia, from August 6-9 and has a personal commitment scheduled for August 20.

Recommended options for the City Council to consider include:

- Keep the meetings as scheduled.
- Adjust the meeting dates (Staff would recommend Monday, August 5 and Monday August 19)
- Have the City Manager appear digitally

ATTACHMENTS:

AGENDA ITEM VI.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

Councilor Suits has proposed redesigning the flag of the City of Ranson to better align with the city's current branding. The City Council discussed this suggestion during the November 7, 2023 meeting and asked to have a sample flag created and brought to a subsequent Ranson City Council meeting for a vote. A sample flag has been created and will be shared with the City Council.

ATTACHMENTS:

Ranson Flag - Star.pdf



★ *1910* ★

AGENDA ITEM VI.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

The City Council previously requested a due diligence report for the potential purchase of real estate at the corner of 3rd Avenue and Fairfax Boulevard. The completed report will now be presented to the City Council for consideration of the next steps in this project.

ATTACHMENTS:

401 S Fairfax Blvd - Ranson Police Station Due Diligence Report with Appendices - FINAL.pdf

Kimley»Horn

MEMORANDUM – CIVIL DUE DILIGENCE

To:	Todd Wilt City Manager City of Ranson, West Virginia
From:	Austin Williams, P.E. Kimley-Horn and Associates, Inc.
Date:	07/01/2024
Subject:	City of Ranson - Police Station Due Diligence Report

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The memorandum herein reviews and outlines the existing conditions, proposed conditions, zoning requirements, anticipated applicable permits, and agency information for the proposed Police Facility located at 401 S Fairfax Blvd. This memorandum also includes supplemental site information regarding the existing City of Ranson Police Department located at 700 N Preston St.

Executive Summary

Key findings are listed below:

- The two parcels that make up the site are both zoned T5 (Urban Center) which allows office uses and a police facility by right.
- The site is currently vacant since the existing building on one of the parcels was damaged in a fire and demolished. It is assumed that this building had a basement, and the basement was backfilled during demolition.
- The site has right-of-way frontage along S Fairfax Blvd and 3rd Avenue.
- Existing site access includes a one-way entrance off Samuel Street and an exit onto a public alleyway.
- Adjacent properties are zoned T4 (General Urban) and T4 Open.
- The current City of Ranson Police Department facility is approximately 3,500 sf building located on 0.52 acres and features 10 marked public parking spaces, and approximately 20 marked secured parking spaces.

Project Understanding

Kimley-Horn understands the City of Ranson is interested in acquiring the two properties located at 401 S Fairfax Blvd in Ranson, West Virginia. Based on Jefferson County GIS, the two parcels are identified as 19-08-0006-0178-0001 and 19-08-0006-0179-0000, and feature 0.21 AC and 0.31 AC of deeded acreages respectively for a total of 0.52 AC. Both parcels are owned by the First Charles Town Group, Inc. Kimley-Horn understands the City of Ranson is interested in these two parcels for the development of a new police facility but is also contemplating the use of the land for other purposes.

Existing Conditions

The site is located at 401 S Fairfax Blvd by the intersection of S Fairfax Blvd and W 3rd Ave. It is bordered to the north by the public right of way of W 3rd Ave, south a private residence and public alleyway, east by public alleyway, and west by public right of ways of S Fairfax Blvd and Samuel St. The adjacent private residence is zoned T4 (General Urban). Ranson City Hall is located to the north across W 3rd Ave.

The parcel is in the following districts or areas based on West Virginia Property Viewer, Jefferson County Zoning Map, and the West Virginia Flood Tool:

- T5 Urban Center Transect District
- Charles Town Magisterial District
- City of Ranson Election Ward 1
- Jefferson County Incorporated Town District
- Shenandoah Watershed

Currently the site contains is vacant with dirt and remains of an asphalt parking lot with a chain link fence surrounding the site. There are concrete sidewalks along the frontages of 3rd Ave, Fairfax Blvd, and Samuel St. Current site access includes a one-way entrance off Samuel Street and an exit onto a public alleyway. There are overhead electric lines along the site's frontage of 3rd Ave and Samuel St.

The site generally lays flat and currently drains from the southeast corner to the northwest corner to an existing grate inlet located in the intersection of 3rd Ave and Fairfax Blvd. The site is located in FEMA Zone X (an area of minimal flood hazard) per flood map 54037C0136E. The site is located in area prone to karst landscape and geology.

CURRENT CITY OF RANSON POLICE FACILITY

The current facility for the City of Ranson Police Department is located at 700 N Preston St. The parcel for the facility is zoned T-3 and features approximately 3,500 sf of building. It has 9 standard off-street parking spaces, 1 ADA parking space, and 20 secured police cruiser parking spaces. The existing police building is 1-story building and was constructed in the 1970s. The building also serves as location for a municipal courtroom that can hold approximately 35 people. The police department currently employees 19 officers and 1 administrative assistant.

In May of 2024, Kimley-Horn was given a tour of the existing police facility and was able to speak with current Police Chief Robbie Roberts. See **Appendix E** for Chief of Police Meeting Notes.

Zoning Requirements

Per the Jefferson County Zoning Map, the two parcels are in the T5 zoning district. This district is defined as Urban Center or T5 per the City of Ranson Code of Ordinances Smartcode Chapter 19A. Please see **Appendix A** for Jefferson County Zoning Map.

Smartcode Chapter 19A Article designates district T5 for uses of higher density, mixed use buildings to accommodate retail, offices, townhouses, and apartments. Smartcode Chapter 19A, as well as

sections of Chapter 19 and Chapter 16 of the City of Ranson Code of Ordinances, set forth the requirements for such uses within Zone T5.

At this time, it is anticipated the proposed use for a police station and corresponding offices for the project site will not require re-zoning and is anticipated to be allowed by-right under the T5 zoning.

Listed below are the T5 zoning district development regulations applicable to the site per Chapter 19A Article 5 Tables 5, 7, 8, 14 and 15. Please see **Appendix B** for Tables 14 and 15.

Lot Size and Width:	20’ min., 150’ max.
Minimum Building/Parking Setbacks:	Front – 12’ max. Front Secondary – 12’ max. Side – 6’ max. Rear – 3’ min. Parking is only permitted in 3rd layer of the lot.
Maximum Lot Coverage:	90% max.
Maximum Building Height:	80’ max. (4 stories max.), 90’ (5 stories) by special exception

VEHICULAR ACCESS AND TRANSPORTATION

The existing site and prior building were served by two vehicle access points resulting in a one-way flow of traffic through the site. The first access point and entrance to the site is off Samuel Street. This entrance leads to the parking lot area for the prior building. The second access point serves as the exit for the parking lot and is an unnamed alleyway east of the site. The alleyway is within the public right-of-way, and intersects W 3rd Ave to the north, and W 2nd Ave to the south.

A third access point from an alleyway south of the site was noted from online GIS and aerial imaging. Field observations confirmed this alleyway as a potential access point to the site that could serve its future use. The existing alley is unpaved and features grass, shrub, and tree growth. Further analysis of this alleyway should be conducted if it is selected as an access option for proposed site and to ensure the right-of-way is clear and unobstructed of any neighboring fencing and structures.

FIRE ACCESS

The City of Ranson Building Code specifies the NFPA Life Safety Code 2015 edition as the governing fire code for the City. Fire protection standards are also provided in Section 16-101 of the City of Ranson Code of Ordinances. Based on the site location with frontage along two public right of ways and the proximity of a fire hydrant at the intersection of Mildred Street and W 3rd Ave, the project is anticipated to meet the fire protection standards set forth by the Code of Ordinances.

PARKING

Parking calculations and requirements are based on the City of Ranson Chapter 19A Article 5.8, 5.9, and referenced tables for a proposed use of office in zoning T5. Per Table 9, a minimum requirement

of 2 parking spaces per 1,500 of building square footage is required. Any proposed parking will also need to comply with the American with Disabilities Act, which determines the minimum number of ADA parking spaces from the total number of parking spaces provided.

Before demolition, the previous existing building was approximately 15,116 sf. Aerial imaging shows the parking lot had 26 standard parking spaces and 2 ADA spaces for a total of 28 spaces. The main entrance to the site off Samuel Street provides a one-way ingress to the parking lot with a one-way exit on to the public alleyway. It is noted the prior spaces were diagonal and based on aerial imaging allowed for head in parking only.

LANDSCAPING REQUIREMENTS

Based on review of Chapter 19A of the City of Ranson Smartcode, and listed code pertaining to landscaping in Chapter 16, Division 14 of the City of Ranson Code of Ordinances, the parcels appeared to be in general conformance with the regulations prior to the fire and demolition. Per field observations in May of 2024, it appears all the trees on the parcels remain but some of the shrubbery has been removed. For the proposed project the existing landscape features should be analyzed to confirm compliance and any proposed landscaping features must comply with the pertinent sections of the City's Code referenced above. Section 5.10.2, and 5.10.6 of Chapter 19A refer to specific landscape requirements for T5 zoning and should be followed accordingly. Notably, any improvements should be submitted as a part of the site plan process, detailed further below in the "Approval and Permitting Schedule".

EXISTING UTILITIES AND STORMWATER MANAGEMENT

The utility list in this report analysis includes water, sanitary sewer, storm sewer, and electric. No ALTA survey was provided nor found for the parcels in this analysis. Utility information was collected through field observation, online aerial data, and correspondence with the Charles Town Utility Board (CTUB) and Potomac Edison.

The parcel's water system could not be determined from the site visit nor public online data. However, correspondence with the Charles Town Utility Board on May 28, 2024, confirmed the location of an existing 12" watermain running along Mildred Street (a block east of the project site), and a 2" water line running along 2nd Ave. It is also possible a 3" waterline runs along W 3rd Ave, but this could not be confirmed by the CTUB at the time. It is assumed if the 3" waterline would service the site. Further information is needed need to verify the size, location, and condition of any water utilities adjacent to the site. Please note, the Charles Town Utility Board performed a water hydrant test to determine GPM and static/residual pressure data near the site. The hydrant location is at the intersection of 3rd Ave and S Mildred Street. Please see **Appendix C** for GIS Utility Map and Fire Hydrant Flow Test.

The parcel's on-site sanitary sewer system could not be determined by site visit nor directly verified by the CTUB. However, the CTUB confirmed the location of an 8" gravity sewer main east of the site. It runs along the alleyway east of the site and connects to a 12" force main at W 2nd Ave. It is assumed the prior building was served from this 8" sewer main in the alleyway. Further information is needed need to verify the size, location, and condition of any sanitary sewer utilities adjacent to the site.

Per field observations, the site generally drains from the southeast to the northwest corner of the site to an existing street grate inlet at the intersection of S Fairfax Blvd and W 3rd Ave. PVC curb stub outs were noticed adjacent to the site along the sidewalks running on W 3rd Ave and S Fairfax Blvd. These are assumed to come from roof drain downspouts from the prior building. Further information is needed need to verify the size, location, and condition of any storm sewer utilities adjacent to the site

Per aerial imagery, the previous building's electrical connection appears to have come from an overhead electric line (OHE) and pole at the northeast corner of the site. The pole and corresponding OHE run along W 3rd Ave. Field observations confirmed a new pole and OHE running along W 3rd Ave still exist at this location and could serve as the electrical connection for the proposed building. Furthermore, two additional OHE poles were noted adjacent to the parcels. One pole is northwest of the project site and the second is southwest of the project site. The corresponding OHE for these two poles runs along S Fairfax Blvd. Based on phone and email correspondence, Kimley-Horn determined power was provided to the site from Potomac Edison. A may-serve electric service letter has been received from Potomac Edison for the site and is included in **Appendix F.**

Comcast and Frontier Communications are the providers for phone, cable, and internet within the City of Ranson based on the City's website. No information has been received from these provides for the project site at this time.

Any proposed utilities for the project site must conform to the requirements set forth in the design standards of the City of Ranson Code Chapter 16, section 16-100, and Chapter 13, Municipal Utilities and Services. Public utilities and corresponding easements must conform to section 16-102. All proposed utilities must be shown and submitted as part of the site plan approval process detailed below.

Approval and Permitting Schedule

At this time, it is anticipated the proposed use of a police facility and office uses on the site will fall under the approval procedures set forth in Chapter 19A of the City's Smartcode. A summary of the approvals and permits needed for construction are listed below.

1. Final Site Plan Application and Construction Drawings
    a. Must adhere to the requirements set forth in section 5.1.11 of Chapter 19A
    b. Must adhere to the requirements set forth in section 5.1.5 of Chapter 19A
    c. The City of Ranson may waive application fees for site plan applications per section 1.6.1.b in Article 1 of Chapter 19A. However, see City Fee schedule below for anticipated fees
2. Site Plan Approval
    a. Must be gained through the Final Site Plan application process with the City of Ranson
    b. Will be administered by the City Manager or his designee
    c. No public hearing will be held by The Planning Commission if the application and submission adhere to the requirements in Chapter 19A

   d. Any alternations or modifications to an approved site plan will require a new submittal only of the portions altered
3. City of Ranson Building Permit
   a. Can only be applied for after approval of site plan
   b. Is required for the construction of any new development
   c. Additional items include:
      i. Utility Letters
      ii. State and Federal Permits (as applicable)
      iii. Fire Marshal Documentation
      iv. Jefferson County Impact Fees
         1. Anticipated to be $0.00 per fee schedules provided on the Jefferson County Impact Fee Webpage
      v. Floodplain Documentation (as applicable)
4. West Virginia National Pollutant Discharge Elimination System General Water Pollution Control Permit for Stormwater Associated with Construction Activities No. WV0115924
   a. At this time, it is anticipated the proposed project will not require the listed permit as land disturbance is anticipated to be less than an acre and not a part of a larger common plan of development.
5. West Virginia Department of Transportation, Division of Highways, Right of Way Entry Permit Application
   a. A Right of Way Entry Permit Application (Form MM-109) will be required for any proposed work within the state's public right-of-way on S Fairfax Blvd. Potential improvement locations within the right-of-way for the site include upgrades to the existing on-street parking. The City of Ranson is within District 5 of the West Virginia Division of Highways. Contact information for this district is listed below. Please note the permit is free of charge but may require inspection fees and a bond for construction cost.

PERMITTING AND BONDS

Once the site plan has been approved, bonds and permits can be submitted. It is anticipated that a public bond release and a new construction commercial building permit will be required for the proposed site. Site plan review, and subsequent bonds and permitting will take approximately 6-8 weeks to review and be issued.

CITY OF RANSON FEE SCHEDULE

See current fees provided by the City of Ranson. These are the listed fees on the public website and are not guaranteed to be the fee charged for site plan application. Note section 16-15 of the City of Ranson Code of Ordinances states a SmartCode incentive shall apply to the following fee's if properties are compliant with Chapter 19A. Also note Chapter 19A section 1.6.1.b states the City may waive all application fees.

- Site plan review (non-residential): $1,000.00
  - Re-submittal fees: $500.00 per submission

- Building Permit Fee
  - New Construction – Commercial
    - Minimum Inspection Fee: $500.00
    - Finished Floor Area: $0.60 per sf
    - Unfinished Floor Area: $0.20 per sf
  - Sign Permit
    - Major Sign - $50.00 per sign
    - Minor Sign - $25.00 per sign
    - Temporary Sign - $25.00 per site
  - Use and Occupancy - $50.00
  - Fence - $25.00
  - Permit Extension - $50.00
  - Permit Revisions or Additions - Minor (less than 3 changes) - $25.00
  - Permit Revisions or Additions – Major (more than 3 changes) - $50.00

JURISDICTIONAL CONTACTS

Todd Wilt – City Manager
City of Ranson
Twilt@ransonwv.us
304-724-3872

Riley Stanley - Director of Community Development
City of Ranson
RStanley@ransonwv.us
304-724-3861

Kim Hawkins – Permit Coordination Manager
City of Ranson
KHawkins@ransonwv.us
304-724-3867

Kevin McDonald – Design Engineer
West Virginia Department of Transportation, Division of Highways, District 5
Kevin.A.Mcdonald@wv.gov
681-320-2026

UTILITY CONTACTS

Water and Sewer

- Charles Town Utility Board
  Travis Markley – Engineering Technician
  tmarkley@ctubwv.com
  304-725-2316

Electric

- Potomac Edison
  Chad Hines – Designer II
  Cehines@firstenergycorp.com
  304-267-3249 (302-3249)

Police Facility Industry Data

Kimley-Horn performed a preliminary search for national and industry data regarding municipal police facilities and their respective square footages either per employee or population of municipality. The search resulted in no readily found data, averages, or statistics regarding municipal police facility square footage in relation to employee count or population. According to the *Police Facilities Planning Guidelines* published by the International Association of Chiefs of Police (IACP) in regard to square footage "..there are no absolute standards for offices, workstations or locker sizes" (p. 19). Also, "These sizes can vary with each project as demographics, organizational philosophies, functional needs, and other issues impact each agency's needs" (p. 18).

The search did result in statistics about the number of employees at such facilities based on population of inhabitants within the community. Notably, the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting Program's most recent data comes from the year 2019. Table 71 of this data lists the average number of full-time law enforcement officers in the nation's cities in the year 2019 as 2.3 per 1,000 residents. Table 70 also lists the number of full-time law enforcement employees (includes both sworn officers and civilians) as 2.9 per 1,000 habitants. Notably, these tables show that small municipalities (population less than 1,000) in the Middle Atlantic region reported higher ratios than the national averages: 4.3 law enforcement officers and 5.3 law enforcement employees per 1,000 residents.

These statistics represent the averages of police facilities across the United States. A similar facility on the proposed site should consider the number of future full-time employees that will utilize the space. Office space standards such as those from the Building Owners and Managers Association can be utilized to determine an appropriate square footage based on the number of employees and the desired office, open, and workspace environment. Consideration should be given to the specifics of the proposed use of a police facility such as evidence room size and prisoner containment areas.

Site Concept Plans

Kimley-Horn has prepared two preliminary concept site plans as part of this report. Please see **Appendix D** for the two preliminary concept site plans for a proposed police facility use featuring a parking lot, building footprint, traffic circulation, and zoning information per City of Ranson code of ordinance requirements. The predominant elements of each concept plan are highlighted below.

Concept 1

9,000 gross square footage Police Facility on 0.52 acres

- One 3-story building (3,000 SF per floor)
- 21 secured parking spaces
- Public parking (13 total)
    - 4 proposed parallel parking spaces on S. Fairfax Blvd.
    - 9 proposed on-site parking spaces
- 21 secured parking spaces
- One 16'x30' sally port

Concept 2
9,000 gross square footage Police Facility on 0.52 acres

- One 3-story building (3,000 SF per floor)
- 34 secured parking spaces
- Public parking (by designation)
    - Existing angled parking on S. Fairfax Blvd to be utilized
- One 16'x30' sally port

Limitations

Kimley-Horn was retained to perform a limited site investigative report and performed only those tasks specifically stated in our scope of services. This report may be relied upon only by Kimley-Horn's Client. It is not intended for use by any other party.

The Client may use this report as part of its due diligence, but this report should not be used as the sole basis for the Client's decision making. Kimley-Horn endeavored to research site development issues and constraints to the extent practical given the scope, budget, and schedule agreed to by the Client. This report is based on our knowledge as of July 1st, 2024, and is based on the desires of the Client, which have been specifically disclosed to us. New issues may arise during development because of changes in governmental rules and policy, changed circumstances, or unforeseen conditions.

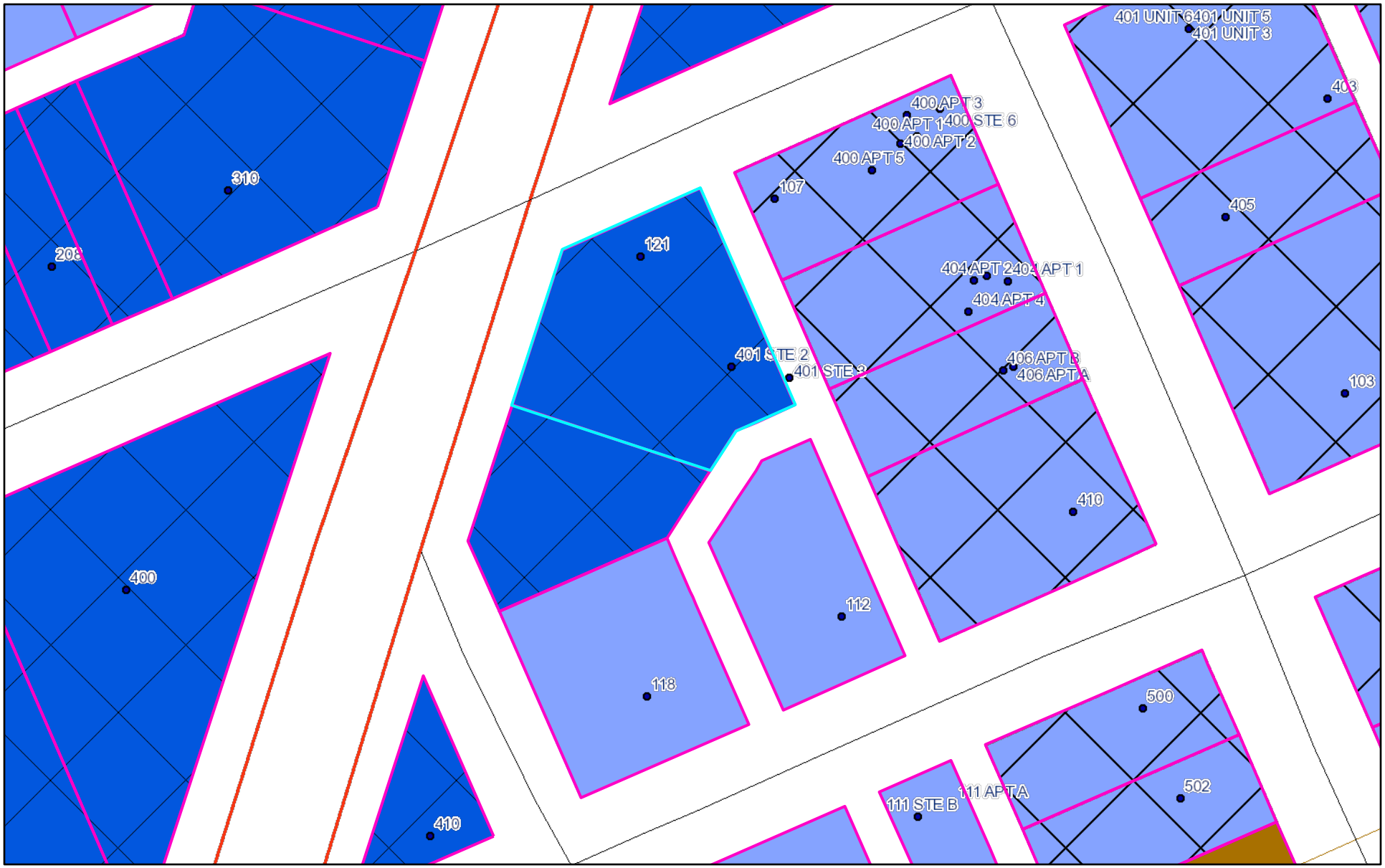
Appendices

- Appendix A – Zoning Map
- Appendix B – City of Ranson Smartcode Chapter 19A - Table 14 and 15
- Appendix C – GIS Utility Map and Fire Hydrant Flow Test
- Appendix D – Preliminary Concept Site Plans
- Appendix E – Chief of Police Meeting Minutes
- Appendix F – Potomac Edison Will-Serve Letter

APPENDIX A

ZONING MAP

-HIIHUVRQ &RXQW\ :9 =RQLQJ 0DS



-XQH ˘

PL

NP

&RXQW\ RI /RXGRXQ 9,7$:HVW 9LUJLQLD *,6 (V
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APPENDIX B

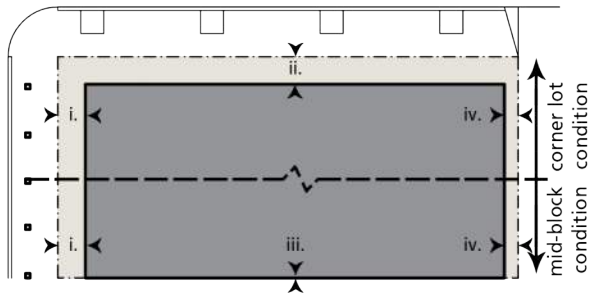
CITY OF RANSON SMARTCODE CHAPTER 19A - TABLE 14 AND 15

60

TABLE 14. T5L / T5 STANDARDS

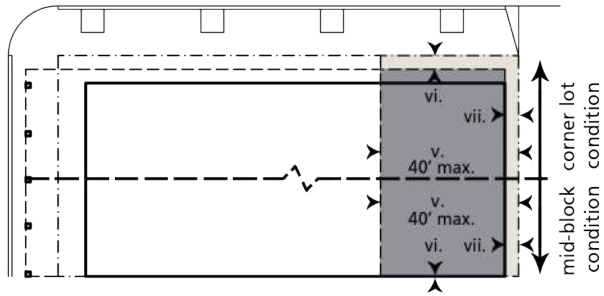
A. BUILDING PLACEMENT

PRINCIPAL BUILDING



i. Front Setback (Principal)	12 ft. max.
ii. Front Setback (Secondary)	12 ft. max.
iii. Side Setback	6 ft. max.
iv. Rear Setback	3 ft. min.

OUTBUILDING



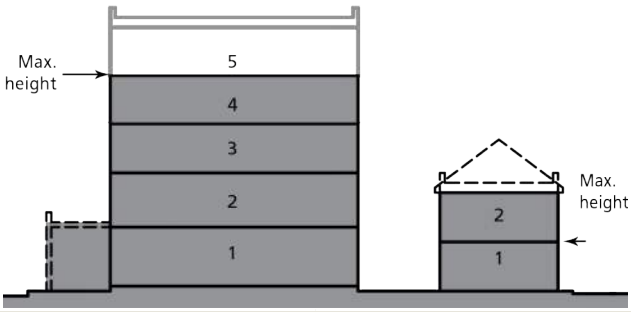
v. Front Setback (Principal)	40 ft. max. from rear property line
vi. Side Setback	0 ft. or 3 ft. at corner
vii. Rear Setback	3 ft. min.

ENCROACHMENTS

i. Setback Encroachments	
Open Porch	100% max.
Balcony and / or Bay Window	100% max.
Stoop, Lightwell or Terrace	100% max.
ii. Sidewalk Encroachments	
Awning or Gallery	100% max.
iii. Encroachment Depths	
Open Porch	10 ft. max.
Balcony and / or Bay Window	6 ft. max.
Stoop, Lightwell or Terrace	6 ft. max.
Gallery	within 2 ft. of curb
Awning	within 2 ft. of curb

B. BUILDING FORM

HEIGHT

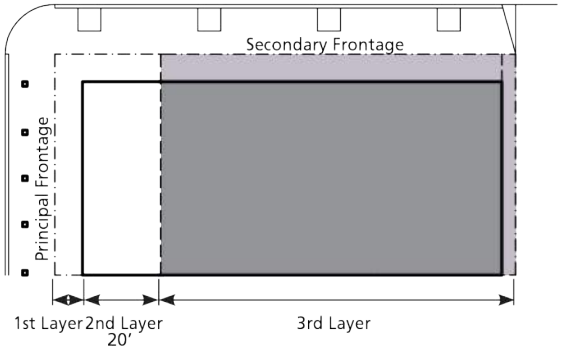


PRINCIPAL BUILDING	
Stories	4 max., 5 by special exception
To Eave / Parapet	80 ft. max., 90 ft. by special excpetion
OUTBUILDING BUILDING	
Stories	2
To Eave / Parapet	35 ft. max.

MASS

Lot Width	20* ft. min., 150 ft. max.
Lot Coverage	90% max.
Facade Buildout at Setback	60% min. – 100% max.

PARKING AND STORAGE LOCATION

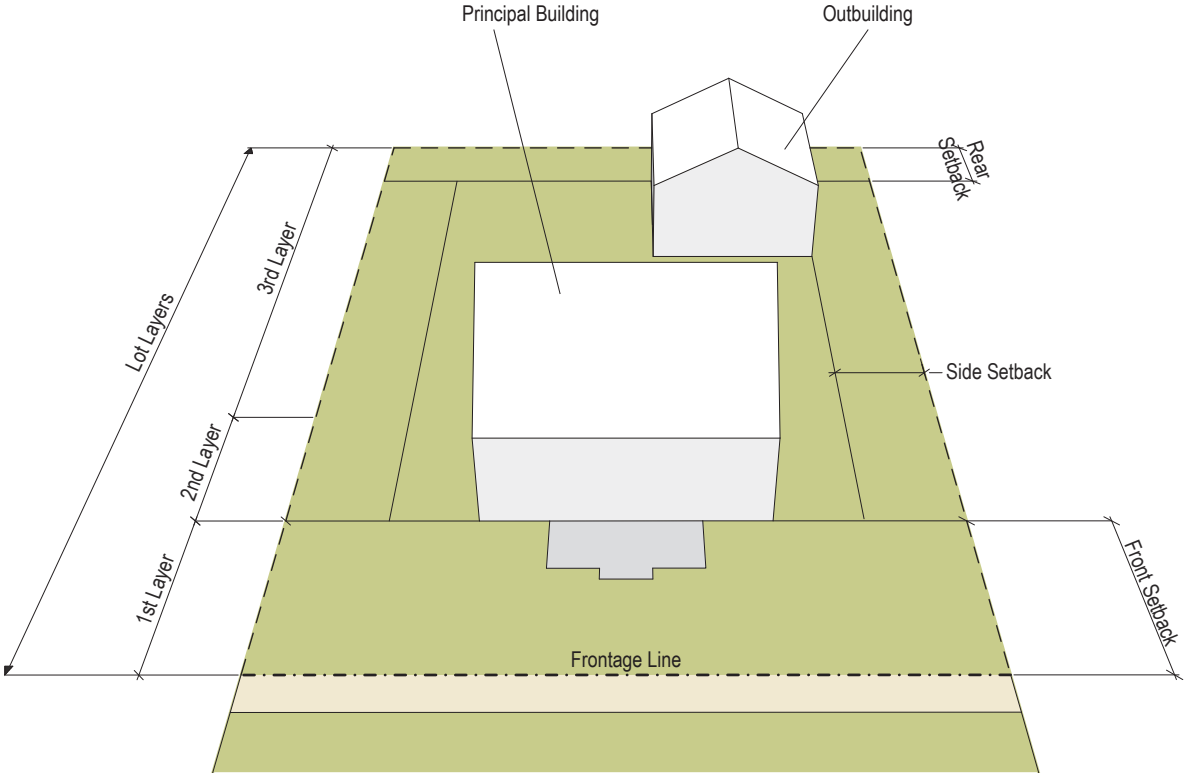


PARKING	
1st layer (see Table 15)	not permitted
2nd layer (see Table 15)	not permitted
3rd layer (see Table 15)	permitted
TRASH & STORAGE ** LOCATION	
1st layer (see Table 15)	not permitted
2nd layer (see Table 15)	not permitted
3rd layer (see Table 15)	permitted

* 16 ft. minimum width is permitted if on site parking is provided.

** Storage includes boats and recreational vehicles.

TABLE 15. LOT STRUCTURE

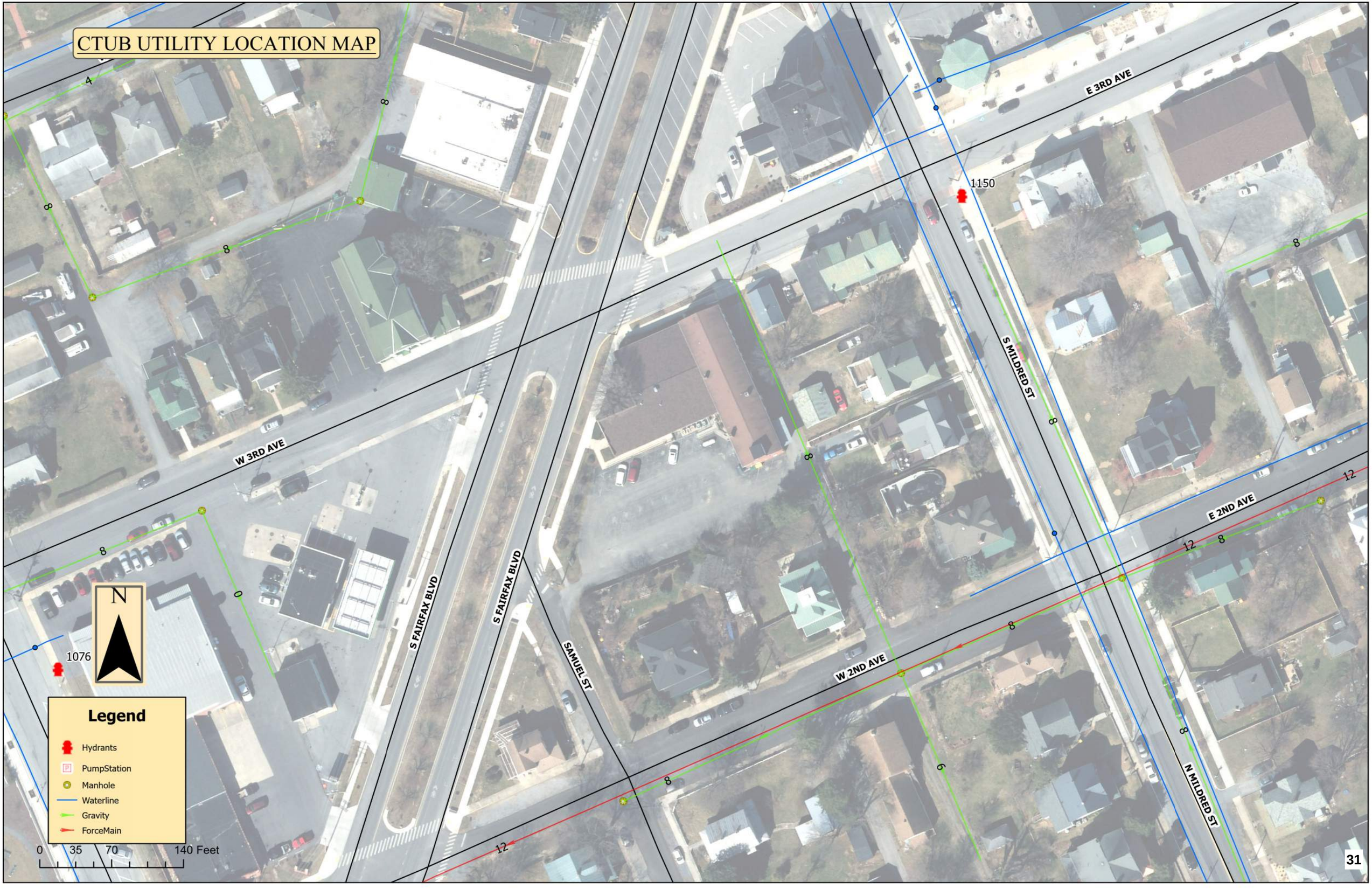


BUILDINGS	
Principal Building	The main building on a Lot.
Outbuilding	A secondary building usually located toward the rear of the same Lot as a Principal Building such as a garage, carport, or workshop and may include an Accessory Unit.
SETBACKS	
Primary Front Setback	The area of a Lot measured from the Primary Frontage Line to the nearest permissible location of a Principal Building, excluding Encroachments.
Secondary Front Setback	Corner Lots have more than one Frontage Line. One Frontage Line is designated the Primary Frontage Line and all remaining Frontage Lines are designated as Secondary Frontage Lines. The Secondary Front Setback is the area of a Lot measured from the Secondary Frontage Line to the nearest permissible location of a Principal Building, excluding Encroachments.
Side Setback	The area of a Lot measured from any side Lot Line to the nearest permissible location of a Principal Building, excluding Encroachments.
Rear Setback	The area of a Lot measured from a rear Lot Line to the nearest permissible location of a Principal Building or Outbuilding, excluding Encroachments.
LOT LAYERS	
First Layer	The area of a Lot from the the Frontage Line to the Facade of the Principal Building.
Second Layer	The area of a Lot set behind the 1st Layer to a depth of 20 feet.
Third Layer	The area of a Lot set behind the 2nd Layer and extending to the rear Lot Line.
LOT SIZE	
Lot Width	The length of the Principal Frontage Line of a Lot.

APPENDIX C

GIS UTILITY MAP AND FIRE HYDRANT FLOW TEST

CTUB UTILITY LOCATION MAP



Rogowski, Joseph

From:	Travis Markley <tmarkley@ctubwv.com>
Sent:	Friday, June 21, 2024 10:44 AM
To:	Rogowski, Joseph; Williams, Austin
Cc:	Steve Williams
Subject:	RE: Existing Utilities on City of Ranson Parcels

Hi Joe,

We have the hydrant flow data for you.

920 GPM @ 30psi residual pressure
Static pressure = 38psi

Just let me know if you have any other questions.

Kindest Regards,

Travis Markley
Charles Town Utility Board
Engineering Technician
304-725-2316 office

Confidentiality Notice: The information contained in this e-mail and any attached documents may be confidential or legally privileged. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message. Please note that the sender accepts no responsibility for viruses and it is your responsibility to scan this e-mail and attachments (if any). No contracts may be concluded on behalf of the sender by means of electronic communications unless expressly stated to the contrary.

From: Rogowski, Joseph <Joseph.Rogowski@kimley-horn.com>
Sent: Friday, June 14, 2024 1:31 PM
To: Travis Markley <tmarkley@ctubwv.com>; Williams, Austin <Austin.Williams@kimley-horn.com>
Cc: Steve Williams <SWilliams@ctubwv.com>
Subject: RE: Existing Utilities on City of Ranson Parcels

From: Travis Markley <tmarkley@ctubwv.com>
Sent: Tuesday, May 28, 2024 3:59 PM
To: Rogowski, Joseph
Cc: Williams, Austin
Subject: RE: Existing Utilities on City of Ranson Parcels
Attachments: CTUB Utility Map_5-28-24.pdf

Categories: External

Hi Joe,

We can obtain a gpm and static/residual pressure from performing a hydrant test on the hydrant located at the intersection of 3rd and Mildred. There is no sewer data that we can provide as this area is all served by gravity sewer. There is an existing tap to the sanitary main traveling adjacent to the subject parcels. It is located along the East side of the parcels. I actually observed that lateral disconnected during the demo of the old building. I have attached a GIS exhibit showing the sewer main; it is an 8" diameter main. This exhibit also shows watermains, but the water lines in my GIS are not always accurate. I am would trust the plan sheet that I showed you earlier over this exhibit for watermain locations.

Let me know if you need flow data from the nearby hydrant and we can schedule to obtain that information this week.

Kindest Regards,

Travis Markley
Charles Town Utility Board
Engineering Technician
304-725-2316 office

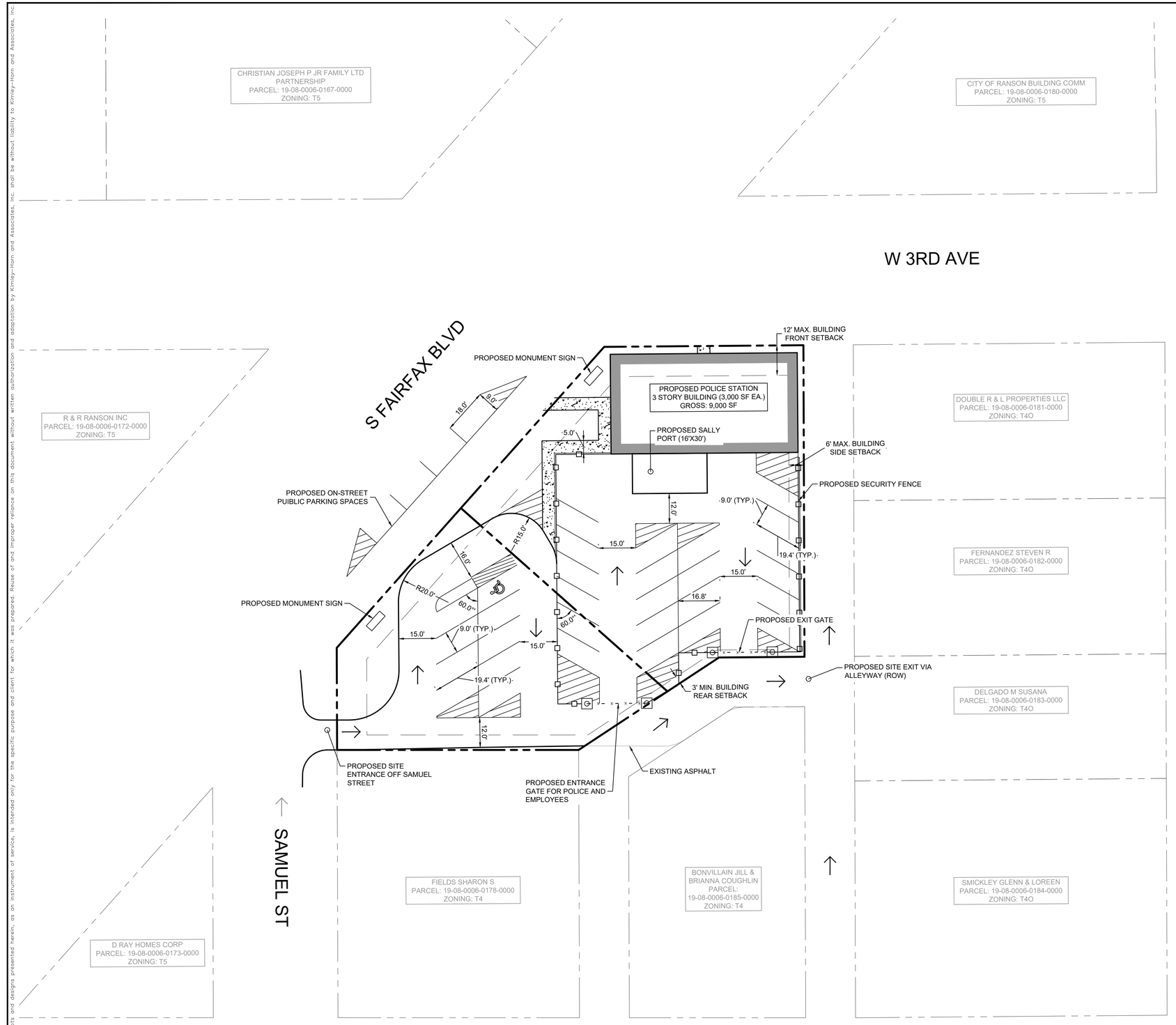
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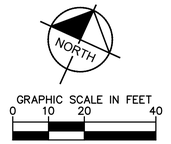
APPENDIX D

PRELIMINARY CONCEPT SITE PLANS

CONCEPT 1

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LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- BUILDING SETBACK LINE
- PROPOSED CURB
- PROPOSED FENCE
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED ACCESS GATE

SITE DATA

LOCATION:	CITY OF RANSON		
ADDRESS:	401 S FAIRFAX BLVD. RANSON, WV, 25438		
ZONING:	T-5 URBAN CENTER		
EXISTING LAND USE:	MEDICAL OFFICE AND MISC PARKING		
PROPOSED LAND USE:	POLICE FACILITY AND OFFICE		
EXISTING SITE AREA:	13,429 SF	0.31 AC	(PARCEL 0179)
	9,035 SF	0.20 AC	(PARCEL 0178)
PROPOSED SITE AREA:	22,464 SF	0.51 AC	
PARKING CALCULATION:	2 SPACES / 1,500 SF GFA = 12 SPACES		

PARKING SUMMARY	REQUIRED	EXISTING	PROVIDED
POLICE PARKING	N/A	N/A	21
PUBLIC PARKING	12	N/A	12
ACCESSIBLE SPACES	1	N/A	1

NOTES

1. PARKING CALCULATIONS SHOWN ABOVE ARE PER CITY OF RANSON SMARTCODE CHAPTER 19A, ARTICLE 5, TABLE 9 FOR THE EXISTING ZONING OF T5 AND PROPOSED OFFICE USE.
2. PARKING CALCULATIONS PER CHAPTER 19, SECTION 19-12, "MINIMUM PARKING REQUIREMENTS" STATE 1 SPACE FOR 200 SQUARE FEET OF FLOOR AREA AND 1 FOR EACH EMPLOYEE FOR OFFICE USE.
3. PARCEL LINES GATHERED FROM ONLINE GIS DATA FOR JEFFERSON COUNTY FROM THE STATE DATA CLEARINGHOUSE ON THE WEST VIRGINIA GIS TECHNICAL CENTER WEB PAGE.

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No.	REVISIONS	DATE	BY

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19775 BELMONT EXECUTIVE PLAZA, SUITE 250, ASHBURN, VA 20147
PHONE: 703-870-3600
WWW.KIMLEY-HORN.COM

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KHA PROJECT	110894003
DATE	07/01/2024
SCALE	AS SHOWN
DESIGNED BY	JRR
DRAWN BY	JRR
CHECKED BY	ARW

CONCEPT SITE PLAN

RANSON POLICE DEPARTMENT DD

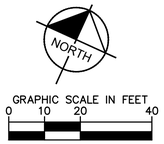
PREPARED FOR CITY OF RANSON

CITY OF RANSON WEST VIRGINIA

SHEET NUMBER
EX-1

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LEGEND

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- BUILDING SETBACK LINE
- PROPOSED CURB
- PROPOSED FENCE
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED ACCESS GATE

SITE DATA

LOCATION: ADDRESS:	CITY OF RANSON 401 S FAIRFAX BLVD. RANSON, WV, 25438		
ZONING:	T-5 URBAN CENTER		
EXISTING LAND USE: PROPOSED LAND USE:	MEDICAL OFFICE AND MISC PARKING POLICE FACILITY AND OFFICE		
EXISTING SITE AREA:	13,429 SF 9,035 SF	0.31 AC 0.20 AC	(PARCEL 0179) (PARCEL 0178)
PROPOSED SITE AREA:	22,464 SF	0.51 AC	
PARKING CALCULATION:	2 SPACES / 1,500 SF GFA = 12 SPACES		

PARKING SUMMARY	REQUIRED	EXISTING	PROVIDED
POLICE PARKING	N/A	N/A	21
PUBLIC PARKING	12	N/A	12
ACCESSIBLE SPACES	1	N/A	1

NOTES

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3. PARCEL LINES GATHERED FROM ONLINE GIS DATA FOR JEFFERSON COUNTY FROM THE STATE DATA CLEARINGHOUSE ON THE WEST VIRGINIA GIS TECHNICAL CENTER WEB PAGE.
4. AERIAL IMAGERY GATHERED FROM NEARMAP AND DATED MAY 17, 2023.

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PHONE: 703-870-3600
WWW.KIMLEY-HORN.COM

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DATE	07/01/2024
SCALE	AS SHOWN
DESIGNED BY	JRR
DRAWN BY	JRR
CHECKED BY	ARW

CONCEPT SITE PLAN

RANSON POLICE DEPARTMENT DD

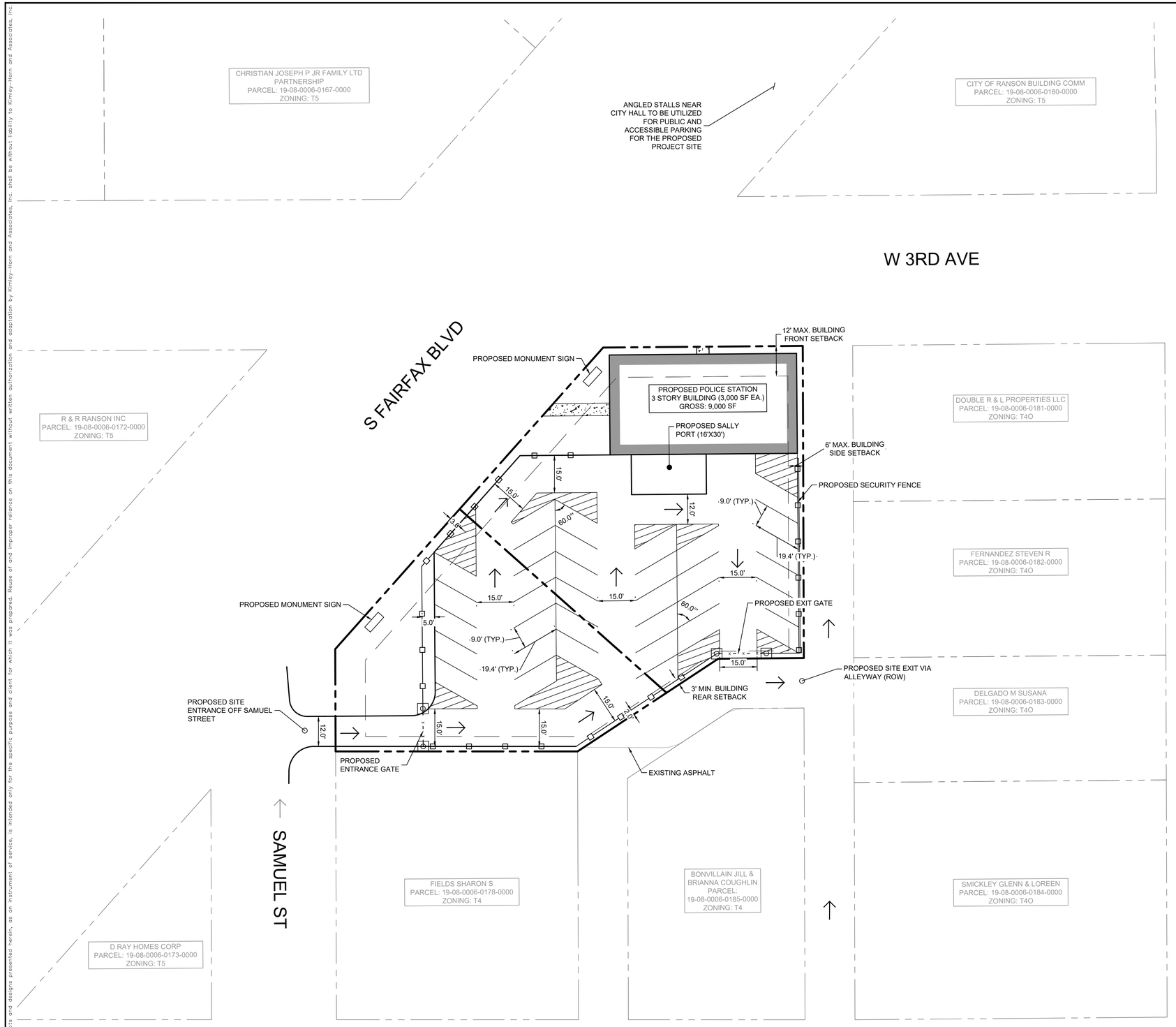
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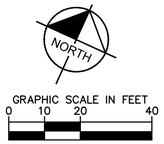
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LEGEND

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- ADJACENT PROPERTY LINE
- BUILDING SETBACK LINE
- PROPOSED CURB
- PROPOSED FENCE
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED ACCESS GATE

SITE DATA

LOCATION:	CITY OF RANSON		
ADDRESS:	401 S FAIRFAX BLVD. RANSON, WV, 25438		
ZONING:	T-5 URBAN CENTER		
EXISTING LAND USE:	MEDICAL OFFICE AND MISC PARKING		
PROPOSED LAND USE:	POLICE FACILITY AND OFFICE		
EXISTING SITE AREA:	13,429 SF	0.31 AC	(PARCEL 0179)
	9,035 SF	0.20 AC	(PARCEL 0178)
PROPOSED SITE AREA:	22,464 SF	0.51 AC	
PARKING CALCULATION:	2 SPACES / 1,500 SF GFA = 12 SPACES		

PARKING SUMMARY	REQUIRED	EXISTING	PROVIDED
POLICE PARKING	N/A	N/A	34
PUBLIC PARKING	N/A	N/A	N/A
ACCESSIBLE SPACES	N/A	N/A	0

NOTES

1. PARKING CALCULATIONS SHOWN ABOVE ARE PER CITY OF RANSON SMARTCODE CHAPTER 19A, ARTICLE 5, TABLE 9 FOR THE EXISTING ZONING OF T5 AND PROPOSED OFFICE USE.
2. PARKING CALCULATIONS PER CHAPTER 19, SECTION 19-12, "MINIMUM PARKING REQUIREMENTS" STATE 1 SPACE FOR 200 SQUARE FEET OF FLOOR AREA AND 1 FOR EACH EMPLOYEE FOR OFFICE USE.
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CHECKED BY	ARW

CONCEPT SITE PLAN

RANSON POLICE DEPARTMENT DD

PREPARED FOR CITY OF RANSON

CITY OF RANSON WEST VIRGINIA

SHEET NUMBER
EX-2



NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- BUILDING SETBACK LINE
- PROPOSED CURB
- PROPOSED FENCE
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED ACCESS GATE

SITE DATA

LOCATION: ADDRESS:	CITY OF RANSON 401 S FAIRFAX BLVD. RANSON, WV, 25438		
ZONING:	T-5 URBAN CENTER		
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PARKING SUMMARY	REQUIRED	EXISTING	PROVIDED
POLICE PARKING	N/A	N/A	34
PUBLIC PARKING	N/A	N/A	N/A
ACCESSIBLE SPACES	N/A	N/A	0

NOTES

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CONCEPT SITE PLAN

RANSON POLICE DEPARTMENT DD
PREPARED FOR CITY OF RANSON
CITY OF RANSON WEST VIRGINIA

SHEET NUMBER
EX-2

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APPENDIX E

CHIEF OF POLICE MEETING MINUTES

MEETING MINUTES

Subject: City of Ranson Police Station Due Diligence Site Visit Meeting

Date: May 22, 2024

Time: 9:00 a.m. ET

Location: City of Ranson Police Department, 700 N Preston St, Ranson, WV

ATTENDEES

Name	Organization	Email Address
Robbie Roberts	Ranson Police Department	rroberts@ransonwv.us
Austin Williams	Kimley-Horn	austin.williams@kimley-horn.com
Joe Rogowski	Kimley-Horn	joseph.rogowski@kimley-horn.com

PURPOSE OF MEETING

The purpose of this meeting is to discuss the existing City of Ranson police department facility and the improvements needed for a possible new facility.

MEETING MINUTES

1. ***Internal Building Needs/Requests:***
   - Internal Secured Area
   - Holding Cells (atleast 3 - 2 adult and 1 juvenile which has to be located away from adult)
     - Need floor drains
   - Bathrooms (5) private and public use
   - Shower/locker room
   - Lockers built into the wall
   - Kitchen
   - Squad Room and more desks/offices
   - Climate controlled Evidence Room
   - Salley port to shuttle "criminals"
   - Conference Room for 18-20 people
   - Remove the outdoor shed or put it on a concrete pad
   - Court room needs to hold about 70 people (double current size). No carpet
   - Fencing
     - (Chain link fence not allowed?-check code)
     - ATF building in Martinsburg example of preferred fencing
2. ***Existing Police Facility:***
   - 3500 sf building
   - 19 officers and 1 admin
   - Ex municipal court meets once a month
   - Court room holds about 35 people
3. ***Possible Site Locations and Site Building Functions:***
   - Move municipal court downtown to new site location and expand existing police facility
   - Purchase neighbor's lot and expand current facility/court on existing lot
   - Downtown site: Muliti-purpose facility and municipal court with overflow parking for city hall
   - Downtown site: police facility would need to be at least 3 floors

    - 1st floor - holding area, admin,
    - 2nd floor - court room
    - 3rd floor - offices
- Old Frontier phone company lot
- Old Elementary school lot
- Old Walgreens lot
    - Train tracks problem of getting stuck at railroad crossing

4. ***Proposed site at 401 Fairfax Blvd (existing facility history):***

- Building on site burned down a year or two ago
- Building possibly had a basement that was filled in with dirt and would need new dirt
- Possible sink holes and caverns under the lot

APPENDIX F

POTOMAC EDISON WILL-SERVE LETTER

WILL SERVE LETTER

Joe,

SUBJECT: Electric Service Availability

Referring to your inquiry at 401 S Fairfax Blvd, the subject location is within the defined service area of The Potomac Edison Company. Potomac Edison shall provide electric service at this location within the rules and regulations of its Electric Service Tariff as filed with the Public Service Commission of West Virginia and other applicable regulations, rules, and statutory requirements.

Any property crossed by or otherwise supporting Potomac Edison's facilities will require a valid right-of-way from the owner.

If you have any questions, please contact me.

Sincerely,

Chad Hines

PotomacEdison
A FirstEnergy Company

Chad Hines
Designer II
office: 3042673249 (302-3249) | cell: 304-433-7167
cehines@firstenergycorp.com
901 Wilson Street, Martinsburg, WV 25401 | mailstop: WV-MASC / Martinsburg Service Center

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **INFORAMTION ONLY**

SUBJECT:

Citizens Fire Company (Mini Grant and Yearly Contribution)
Fraternal Order Of Police
Birthright

ATTACHMENTS:

Birthright.pdf
Thank you Letters.pdf

"It is the right of every pregnant woman to give birth ...and the right of every child to be born."

Thank You!

BIRTHRIGHT

Thank you so much
for your generous
donation of $3,000
to Birthright. This money
will greatly bless the
mothers in Jefferson
and Ranson City.
Our numbers of clients
is at the rise as mothers
find it hard to provide
the necessities for their
children.

Thank you Mary E Carter

FRATERNAL ORDER OF POLICE
PANHANDLE LODGE 83
P.O. Box 2694
Martinsburg, WV 25402

Thank You

28 June 2024

To: The City of Ranson:

On behalf of Panhandle Lodge 83 FOP, I would like to say thank you for your continued support of our lodge. The $5,000.00 Mini-Grant will go a long way in helping our lodge maintain the community investments that we have established over the history of our organization. Because of supporters like you, our lodge has been able to re-invest over $300,000.00 back into the Eastern Panhandle. We look forward to partnering with you again in the future, and thank you for your commitment to helping the officers of our Lodge and the Eastern Panhandle community.

Respectfully Submitted,

Ben Holben, Lodge Secretary
304-582-8821
fop83wv@gmail.com
https://www.fop83.org

Citizens Fire Company, Inc.
P.O. Box 927
Charles Town, W. Va. 25414
Phone: 304-725-2814
Fax: 304-725-4029
Strictly Volunteer - - - Organized July 15, 1884

June 19, 2024

City of Ranson
312 S Mildred St
Ranson WV 25438

Dear Friends:

On behalf of the members of the Citizens Fire Company, I wish to take this opportunity to thank you for your very generous $10,000.00 contribution to our Fire Company, received on June 14, 2024. Your donation enables us to continue our services to the citizens of Jefferson County.

Please keep this receipt as the required substantiation for your charitable contribution. No goods or services were provided to you in consideration of this contribution.

We appreciate your continued support and wish your business prosperity in the future.

Sincerely,

Ronald L. Fletcher

Ronald L. Fletcher, President
Citizens Fire Company, Inc.

RLF/dlv

Citizens Fire Company, Inc.
P.O. Box 927
Charles Town, W. Va. 25414
Phone: 304-725-2814
Fax: 304-725-4029
Strictly Volunteer - - - Organized July 15, 1884

June 28, 2024

City of Ranson WV
312 S Mildred St
Ranson WV 25438

Dear Friends:

On behalf of the members of the Citizens Fire Company, I wish to take this opportunity to thank you for your very generous $9,000.00 contribution to our Fire Company, received on June 26, 2024. Your donation enables us to continue our services to the citizens of Jefferson County.

Please keep this receipt as the required substantiation for your charitable contribution. No goods or services were provided to you in consideration of this contribution.

We appreciate your continued support and wish your business prosperity in the future.

Sincerely,

Ronald L. Fletcher

Ronald L. Fletcher, President
Citizens Fire Company, Inc.

RLF/dlv

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **INFORAMTION ONLY**

SUBJECT:

West Virginia Ethics News Report for July 2024.

ATTACHMENTS:

ETHICS Newsletter July 2024, Volume 22.pdf

WV Ethics News

For all WV public officials and employees

Volume 22 July 2024

Happy Summer

Our next virtual training on the Ethics Act and the Open Meetings Act is on August 9 at 12 noon - 1 hour CLE/CPE credit. Email kimberly.b.weber@wv.gov for an invite.

Elections and Campaigns Q&A

Q: May a county commission candidate remain employed by a town in the same county if he is elected?

A: Yes, as long as the county does not provide more than 7% of the town's budget. See A.O. 2024-02.

Q: May an elected official wear a campaign hat in the courthouse when he is performing his official duties?

A: The Commission has not formally answered this exact question. But, this may rise to the level of an Ethics Act violation. See A.O. 2021-19.

Q: May a retired deputy sheriff who is running for magistrate include pictures of himself in uniform in his campaign materials?

A: The Ethics Act does not prohibit this, but rules governing magistrates and candidates for magistrate might. See A.O. 2020-09 and Judicial Investigation Commission Advisory Opinion 2020-04.

Q: May a school employee endorse a BOE candidate on the employee's private social media?

A: Yes, the Ethics Act does not prohibit this. But, the employee should check the state BOE and the local school board rules. See A.O. 2012-15.

Q: May a city council member endorse a candidate for the WV Legislature?

A: Yes, the Ethics Act does not prohibit this.

Q: May city hall be used to hold a political event?

A: Maybe. The Ethics Act would not prohibit this if other candidates have the same opportunity. See A.O. 2021-06

Continued on page 2



New Contract Exemptions:

The Commission is authorized to issue contract exemptions allowing a public body to enter into a prohibited contract if the public body can show it would suffer from undo hardship. The Commission granted two C.E.s this past quarter:

CE 2024-01 The Commission granted a contract exemption to the Fayette County BOE to continue contracting with Rainelle Medical Center, Inc. if James Pat Gray, a BOE member, becomes an uncompensated member of Rainelle Medical Center's board of directors. The exemption will terminate on June 30, 2026.

CE 2024-02 The Commission granted an exemption to the Kanawha County Sheriff's Office to contract with the law firm Bailey & Wyant PLLC for legal services for conservatorship and estate matters for the six months that Marc Slotnick, an equity member of Bailey & Slotnick PLLC, will serve as a County Commissioner.

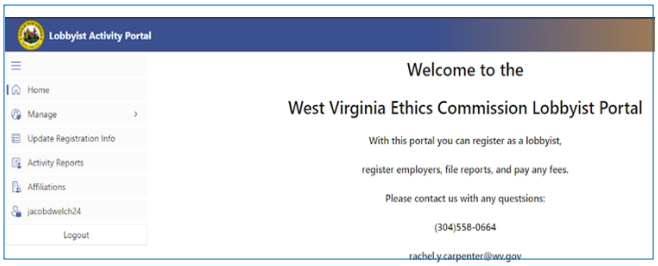
JOB OPENING: Staff Attorney, Ethics Commission.

For information, click here.

New Lobbyist User-Friendly Portal

Our new Lobbyist User-Friendly Portal will be going live in the next couple of weeks. For the past few months, the Ethics Commission has been working with members of the WV Office of Technology to upgrade our lobbyist por-tal. Lobbyists will soon be able to use our Lobbyist User-Friendly Portal to:

- Register for each two-year cycle
- Register new employers and terminate old ones
- Pay fees for lobbyist registration, employment authorizations, and any late fees
- Update email addresses and passwords
- Update other account information such as physical address or phone number



As before, lobbyists will be able to file their activity reports using the portal. They will now also receive email confir-mation that their reports have been filed. Our office will also receive email confirmation when a lobbyist files his/her report online. Training class for the new portal will be held virtually on August 19. Email Rachel at rachel.y.carpenter@wv.gov for a link to a training class. Additional classes will be scheduled at a later date.

Election and Campaigns Q and A

Continued from page 1

Q: May a public official write a letter of recom-mendation for one of his employees who is run-ning for political of-fice? Can he use official letterhead?



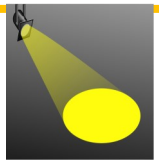
A: Yes, the Ethics Act does not place any re-strictions on the use of private resources in campaigns. The official may use official letter-head for the letter because it is de minimis. A.O. 95-34

Q: May a county farmland protection board member serve as the treasurer for a county commissioner's campaign?

A: Yes. The Ethics Act does not prohibit this.

Q: May a candidate make false representations in his campaign material concerning his or her opponent?

A: A candidate who is a public official or public em-ployee may not disclose confidential information acquired through his or her public office or public employment about his or her political opponent, whether false or accurate. Otherwise, the Ethics Act does not govern the use of false information in campaign materials but other laws might.



Spotlight: New Advisory Opinion A.O.2024-03 W.Va. Code 18-5-4 (e) now allows board of education members to increase the compensation to be paid up to $260 per meeting. However, BOE members may not vote to increase the compensation of the **current** BOE members.

210 Brooks Street
Suite 300
Charleston, WV 25301

(304) 558-0664
(866) 558-0664

Email: ethics@wv.gov
Website: ethics.wv.gov