CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

August 19, 2025 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - July 15, 2025
   City Council Regular Meeting July 15 2025.docx
2. Special Meeting - June 22, 2025
   Council Special Meeting 7222025.docx
3. Workshop - June 22, 2025
   City Council Workshop.7222025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police
   PD Monthly Stat Report (July 2025).pdf
2. Community Development Status Report - July
   July 2025 CDD Report.pdf
   July Permits Issued Report.pdf
3. Public Works Status Report -July
   Public Works July .pdf
4. Finance Department Status Report - July
   July 2025 AP Council Report.pdf
   July 2025 General Fund Budget Report.pdf
   July 2025 Capital Fund Budget Report.pdf

5. Parks and Recreation Status Report- July
   August Directors Report.docx P&R.docx

6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

1. Appointment to the Ranson Civil Service Commission - Mayor's Appointment
   Mayoral Appointment PD Civl Srvice .pdf

2. Ranson Municipal Committee Proposal
   Ranson Municipal Committee.docx

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Resolution 2025- 13 Designating September as Library Card Sign - Up Month
   Library Card Sign- up Month.docx

2. Ordinance 2025-02 **-** 2nd Reading in Consideration of a Petition to Rezone the following Parcel located in District 08, Map 9, Parcel 2, Parcel ID# 08 9000200000000 located off Cranes Lane, Consisting of 160.65 acres, from Rural Reserve to SmartCode New Community.
   Ordinance_2025-_02_Spring_Hills_SC-NC_Rezoning (5).docx 7152025.docx
   2025-02-03_REZONING_PLAN.pdf_sPRING_Hill.pdf 7152025.pdf

3. Ordinance 2025- 05 1st Reading of an Ordinance Approving the Annexation of Certain Real Property by Petition Pursuant to West Virginia Code §8-6-4a
   Ordinance 2025 - 05 Annexation BR 8192025.docx
   Annexation Certificate .docx
   368.779 Acre Tract.pdf 8192025.docx
   20250807 - WV RANSON - (TRACT 1) ANNEX EXHIBIT.pdf 8192025.pdf
   BR Petition .pdf
   714.843 Acre Tract.pdf 8192025.docx
   20250807 - WV RANSON - (TRACT 2) ANNEX EXHIBIT.pdf 8192025.pdf
   20250811 - RANSON WV - (TRACT 1 and 2) ANNEX EXHIBIT.pdf Final #.pdf

4. Public Hearing - Considering a Petition to rezone the following Parcel identified in District 08, Map 10, Parcel 4, Parcel ID# 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.
   Legal Notice War Admiral BLVD 8192025.docx

5. Ordinance 2025-03 -2nd Reading on Consideration of a Petition to rezone the following Parcel located in District 08, Map 10, Parcel 4, Parcel ID# 081000400000000, consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.
   Ordinance 2025- 03 Riverside SC-NCT5 Rezoning CC Ordinance.docx 7152025.docx
   25-20-REZ-S1st_Floor_25042812371.pdf Riverside Church.pdf
   25-20-REZ-S1st_Floor_25042812370.pdf_Riverside_Church.pdf

6. Public Hearing- 2nd Reading of an Ordinance 2025-04 Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia
   Legal_Notice Chapter 15 Personnel Policy.docx

7. Consideration - 2nd Reading of an Ordinance 2025-04 Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia
   Ordinance 2025-04 Chapter 15 Personnel Policy.docx
   Ranson_Ch_15_Proposed_Edits_6JUL (1).docx
8. Public Hearing – Resolution Confirming Intent to Apply for FEMA Hazard Mitigation Grant Program Funding for GIS Mapping of Underground Utility Infrastructure
   Legal_Ad_FEMA_Hazard_Mitigation_Grant (1).docx
9. 2025- 12 Resolution of the City of Ranson Confirming Its Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative

   Legal Ad FEMA Hazard Mitigation Grant.docx
   Resolution 2025 - 12 FEMA Hazard Mitigation Grant.docx
   Hatfield Letter.docx
10. Ranson Police Department Retention & Recruitment Incentives Proposal
    Recruiting-Retention Memo to Mayor (7-21-25)Amended(8-14-25).docx
11. Community Crisis Response Proposal
12. Consideration of Requests to the West Virginia DOH for Establishment and Adjustment of Speed Zones in Various City Locations
    Summary .pdf
13. Board of Zoning Appeals- Resignation
    BZA Opening.docx
    Fagan_Resignation_.pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

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 - July 15, 2025

ATTACHMENTS:

City Council Regular Meeting July 15 2025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

July 15, 2025 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Ken Suits, Mayor	**Present**
Tommy Custer	**Present**
Stephanie Fagan	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Jaden Bound	**Present**

II. APPROVAL OF MINUTES

1. Minutes July 1, 2025

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Yes**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Jaden Bound	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Christine Wimer addressed the Mayor and Council to express her concerns regarding the actions of the Jefferson County Commission in removing board members. She urged the Mayor and Council to advocate for having a representative from Ranson included on the board to ensure the city's interests.

Elizabeth Ricketts spoke to the Mayor and Council about her concerns related to the Jefferson County Authority Board and the potential dissolution of its board members. Ms. Ricketts encouraged the City of Ranson to apply for a representative position on the board.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report

Chief Miller provided an update to the Mayor and Council regarding his first two days in Ranson. During this time, he held a staff meeting to discuss expectations, share ideas, and address concerns. He also met with representatives from the Jefferson County Sheriff's Office to inform them about Ranson's current staffing levels. In response, the Sheriff offered support to assist Ranson residents as needed. Chief Miller expressed his commitment to building strong relationships with both the staff and the community.

2. Community Development Status Report - June
   No Action at this time
3. Public Works Status Report - June
   No Action at this time
4. Finance Department Status Report - June
   No Action at this time
5. Parks and Recreation Status Report- June
   No Action at this time
6. City Manager Report

   City Manager Todd Wilt announced that the FY 2026 Mini Grant has been officially advertised, with applications being accepted from July 1, 2025, through December 31, 2025. Additionally, the Charles Town and Ranson Parade Committee is currently seeking theme ideas for this year's parade and encourages community input.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Suits informed the Council that he has met with representatives from First Energy and Region 9

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Council member Custer proposed holding a workshop to educate the council, including newly elected members, about their roles and responsibilities. The council has scheduled this workshop for July 22, 2025, at 8:30 p.m.

VII. COUNCIL BUSINESS

1. Council Vacancy and Interviews

   Six candidates applied for the vacant council seat during the application process: Scott Coulter, Barbara Farnham, Marsha Hubbs, Matthew Kenney, Lydon Stone, and Jaelyn Wratchford. However, Barbara Farnham withdrew her application upon discovery that her address was outside the city limits, and Marsha Hubbs also withdrew via email. Following this, the council held a discussion and agreed to schedule a special meeting on July 22, 2025, at 7:00 p.m. to conduct interviews with the remaining candidates.

2. Public Hearing - To accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 , located off Cranes Lane, Ranson, WV 25438

(Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.

Mayor Suits opened the public hearing to receive public comments. Harry Kable, Christine Wimer, Paula Salvo, and Henry Davenport each expressed concerns regarding the proposed development of the parcel. Issues raised included the potential impact on wetlands, increased traffic, road conditions, and the safety of children at bus stops located near roadways. After all comments were heard, Mayor Suits closed the public hearing and proceeded to move forward with a vote.

3. Ordinance 2025-02 - Consideration- To accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.

During the consideration, representatives from Morris and Ritchie were present and available to answer any questions from the Mayor and Council. They explained that Cranes Lane will connect with Huntwell West. Cranes lanes is a 20 Feet wide on each side of the road for passing of vehicles.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Motion**
Stephanie Fagan	**NO**
Andy Colandrea	**Second**
Herbie McDaniel	**NO**
Jaden Bound	**NO**

Council Member Jaden Bound engaged in a discussion with the applicant and fellow council members, expressing that there is currently no infrastructure in place to support the proposed development. As a result, Mr. Bound recommended tabling Agenda Item Ordinance 2025-02 until the next regularly scheduled meeting.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**NO**
Stephanie Fagan	**Second**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Jaden Bound	**Motion**

4. Ordinance 2025-03 - 1st Reading for a Petition to rezone the following District 08, Map 10, Parcel 4, 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Second**
Stephanie Fagan	**Yes**
Andy Colandrea	**Abstain**
Herbie McDaniel	**Yes**
Jaden Bound	**Motion**

5. City Council Meeting August 5, 2025
The council has moved the August 5, 2025 meeting, being Mayor, Council and staff will be attending a conference in Morgantown. Meeting will be held July 29, 2025 at 7:00 PM

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Second**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Jaden Bound	**Yes**

6. Annexation Petition and Discussion

Joe Bosco, President of Brier Run Estates Phases 5 and 6, addressed the Mayor and Council. The City Manager informed residents and officials that the annexation process for Brier Run Estates has been temporarily paused due to the upcoming Ranson 2025 Municipal Election and the need to wait for the newly seated Council.

Mr. Bosco noted a significant increase in traffic in the area and expressed interest in having the City of Ranson assume responsibility for road maintenance, signage, and snow removal within Brier Run Estates.

The City Manager informed the Council that staff is reviewing the potential annexation of Brier Run Estates, along with additional properties that may or may not be developed in the future.

Council member Colandrea made a motion directing staff to prepare the necessary paperwork for the next regular Council meeting to include the annexation of property located north of Ranson and west of Flowing Springs Road, including Brier Run Estates Phases 5 and 6.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Yes**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Jaden Bound	**Second**

7. Resolution 2025 - 10 FY2026 General Budget Revision #1

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Second**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Jaden Bound	**Yes**

8. Resolution 2025- 11 Coal Severance Fund Budget Revision # 1

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Second**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Jaden Bound	**Yes**

9. Nomination for HEPMPO Interstate Council – Jefferson County Municipal Represent

Mayor had ask for nomination for the HEPMP. Council member Colandrea nominated Tommy Custer. Council member Tommy Custer accepted the nomination.

10. Appointment to Ranson Planning Commission – Unexpired Term Ending December 31, 2026.

Micheal Fagan submitted an application for the planning Commission for the unexpired term

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Recused**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Jaden Bound	**Yes**

11. Appointment to Ranson Parks and Recreation Commission – Unexpired Term Ending June 30, 2027

    Council member Stephanie Fagen submitted an application for Ranson Parks and Recreation Board.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Recused**
Andy Colandrea	**Second**
Herbie McDaniel	**Motion**
Jaden Bound	**Yes**

12. Appointments to Ranson Building Commission – Three Unexpired Terms

    Ranson Building Commission will remain open until it is filled.

13. Appointments to the Ranson Civil Service Commission – Unexpired Terms

    The Jefferson County Chamber of Commerce has appointed Mike Anderson to serve on the Civil Service Commission for a term expiring in December 2027. Additionally, Mayor Suits will appoint a resident to the Ranson Civil Service Commission for a term ending in June 2029

14. Request to Civil Service Commission – Leave Policy Alignment

    A letter has been submitted to the Civil Service Commission requesting a revision to the current Leave Policy. The proposed changes aim to align the Leave Policy with the updated provisions outlined in the new Employee Handbook. This alignment ensures consistency in policy implementation and reflects the organization's commitment to upholding current employment standards and best practices.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Recused**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Jaden Bound	**Second**

15. First Reading of an Ordinance Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Motion**
Stephanie Fagan	**Yes**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Jaden Bound	**Second**

16. Amendment to City of Ranson Employee Handbook - Acknowledgement Form

Ken Suits, Mayor	**Abstain**
Tommy Custer	**No**
Stephanie Fagan	**Yes**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Jaden Bound	**Yes**

VIII. ADJOURNMENT

The meeting was adjourned at 9:27 PM. The motion to adjourn was made by Councilmember Stephanie Fagan and seconded by Councilmember Herbie McDaniel the next Council meeting is scheduled for July 29, 2025 at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

Ken Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM II.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Special Meeting - June 22, 2025

ATTACHMENTS:

Council Special Meeting 7222025.docx

CITY COUNCIL SPECIAL MEETING
July 22, 2025

I. CALL TO ORDER

Ken Suits, Mayor	**Present**
Tommy Custer	**Present**
Jaden Bound	**Present**
Andy Colansrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**

II. COMMUNICATIONS FROM THE MAYOR

The mayor asked the community to keep the Charles Tower residents in their thoughts. More than Sixty (60) residents were displaced after lightning struck the building's roof. They were temporarily sheltered at the Ranson Civic Center until hotel accommodation became available.

III. COUNCIL BUSINESS

1 Council Vacancy Interviews and Selection

Ranson City Council considered six (6) candidates for the vacant At-Large council seat for a one-year term beginning in July 2025 and ending June 30, 2026. The candidates were Scott Coulter, Matthew Kenney, Lyndon Stone, Jaelyn Wratchford, Barbara Farnham, and Marsha Hubbs. Prior to the interviews, Barbara Farnham withdrew after discovering that her residence was outside city limits, and Marsha Hubbs withdrew via email. Matthew Kenney arrived at 8:17 p.m., after the interviews had concluded and the points had been tallied.

Mayor Ken Suits asked each participating candidate the same set of interview questions. The Council evaluated their responses and assigned scores accordingly. Jaelyn Wratchford received the highest overall score in the assessment.

IV. ADJOURNMENT

The meeting was adjourned at 8:07 PM. The motion to adjourn was made by Councilmember Andy Colandrea and seconded by Councilmember Tommy Custer. the next Council meeting is scheduled for July 29,2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

Ken Suits, Mayor

Darla Armstrong, City Clerk

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AGENDA ITEM II.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Workshop - June 22, 2025

ATTACHMENTS:

City Council Workshop.7222025.docx

CITY COUNCIL WORKSHOP
July 22, 2025

I. Call to Order

Workshop was called to order at 8:00 P.M. by Mayor, Suits

II. Roll Call

Ken Suits, Mayor	**Present**
Tommy Custer	**Present**
Jaelyn Wratchford	**Present**
Jaden Bound	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**

III. Council Orientation

The city manager provided documents outlining the roles of elected officials in the city of Ranson and answered any questions that arose. City Manager Todd Wilt informed the council on how to request agenda items for upcoming meetings, shared the schedule of council meeting dates and holidays, and reviewed key topics such as the West Virginia Ethics Act, the Ranson FY26 General, Capital, and Operating Budget. He also provided copies of the 2024–2034 Comprehensive Plan and the 2025 Employee Handbook.

IV. Adjournment

The Workshop was adjourned at 9:05 PM. The motion to adjourn was made by Councilmember Jaden Bound and seconded by Councilmember Stephanie Fagan.

Ken Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Chief Of Police

ATTACHMENTS:

PD Monthly Stat Report (July 2025).pdf

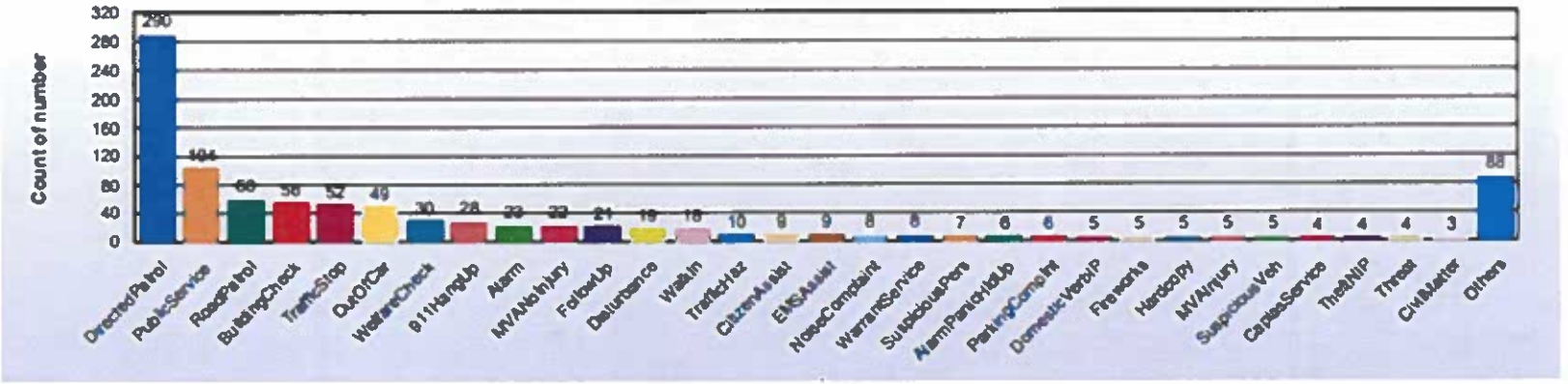
Ranson Police Department

From 07/01/2025 to 07/31/2025

Total Number of Calls for Service : 963

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

Count of Natures



Lobby Walk Ins:	127
Total Service Calls:	1090
Arrests:	34
Citations:	32
Accidents w/ Report:	24
Drone Calls	0

Upcoming Events:

National Night Out – 8/5/25 6pm-8pm	Home Depot Parking Lot
Open House – 8/12/25 4:30pm-6:30pm	Ranson Elementary School
Block Party – 8/15/25 6pm-9pm	Ranson Civic Center
NAACP Parade 8/16/25 12noon	George Street
1st day of school 8/18/25	Ranson Elementary School

2025 / 2024 Comparison
DISTURBANCE
19
42
ALARM
23
13
BUILDING CHECK
56
2
ROAD PATROL
66
14
PUBLIC SERVICE
104
138
DIRECTED PATROL
290
155
TRAFFIC STOPS
52
307
REPORTS
34
40
ACCIDENTS
24
12
CITATIONS
32
267
ARRESTS
17
36
0
50
100
150
200
250
300
350
2025
2024

UPCOMING EVENTS FOR AUGUST 2025

"National Night Out" is an annual community-building event that will take place August 5, 2025, from 6pm-8pm, promoting police-community partnerships and neighborhood camaraderie to make neighborhoods safer and more connected. It's a chance for neighbors to meet each other and local law enforcement under positive circumstances. The Ranson Police Department will participate in this event with all State, Local and Federal law enforcement agencies in Jefferson County. The Ranson Police Department will have an informational both, prepare and serve refreshments, and conduct a ariel drone demonstration. This event will take place in the Home Depot from 6pm-8pm and historically has attracted 600 citizens of Jefferson. The "Big Dawg Radio" 95.9 will be covering this event with a live broadcast.

Ranson Elementary School will host open house event at the new school, 145 Campus Drive, on August 12, 2025, from 4:30pm – 6:30pm. The Ranson Police Department will work alongside Kim Hawkins, meeting parents, teachers and students and will hand out various informational and novelty items.

The Ranson Police Department will assist Teresa Rutherford with a "block party" at the Ranson Civic Center on August 15th from 6pm-9pm. The department will provide parents with child identification kits and be fingerprinting children for those kits at this event.

The Ranson Police Department will work with the Charles Town Police Department with the NAACP parade on August 16th. The parade line-up will begin on Goerge Street in the vicinity of the Independent Fire Company and continue North on George Street and West 2nd and 3rd Avenue. This event will move from George Street into Charles Town and will begin at 12 noon.

August 18, 2025, will be the first day of school for the 2025-2026 school year. The Ranson Police Department will be present when parents and students arrive in the morning and at the end of the day.

Capt. TD 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: Community Development Status Report - July

Staff has provided Reports for Community Development - July

- July Community Development Report
- July Permit Issued Report

ATTACHMENTS:

July 2025 CDD Report.pdf
July Permits Issued Report.pdf

City of Ranson

Community Development Department

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 724-5452
Email: permits@ransonwv.us

TO: Ranson City Council

FROM: Reiley Stanley, Community Development Director

RE: Community Development Department Report – July 2025

Permitting:

- Staff received 96 permit applications:
  - 54 – regular permit applications (roof, sign, etc.)
  - 13– townhome permit applications
  - 18 – single family permit applications
  - 5 – rental registration
  - 6 – seasonal site surety applications

- Staff issued 148 permits totaling $20,361,600.56 in valuation.
  - 89 were for new homes totaling $19,679,490 in valuation.
  - Permit fees collected totaled $698,297.36
  - U&O fees collected totaled $5,900.
  - City Service fees collected totaled $89,000.

Code Enforcement:

- Staff started 11 new code cases (property maintenance, tall grass, work without a permit)

Inspections:

- Staff performed 1186 permit inspections.
  - Patrick Coulter performed 508 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 169 inspections
  - Gary Englebert (contracted) performed 324 inspections
  - Reiley Stanley performed 181 site, sidewalk, final, and zoning inspections.
  - The last 4 inspections were rental self-certification inspections that Kim Hawkins processed.
- Department Staff also performed 26 code enforcement inspections.

Planning & Zoning:

- The Planning Commission meeting was cancelled for August

Permits Issued By Permit Type

Between 7/1/2025 & 7/31/2025

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	25-836	254 SANDY BOTTOM CIR RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-928	1350 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-929	1348 RED CLOVER LN RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-930	1346 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-931	1344 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-932	1342 RED CLOVER LN RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-933	1340 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-937	1327 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-938	1325 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-939	1323 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-940	1321 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-941	1319 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-942	1317 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-943	1315 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-944	1313 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-951	483 NATIONAL ST RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-952	487 NATIONAL ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-953	491 NATIONAL ST RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-954	495 NATIONAL ST RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-955	499 NATIONAL ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-956	503 NATIONAL ST RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-957	507 NATIONAL ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	Total Permit Type: 22		**$95,500.00**	**$955.00**	**$0.00**	**$0.00**
Demolition (R)	25-778	111 S GEORGE ST RANSON, WV 25438	$0.00	$100.00	$0.00	$0.00
	25-863	302 S BUCHANNAN ST RANSON, WV 25438	$0.00	$200.00	$0.00	$0.00
	Total Permit Type: 2		**$0.00**	**$300.00**	**$0.00**	**$0.00**
Electrical Only (C)	25-903	611 N MILDRED ST RANSON, WV 25438	$2,500.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$2,500.00**	**$50.00**	**$0.00**	**$0.00**
Electrical Only (R)	25-796	114 SWAN FIELD AVE RANSON, WV 25438	$20,915.00	$209.15	$0.00	$0.00
	25-905	52 MONROE AVE RANSON, WV 25438	$38,777.80	$387.78	$0.00	$0.00

	Total Permit Type: 2		**$59,692.80**	**$596.93**	**$0.00**	**$0.00**
Mechanical Only (C)	25-540	217 OAK LEE DR RANSON, WV 25438	$16,191.00	$323.82	$0.00	$0.00
	Total Permit Type: 1		**$16,191.00**	**$323.82**	**$0.00**	**$0.00**
New Single Family (R)	25-459	104 S MINERAL ST RANSON, WV 25438	$175,000.00	$955.50	$100.00	$1,000.00
	25-714	94 THORNTON AVE RANSON, WV 25438	$207,832.00	$2,690.40	$100.00	$1,000.00
	25-715	79 THORNTON AVE RANSON, WV 25438	$327,900.00	$2,997.50	$100.00	$1,000.00
	25-716	67 THORNTON AVE RANSON, WV 25438	$327,900.00	$2,997.50	$100.00	$1,000.00
	25-717	82 THORNTON AVE RANSON, WV 25438	$241,115.00	$2,892.90	$100.00	$1,000.00
	25-719	70 THORNTON AVE RANSON, WV 25438	$225,843.00	$2,761.30	$100.00	$1,000.00
	25-720	91 THORNTON AVE RANSON, WV 25438	$327,900.00	$2,997.50	$100.00	$1,000.00
	25-799	343 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,479.60	$100.00	$1,000.00
	25-812	335 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,560.10	$100.00	$1,000.00
	25-834	203 N PRESTON ST RANSON, WV 25438	$275,000.00	$10,250.40	$100.00	$1,000.00
	25-850	153 HUNTWELLWEST BLVD RANSON, WV 25438	$407,000.00	$10,922.70	$100.00	$1,000.00
	25-851	414 SILVER BIRCH DR RANSON, WV 25438	$300,000.00	$10,592.30	$100.00	$1,000.00
	25-852	430 SILVER BIRCH DR RANSON, WV 25438	$300,000.00	$10,754.40	$100.00	$1,000.00
	25-853	74 SUMTER AVE RANSON, WV 25438	$878,000.00	$10,686.50	$100.00	$1,000.00
	25-854	400 SILVER BIRCH DR RANSON, WV 25438	$300,000.00	$10,587.80	$100.00	$1,000.00
	25-855	36 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$10,574.40	$100.00	$1,000.00
	25-856	20 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$10,754.70	$100.00	$1,000.00
	25-857	75 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$10,863.80	$100.00	$1,000.00
	25-858	82 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$10,924.90	$100.00	$1,000.00
	25-859	51 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$10,920.90	$100.00	$1,000.00
	25-860	327 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,659.50	$100.00	$1,000.00
	25-861	258 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,659.50	$100.00	$1,000.00
	25-862	319 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,826.90	$100.00	$1,000.00
	25-882	313 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,659.50	$100.00	$1,000.00
	25-884	360 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,454.60	$100.00	$1,000.00
	25-913	94 PETERS AVE RANSON, WV 25438	$350,000.00	$10,355.50	$100.00	$1,000.00

	25-914	131 HOPKINS ST RANSON, WV 25438	$347,000.00	$10,390.20	$100.00	$1,000.00
	25-919	33 JOUETT ST RANSON, WV 25438	$246,000.00	$9,614.70	$100.00	$1,000.00
	25-922	130 PETERS AVE RANSON, WV 25438	$343,000.00	$10,355.50	$100.00	$1,000.00
	Total Permit Type: 29		**$8,724,490.00**	**$251,141.00**	**$2,900.00**	**$29,000.00**
Patio (R)	25-935	251 HOT WHEELS DR RANSON, WV 25438	$27,822.00	$278.22	$0.00	$0.00
	Total Permit Type: 1		**$27,822.00**	**$278.22**	**$0.00**	**$0.00**
Plumbing Only (R)	25-894	106 MCDONALD ST RANSON, WV 25438	$700.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$700.00**	**$25.00**	**$0.00**	**$0.00**
Porch (R)	25-904	203 E PARK AVE RANSON, WV 25438	$1,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$1,500.00**	**$25.00**	**$0.00**	**$0.00**
Renovation (C)	25-686	202 Racetrack St Ranson , WV 25438	$264,200.00	$5,284.00	$0.00	$0.00
	Total Permit Type: 1		**$264,200.00**	**$5,284.00**	**$0.00**	**$0.00**
Renovation (R)	25-877	26 TURF LN RANSON, WV 25438	$2,500.00	$0.00	$0.00	$0.00
	25-885	368 FREEMAN ST RANSON, WV 25438	$40,000.00	$400.00	$0.00	$0.00
	25-895	294 GERRY ST RANSON, WV 25438	$25,000.00	$250.00	$0.00	$0.00
	Total Permit Type: 3		**$67,500.00**	**$650.00**	**$0.00**	**$0.00**
Replacement Windows (R)	25-936	410 S MILDRED ST RANSON, WV 25438	$16,069.00	$160.69	$0.00	$0.00
	Total Permit Type: 1		**$16,069.00**	**$160.69**	**$0.00**	**$0.00**
Right of Way Use (R)	25-494	44 TRIFECTA PL CHARLES TOWN, WV 25414	$89,000.00	$250.00	$0.00	$0.00
	25-864	200- 300 Mildred St Ranson, WV 25438	$0.00	$250.00	$0.00	$0.00
	Total Permit Type: 2		**$89,000.00**	**$500.00**	**$0.00**	**$0.00**
Roof (R)	25-911	25 FUZZY TAIL DR RANSON, WV 25438	$5,400.00	$50.00	$0.00	$0.00
	25-947	166 PETER RABBIT DR RANSON, WV 25438	$13,800.00	$50.00	$0.00	$0.00
	Total Permit Type: 2		**$19,200.00**	**$100.00**	**$0.00**	**$0.00**
Season Site Surety (R)	25-835	50 BAKER PL RANSON, WV 25438	$0.00	$1,000.00	$0.00	$0.00
	25-896	184 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	25-897	180 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	25-898	176 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	25-899	172 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00

	25-900	168 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	25-902	164 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	Total Permit Type: 7		**$0.00**	**$10,000.00**	**$0.00**	**$0.00**
Sign (C)	25-883	217 Oak Lee Dr Ranson , WV 25438	$6,427.76	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$6,427.76**	**$50.00**	**$0.00**	**$0.00**
Site Development (C)	25-813	319 E 5TH AVE RANSON, WV 25438	$800.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$800.00**	**$50.00**	**$0.00**	**$0.00**
Site Development (R)	25-909	Presidents Pointe Section 6 & 7 Ranson , WV 25438	$0.00	$250.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$250.00**	**$0.00**	**$0.00**
Swimming Pool (R)	25-869	213 W 4TH AVE RANSON, WV 25438	$3,000.00	$25.00	$0.00	$0.00
	25-892	106 VALLEY BRANCH DR RANSON, WV 25438	$849.00	$25.00	$0.00	$0.00
	25-901	102 RANSON ESTATES CIR RANSON, WV 25438	$459.00	$25.00	$0.00	$0.00
	Total Permit Type: 3		**$4,308.00**	**$75.00**	**$0.00**	**$0.00**
Temporary Structure (C)	25-973	217 OAK LEE DR RANSON, WV 25438	$400.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$400.00**	**$50.00**	**$0.00**	**$0.00**
Townhouse (R)	25-588	41 OASIS AVE RANSON, WV 25438	$200,000.00	$1,978.00	$50.00	$1,000.00
	25-612	37 OASIS AVE RANSON, WV 25438	$190,000.00	$1,888.00	$50.00	$1,000.00
	25-615	33 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-617	29 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-621	25 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-624	21 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-625	17 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-628	13 OASIS AVE RANSON, WV 25438	$180,000.00	$1,888.00	$50.00	$1,000.00
	25-631	9 OASIS AVE RANSON, WV 25438	$180,000.00	$1,888.00	$50.00	$1,000.00
	25-634	5 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-653	131 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-654	45 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-655	127 OASIS AVE RANSON, WV 25438	$190,000.00	$1,888.00	$50.00	$1,000.00
	25-656	123 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-657	49 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-658	53 OASIS AVE RANSON, WV 25438	$190,000.00	$1,888.00	$50.00	$1,000.00

	25-660	57 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-665	111 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-666	115 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-668	119 OASIS AVE RANSON, WV 25438	$200,000.00	$1,958.00	$50.00	$1,000.00
	25-814	367 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-815	371 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-816	375 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-817	379 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-818	383 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-819	387 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-820	391 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-825	415 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-826	413 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-827	411 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-828	409 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.05	$50.00	$1,000.00
	25-829	407 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-830	405 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-831	403 18TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-832	401 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-842	400 18TH AVE RANSON, WV 25438	$200,000.00	$9,672.00	$50.00	$1,000.00
	25-843	402 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-844	404 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-845	406 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-846	408 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00

	25-847	410 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-848	412 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-849	414 18TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-865	397 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-866	401 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-867	405 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-868	409 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-870	417 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-871	413 ECLIPSE ST CHARLES TOWN, WV 25414	$125,000.00	$9,767.00	$50.00	$1,000.00
	25-872	35 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-873	31 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-874	27 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-875	23 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-876	19 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	25-878	15 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-879	11 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-880	7 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-888	216 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-890	220 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,628.40	$50.00	$1,000.00
	25-891	224 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	Total Permit Type: 60		**$10,955,000.00**	**$427,332.70**	**$3,000.00**	**$60,000.00**
Wall or Fence (C)	25-887	132 Athletic Way RANSON, WV 25438	$0.00	$0.00	$0.00	$0.00
	25-887	655 Thumper Drive Ranson, WV 25438	$0.00	$0.00	$0.00	$0.00
	Total Permit Type: 2		**$0.00**	**$0.00**	**$0.00**	**$0.00**

Wall or Fence (R)	25-886	56 SHORT BRANCH DR RANSON, WV 25438	$8,800.00	$25.00	$0.00	$0.00
	25-889	27 SHERMAN AVE RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	25-908	104 S GEORGE ST RANSON, WV 25438	$1,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 3		**$10,300.00**	**$100.00**	**$0.00**	**$0.00**
Total	**Total Permits: 148**		**$20,361,600.56**	**$698,297.36**	**$5,900.00**	**$89,000.00**

AGENDA ITEM IV.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Public Works Status Report -July

Staff has provided July Status Report for Public Works

ATTACHMENTS:

Public Works July .pdf

RANSON
AT THE CENTER OF OPPORTUNITY.

Department of Public Works

Status Report 7/14/25 – 8/15/25

PUBLIC WORKS MISSION STATEMENT

The City of Ranson Public Works Department will meet the needs of our community by professionally managing the public infrastructure and ensuring a safe, clean and healthy environment.

- Conducting our business openly, honestly and ethically.
- Behaving professionally at all times.
- Valuing the relationship with our customers.
- Enhancing the sense of Community with neighboring communities.
- Communicating and cooperating to achieve the goals of the Department and the City.
- Providing our services equally to all our customers, both internally and externally.
- Using the fewest resources possible while still accomplishing our goals.
- Being stewards for responsible development.
- Striving to surpass expectations of the community.

Work Order Summary List

Selected Date Range for Completion Dates:7/14/2025 - 8/15/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	T
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		Co
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

Status: Complete

6069	Visitors Center - Nancy			7/2/2025	7/10/2025	4.5	$10
Medium	Randy Cook			29	7/31/2025		
Signage				7/2/2025 11:40:39 AM	7/31/2025		
please hang African American Heritage Banner in circle beginning August 1st and remove after August 18th.			put up banner				
Debbie McClure							
6095	PD VEHICLE	PD UNIT #7 2019 Ford		7/14/2025			$
Medium	Robert Hawkins				7/14/2025		
				7/14/2025 1:16:27 PM	7/14/2025		
BATTERY WONT STAY CHARGED							
Robert Hawkins			REPLACED BATTERY WITH NEW AGM BATTERY UNDER WARRANTY				
6099	PD. STATION	Station Inter.		7/18/2025			$
Medium	Keith Pierson			7	7/25/2025		
Restrooms		Bathroom		7/18/2025 9:09:24 AM	7/25/2025		
Sink drains slow and holds water							
Travis McBride			Took trap off and cleaned draining properly now				
6100	Civic Center	MAIN AREA		7/21/2025			$
Medium	Keith Pierson			4	7/25/2025		
Equipment				7/21/2025 8:58:03 AM	7/25/2025		
Put new chair racks together							
Timothy Michael			Assembled all racks				
6102	PW VEHICLE			7/22/2025			$
Medium	Robert Hawkins				7/22/2025		
				7/22/2025 8:59:52 AM	7/22/2025		
Brake line leaking							
Robert Hawkins			Replaced rear brake line. bleed brakes				
6103	P.D. Vehicle			7/22/2025			$
Medium	Robert Hawkins			7	7/29/2025		
Vehicle Maintenance				7/22/2025 1:29:30 PM	7/29/2025		
car #3 Oil Change, tire rotation, check the brakes and rotors			service complete at 14512. next service at 19512. will need front brakes installed waiting on parts Tire rotation complete				
Chuck Lynch							
6107	P.D. Vehicle			7/25/2025			$
Medium	Robert Hawkins			3	7/28/2025		
Vehicle Maintenance				7/25/2025 10:44:06 AM	7/28/2025		
Car 17. Can you get the hood open to jump start? Might							

Work Order Summary List

Selected Date Range for Completion Dates:7/14/2025 - 8/15/2025 Order By Status, Location

need to remove brush guard. Removed brush guard no access battery

Chuck Lynch

6108 Public Works Building 7/25/2025 $

Medium Keith Pierson 7/25/2025

7/25/2025 2:02:39 PM 7/25/2025

install sewer system for interior of new building installed all drain lines for all utilities

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	T C
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

6109 Public Works Building 7/25/2025 $

Medium Keith Pierson 7/25/2025

7/25/2025 2:04:41 PM 7/25/2025

fill foundation with stone and prepare grade for concrete filled foundation with stone and graded for concrete

6112 PW VEHICLE Truck #15 Ford F350 7/29/2025 $

Medium 7/29/2025

7/29/2025 1:24:23 PM 7/29/2025

battery was leaking fluids and smelling

Robert Hawkins Replaced battery with new one. checked charging system was at 14.5 (ok)

6113 PW VEHICLE 2024 Ford F350 Truck 7/30/2025 $

Medium Robert Hawkins 7/30/2025

7/30/2025 12:41:07 PM 7/30/2025

SERVICE

Robert Hawkins SERVICE COMPLETE AT 2166. NEXT SERVICE AT 7166.5W30 OIL AND FILTER

6115 Mildred St. And 3TH Ave 7/30/2025 2 $4

Medium Randy Cook 1 7/31/2025

Signage 7/30/2025 5:24:01 PM 7/31/2025

please put up Jefferson County Fair banners.These banners will stay up from 8/1/25 to 8/2 5/25

Debbie McClure put up banners

6116 PW VEHICLE 2021 Ford F350 7/31/2025 $

Medium Robert Hawkins 7/31/2025

7/31/2025 10:02:45 AM 7/31/2025

Service Service complete at 16678 next service at 21678.5w30

6117 Streets 7/18/2025 12 $26

Medium Randy Cook 13 7/31/2025

7/31/2025 1:55:45 PM 7/31/2025

tree on fenc 305 E 11TH Ave please cu

Work Order Summary List

Selected Date Range for Completion Dates:7/14/2025 - 8/15/2025 Order By Status, Location

Bill Silveous — cut up tree

6118 Streets — 7/17/2025 — 6 — $13

Medium Randy Cook — 14 — 7/31/2025

7/31/2025 1:59:04 PM — 7/31/2025

please cut weeds from around signs thru out town

Bill Silveous — cut weeds

6119 Streets — 7/23/2025 — 8 — $180

Medium Randy Cook — 8 — 7/31/2025

7/31/2025 2:01:22 PM — 7/31/2025

cut weeds off of sidewalks

trimmed weeds

Randy Cook

WOID **Location** **Bldg./Unit** **Deferred By** **Request Date Target Completion Date** **Labor Hours** **T Co**

Priority **Assigned To** **Area Description** **Reason** **WO Age Actual Completion Date**

Craft **Area Number** **Deferred Until** **Created Date/TimeLast Status Change Date**

Description **Action Taken**

Requester Name

6120 Streets — 7/30/2025

Medium Randy Cook — 1

7/31/2025 2:04:51 PM

paint curbs in the back to school route

Bill Silveous — paint curbs

6121 Streets — 7/16/2025

Medium Randy Cook — 15

7/31/2025 2:07:20 PM

cut trees that are hanging over road

Randy Cook — cut trees back

6122 Streets — 7/31/2025

Medium Randy Cook

7/31/2025 2:13:09 PM

please gravel alley off of Mineral St

Bill Silveous — graveled alley with 2 loads of stone

6126 Visitors Center - Nancy — Main Floor reception — 8/1/2025

Medium Robert Hawkins — 3

Vehicle Maintenance — 8/1/2025 11:26:20 AM

Please service the car on Monday morning. Please have car ready by 1pm. reminder to also check for the mildew smell when turning on the car.

check oil, checked tire pressure, replaced cabin air filter

Debbie McClure

6129 City Hall — 8/4/2025

Medium Keith Pierson

Work Order Summary List

Selected Date Range for Completion Dates:7/14/2025 - 8/15/2025 Order By Status, Location

8/4/2025 6:59:10 AM

need air conditioning in mayors office

ran piece of duct and put a vent in mayors office

6132PW VEHICLE Truck #15 Ford F350 8/5/2025

Medium Robert Hawkins

8/5/2025 8:34:27 AM

Service

Robert Hawkins

Service complete at 23885 Next service at 28885. Replaced front pads. Tire rotation complete

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6141 PD VEHICLECar3 2023 Dodge 8/14/2025

Medium Robert Hawkins 8

NEEDS FRONT BRAKKES REPLACED 8/14/2025 12:34:43 PM 8

Robert Hawkins

Replaced front rotors and pads. test drove

Count: 23 Work Orders **Avg. Age of WO's 5** **Total for Com**

Count: 23 Work Orders **Avg. Age of WO's** 5 **Grand Tot**

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Finance Department Status Report - July

Staff is providing the following items for your review:

· Accounts Payable Council Report for July 2025

· General Fund Budget Report through July 2025

· Capital Improvement Fund Budget Report through July 2025

As a reminder, the July and August 2025 collections pertaining to Fiscal Year 2025 are actively accrued to the prior year for audit reporting purposes. This impacts the reported revenues for primarily the tax collections (B&O, Hotel Tax, Utility Tax, Ad Valorem, etc.), but will also be applied to the payroll reimbursements and other miscellaneous items. All accruals for the Capital Budget (lottery/gaming revenues) have already been recorded, so no changes will be made to the July 2025 totals found in your Capital Budget Report.

ATTACHMENTS:

July 2025 AP Council Report.pdf
July 2025 General Fund Budget Report.pdf

July 2025 Capital Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
340 CAR WASH	7/02/25	P&Z #22 CAR WASH 7/1/25	GENERAL FUND	PLANNING & ZONING	13.00
				TOTAL:	13.00
7-ELEVEN	7/07/25	SEALANDER FUEL 7/6/25	GENERAL FUND	POLICE DEPARTMENT	57.04
	7/31/25	HOSBY-BROWN FUEL 7/4-19/25	GENERAL FUND	POLICE DEPARTMENT	81.53
	7/23/25	COOK FUEL 7/22/25	GENERAL FUND	STREETS & TRANSPORT	80.48
	7/18/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	24.64
	7/18/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	5.11
				TOTAL:	248.80
84 LUMBER	7/24/25	PW NEW BLDG FRAMING PACKAG	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	18,148.99
				TOTAL:	18,148.99
ABC PEST CONTROL	7/18/25	PD PEST CONTROL JUL 25	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	7/24/25	P&R CRANES LN 6/23/25	PARKS & RECREATION	Parks & Recreation	176.00
	7/23/25	P&R PT LANCE SLUSHER 6/23/	PARKS & RECREATION	Parks & Recreation	176.00
	7/23/25	P&R PT WEST END PARK 6/23/	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	528.00
ADOBE CREATIVE CLOUD	7/28/25	EB ADOBE SUB 7/26-8/25/25	GENERAL FUND	CITY ADMINISTRATION	26.73
				TOTAL:	26.73
ADVANCE AUTO PARTS	7/02/25	PW SMALL ENG OIL X5	GENERAL FUND	STREETS & TRANSPORT	31.05
	7/09/25	P&R #23 OIL FILTER, AIR FI	PARKS & RECREATION	Parks & Recreation	23.80
	7/09/25	P&R #23 OIL FILTER, AIR FI	PARKS & RECREATION	Parks & Recreation	13.45
	7/09/25	P&R #23 OIL FILTER, AIR FI	PARKS & RECREATION	Parks & Recreation	9.20
				TOTAL:	77.50
AFLAC	7/03/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	7/18/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	7/03/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	7/18/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	7/03/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	7/18/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,290.18
ALL ABOUT FABRIC	7/28/25	MCBRIDE REPAIR PANTS X4	GENERAL FUND	POLICE DEPARTMENT	48.00
				TOTAL:	48.00
AMAZON.COM	7/23/25	K SUITS DESK CHAIR	GENERAL FUND	MAYOR'S OFFICE	279.99
	7/23/25	CH FLR LAMP, LIGHT BULBS	GENERAL FUND	MAYOR'S OFFICE	69.99
	7/28/25	CH PAPER CLIPS, MAYOR FLR	GENERAL FUND	MAYOR'S OFFICE	62.97
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	PLANNING & ZONING	12.45
	7/02/25	CH BATTERIES AAA X24	GENERAL FUND	CITY HALL	18.49
	7/03/25	CH BATTERIES, FIN FOLDERS	GENERAL FUND	CITY HALL	15.99
	7/03/25	CH BATTERIES, FIN FOLDERS	GENERAL FUND	CITY HALL	18.64
	7/03/25	CH BATTERIES, FIN FOLDERS	GENERAL FUND	CITY HALL	23.51
	7/11/25	BA HD WEB CAMERA	GENERAL FUND	CITY HALL	10.69
	7/16/25	P&Z TP, SUGAR	GENERAL FUND	CITY HALL	55.34
	7/23/25	CH NAPKINS X200	GENERAL FUND	CITY HALL	4.50
	7/23/25	CH CUPS X300	GENERAL FUND	CITY HALL	20.89
	7/23/25	CH FLR LAMP, LIGHT BULBS	GENERAL FUND	CITY HALL	23.18
	7/24/25	CH TOILET PAPER X48	GENERAL FUND	CITY HALL	33.88
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	81.92

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	15.99
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	31.83
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	13.94
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	23.99
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	18.99
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	17.81
	7/28/25	COPY PAPER, ADDING TAPE, T	GENERAL FUND	CITY HALL	40.98
	7/28/25	CH PAPER CLIPS, MAYOR FLR	GENERAL FUND	CITY HALL	9.96
	7/21/25	CH PT, PLASTIC FORKS	GENERAL FUND	CITY HALL	75.81
	7/04/25	CVB BANKER BOXES X12	PARKS & RECREATION	Parks & Recreation	38.73
	7/04/25	P&R FOLDERS, LEGAL PADS, E	PARKS & RECREATION	Parks & Recreation	22.99
	7/04/25	P&R FOLDERS, LEGAL PADS, E	PARKS & RECREATION	Parks & Recreation	8.99
	7/04/25	P&R FOLDERS, LEGAL PADS, E	PARKS & RECREATION	Parks & Recreation	43.82
	7/14/25	P&R CHAIR STORAGE RACK X1	PARKS & RECREATION	Parks & Recreation	469.98
	7/14/25	P&R CHAIR STORAGE RACKS X3	PARKS & RECREATION	Parks & Recreation	1,409.94
	7/21/25	P&R BENCHES X2	PARKS & RECREATION	Parks & Recreation	1,401.40
				TOTAL:	4,377.58
AMERICAN EXPRESS - MERCH FEES	7/07/25	JUNE2025 AMEX TRANSACTION	GENERAL FUND	CITY HALL	30.74
				TOTAL:	30.74
AMERICAN PRODUCERS SUPPLY	7/17/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	137.66
	7/17/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	62.25
	7/17/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	25.98
	7/17/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	62.75
	7/21/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	101.96
	7/21/25	P&R SUPPLIES	PARKS & RECREATION	Parks & Recreation	35.09
				TOTAL:	425.69
AMY PETERSON	7/07/25	BLD PERMIT 25-431 RFND	GENERAL FUND	NON-DEPARTMENTAL	50.05
				TOTAL:	50.05
ANDERSON TRUCK EQUIPMENT	7/30/25	PW DUMP TRK BED	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	19,178.00
				TOTAL:	19,178.00
ANDREA COLANDREA	7/22/25	BLD PM23-35 RFND	GENERAL FUND	NON-DEPARTMENTAL	300.00
				TOTAL:	300.00
APPLE VALLEY WASTE	7/03/25	PW P/U JUN 25	GENERAL FUND	STREETS & TRANSPORT	574.80
				TOTAL:	574.80
ATLANTIC MACHINERY INC	7/29/25	PW #9 GUT BRM/SUC SEAL	GENERAL FUND	STREETS & TRANSPORT	360.00
	7/29/25	PW #9 GUT BRM/SUC SEAL	GENERAL FUND	STREETS & TRANSPORT	236.21
				TOTAL:	596.21
AUTO ZONE	7/02/25	PW EXHAUST FLUID X4-SHOP	GENERAL FUND	STREETS & TRANSPORT	36.66
	7/08/25	PW GASKT MAKER X1	GENERAL FUND	STREETS & TRANSPORT	14.39
	7/08/25	PW AC KIT X1	GENERAL FUND	STREETS & TRANSPORT	29.69
	7/31/25	PW BRAKE FLUID, GLUE	GENERAL FUND	STREETS & TRANSPORT	40.28
				TOTAL:	121.02
AUTOAUTH SERVICE	7/31/25	PW GATEWAY SOFTWARE UPDATE	GENERAL FUND	STREETS & TRANSPORT	60.00
				TOTAL:	60.00
BAGEL CHICKS	7/01/25	MAYOR MEET/GREET 7/1/25	GENERAL FUND	MAYOR'S OFFICE	69.95
				TOTAL:	69.95

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BCN TELECOM INC	7/15/25	INTERNET JUL 25	GENERAL FUND	CITY HALL	531.24
	7/15/25	INTERNET JUL 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	7/15/25	INTERNET JUL 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	7/15/25	INTERNET JUL 25	PARKS & RECREATION	Parks & Recreation	149.40
	7/15/25	INTERNET JUL 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BP	7/31/25	CUSTER FUEL 7/1-29/25	GENERAL FUND	POLICE DEPARTMENT	115.32
	7/31/25	MCBRIDE FUEL 7/3-29/25	GENERAL FUND	POLICE DEPARTMENT	371.08
	7/31/25	SWARTZ FUEL 7/5-25/25	GENERAL FUND	POLICE DEPARTMENT	176.05
	7/31/25	WATSON FUEL 7/7-23/25	GENERAL FUND	POLICE DEPARTMENT	326.19
	7/31/25	HOSBY-BROWN FUEL 7/10-25/2	GENERAL FUND	POLICE DEPARTMENT	177.35
				TOTAL:	1,165.99
BREEZY HR INC	7/21/25	HR CONSULTING 7/20-8/20/25	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	7/03/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
	7/18/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
	7/18/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
				TOTAL:	749.65
BURR PARK LIBERTY	7/03/25	D ARMSTRONG FUEL 7/1/25	GENERAL FUND	CITY ADMINISTRATION	86.78
	7/31/25	LYNCH FUEL 6/30-7/27/25	GENERAL FUND	POLICE DEPARTMENT	175.36
	7/21/25	SWARTZ FUEL 7/18/25	GENERAL FUND	POLICE DEPARTMENT	59.79
				TOTAL:	321.93
CARTER MACHINERY COMPANY, INC	7/11/25	PW SHOP PARTS	GENERAL FUND	STREETS & TRANSPORT	15.04
	7/11/25	PW SHOP PARTS	GENERAL FUND	STREETS & TRANSPORT	12.64
	7/11/25	PW SHOP PARTS	GENERAL FUND	STREETS & TRANSPORT	18.64
	7/11/25	PW SHOP PARTS	GENERAL FUND	STREETS & TRANSPORT	359.32
				TOTAL:	405.64
CHARLES TOWN UTILITIES GENERAL FUND	7/16/25	WATER 5/15-6/15/25	GENERAL FUND	CITY HALL	165.68
	7/16/25	WATER 5/15-6/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	7/16/25	WATER 5/15-6/15/25	GENERAL FUND	STREETS & TRANSPORT	249.81
	7/16/25	WATER 5/15-6/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	7/16/25	WATER 5/15-6/15/25	GENERAL FUND	STREET LIGHTS	56.16
	7/17/25	CC WATER 5/15-6/15/25	PARKS & RECREATION	Parks & Recreation	305.15
	7/17/25	CC WATER 5/15-6/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	7/17/25	CVB WATER 5/15-6/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	7/24/25	MF SEWER 5/30-6/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,031.92
CHATGPT SUBSCRIPTION	7/15/25	WILT OPEN AI SUB 7/25	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	7/01/25	CH COP CONT 7/25/OVG 6/25	GENERAL FUND	CITY HALL	83.43
	7/01/25	CH COP CONT 7/25/OVG 6/25	GENERAL FUND	CITY HALL	34.73
	7/29/25	PD COPY OVG 6/30-7/30/25	GENERAL FUND	POLICE DEPARTMENT	17.56
	7/01/25	PW COPIER OVG JUN 25	GENERAL FUND	STREETS & TRANSPORT	15.66
				TOTAL:	151.38
COMPTROLLER OF MARYLAND	7/03/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
				TOTAL:	132.54

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CONSTANT CONTACT	7/25/25	EMAILS JUL 25	PARKS & RECREATION	Parks & Recreation	131.00
				TOTAL:	131.00
CORPORATION OF RANSON	7/01/25	FY2025 Q4 REIMB	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	40,304.82
				TOTAL:	40,304.82
CREAMERS TIRE & AUTO SERVICE CENTER	7/15/25	PD #12 TIRE REPAIR X1	GENERAL FUND	POLICE DEPARTMENT	31.25
				TOTAL:	31.25
DEPARTMENT OF TAX & REVENUE	7/03/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,844.00
	7/18/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,456.00
	7/11/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	223.00
	7/14/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	926.00
	7/16/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	523.00
				TOTAL:	9,972.00
DIRTY GIRL	7/06/25	CLEANING 7/1-3/25	GENERAL FUND	CITY HALL	400.00
	7/24/25	CLEANING JUL 25	GENERAL FUND	CITY HALL	1,200.00
	7/06/25	CLEANING 7/1-3/25	GENERAL FUND	POLICE DEPARTMENT	175.00
	7/24/25	CLEANING JUL 25	GENERAL FUND	POLICE DEPARTMENT	525.00
	7/06/25	CLEANING 7/1-3/25	GENERAL FUND	STREETS & TRANSPORT	125.00
	7/24/25	CLEANING JUL 25	GENERAL FUND	STREETS & TRANSPORT	375.00
	7/06/25	CLEANING 7/1-3/25	PARKS & RECREATION	Parks & Recreation	200.00
	7/06/25	CLEANING 7/1-3/25	PARKS & RECREATION	Parks & Recreation	100.00
	7/24/25	CLEANING JUL 25	PARKS & RECREATION	Parks & Recreation	200.00
	7/24/25	CLEANING JUL 25	PARKS & RECREATION	Parks & Recreation	400.00
				TOTAL:	3,700.00
DL MORGAN JR INC	7/22/25	PW YARD CONCRETE 7/21/25	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	8,592.00
				TOTAL:	8,592.00
EASTERN PANHANDLE REGIONAL PLANNING &	7/01/25	FY26 CONTR REG 9 & HEPMO	GENERAL FUND	REGIONAL DEVELOPMENT A	9,399.09
				TOTAL:	9,399.09
ENCOVA INSURANCE	7/01/25	WRK COMP FY26	GENERAL FUND	CITY HALL	11,180.00
				TOTAL:	11,180.00
ETS CORPORATION	7/02/25	JUNE2025 MERCH FEES - MGO	GENERAL FUND	CITY HALL	9,780.04
				TOTAL:	9,780.04
FEDEX	7/30/25	MCBRIDE EVIDENCE SHIPPED 7	GENERAL FUND	POLICE DEPARTMENT	24.91
				TOTAL:	24.91
FIDELITY POWER SYSTEM	7/01/25	CH GEN CONT FY26 22KW	GENERAL FUND	CITY HALL	1,899.00
	7/01/25	CH GEN CNT FY26 30KW	GENERAL FUND	CITY HALL	1,743.00
	7/01/25	PD GEN CNT FY26	GENERAL FUND	POLICE DEPARTMENT	1,912.00
				TOTAL:	5,554.00
FIRST CITIZEN BANK & TRUST CO	7/27/25	1&3 FLR COPIER JUL 25	GENERAL FUND	CITY HALL	478.00
	7/27/25	P&Z COPIER JUL 25	GENERAL FUND	CITY HALL	322.00
				TOTAL:	800.00
FISHER AUTO PARTS INC	7/22/25	PD #5 DRIVE BELT X1	GENERAL FUND	POLICE DEPARTMENT	21.55
	7/22/25	PD #5 & #7 BATTERIES X2	GENERAL FUND	POLICE DEPARTMENT	39.62
	7/15/25	PW BATTERY TESTER X1	GENERAL FUND	STREETS & TRANSPORT	139.95
	7/30/25	PW #15 BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	152.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	353.57
FRONTIER	7/05/25	CH ELEVATOR JUL 25	GENERAL FUND	CITY HALL	96.00
	7/01/25	CH FIRE ALARM JUL 25	GENERAL FUND	CITY HALL	133.08
	7/01/25	CH FAX LINE JUL 25	GENERAL FUND	CITY HALL	134.24
	7/10/25	TRIFECTA ALARM JUL 25	GENERAL FUND	CITY HALL	176.08
	7/30/25	CH FIRE ALARM AUG 25	GENERAL FUND	CITY HALL	132.63
	7/30/25	CH FAX LINE AUG 25	GENERAL FUND	CITY HALL	133.79
	7/12/25	PD FAX LINE JUL 25	GENERAL FUND	POLICE DEPARTMENT	187.41
				TOTAL:	993.23
GALLS INC	7/04/25	PD CAPTAIN INSIGNIA X2	GENERAL FUND	POLICE DEPARTMENT	32.57
				TOTAL:	32.57
GOVERNMENT FINANCE OFFICERS ASSOCIATIO	7/03/25	BA FY26 DUES	GENERAL FUND	CITY HALL	170.00
				TOTAL:	170.00
HARBOR FREIGHT TOOLS	7/03/25	PW SHOP JUG, TESTER, HEAT	GENERAL FUND	STREETS & TRANSPORT	11.99
	7/03/25	PW SHOP JUG, TESTER, HEAT	GENERAL FUND	STREETS & TRANSPORT	79.99
	7/03/25	PW SHOP JUG, TESTER, HEAT	GENERAL FUND	STREETS & TRANSPORT	6.99
	7/30/25	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	39.99
	7/30/25	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	14.99
	7/30/25	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	34.99
				TOTAL:	188.94
HDL COMPANIES	7/31/25	B&O COLLECTION JUL25	GENERAL FUND	CITY HALL	38.98
				TOTAL:	38.98
HOLCIM MAR	7/14/25	PW NEW BLDG ROCK DUST LOAD	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	127.78
				TOTAL:	127.78
HOME DEPOT	7/10/25	PD KEYS X4	GENERAL FUND	POLICE DEPARTMENT	19.88
	7/16/25	PW COUPLING X2	GENERAL FUND	STREETS & TRANSPORT	11.56
	7/17/25	PW PLUMBING PARTS	GENERAL FUND	STREETS & TRANSPORT	38.84
	7/21/25	PW LIQUID NAIL X2	GENERAL FUND	STREETS & TRANSPORT	13.44
	7/28/25	PW CHALK KIT X2	GENERAL FUND	STREETS & TRANSPORT	27.94
	7/18/25	PW RAKES X2	GENERAL FUND	STREETS & TRANSPORT	59.96
	7/04/25	PW FUEL KIT SMALL ENG	GENERAL FUND	STREETS & TRANSPORT	16.97
	7/28/25	PW INSECT REPL X2/GAS CAN	GENERAL FUND	STREETS & TRANSPORT	50.18
	7/31/25	PW PAINT ROLLER TRAYS X9	GENERAL FUND	STREETS & TRANSPORT	39.99
	7/31/25	PW BRUSHES, BUCKET,ROLLERS	GENERAL FUND	STREETS & TRANSPORT	60.54
	7/23/25	PW BLACKTOP PATCH X60LBS	GENERAL FUND	STREETS & TRANSPORT	129.42
	7/10/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,417.78
	7/11/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	416.16
	7/14/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	134.76
	7/14/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	52.25
	7/14/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	58.00
	7/14/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	56.10
	7/16/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	44.15
	7/16/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	26.06
	7/21/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	8.40
	7/21/25	PW NEW BLDG CONCRETE MATER	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	350.14
	7/30/25	PW BLDG .27 CAL RED STRIP	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	23.98
	7/31/25	PW BLDG STAPLES, PLAS CAP,	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	12.97
	7/31/25	PW BLDG STAPLES, PLAS CAP,	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	11.53
	7/31/25	PW BLDG STAPLES, PLAS CAP,	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	26.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/18/25	CVB TOTES BANNER STORAGE X	PARKS & RECREATION	Parks & Recreation	12.13
	7/28/25	P&R LANCE SLUSHER BENCH AN	PARKS & RECREATION	Parks & Recreation	31.11
				TOTAL:	3,150.72
INTERNAL REVENUE SERVICE	7/03/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,981.80
	7/18/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,662.61
	7/11/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	593.52
	7/14/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,988.21
	7/16/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	2,048.79
	7/03/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,204.03
	7/18/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,499.62
	7/11/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	318.30
	7/14/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	1,289.76
	7/16/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	761.17
	7/28/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	201.36
	7/30/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78-
	7/30/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78
	7/31/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78-
	7/31/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	16.78
	7/03/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,684.83
	7/18/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,753.95
	7/11/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	74.44
	7/14/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	301.63
	7/16/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	178.02
	7/28/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	47.16
	7/30/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93-
	7/30/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93
	7/31/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93-
	7/31/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	3.93
	7/18/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	7/18/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	7/18/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	258.35
	7/18/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	60.40
	7/03/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	579.54
	7/18/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	579.20
	7/03/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	135.54
	7/18/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	135.46
	7/18/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	7/18/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	7/03/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	864.33
	7/18/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	862.63
	7/28/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	33.56
	7/03/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	202.14
	7/18/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	201.75
	7/28/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	7.86
	7/03/25	Social Security Payable	GENERAL FUND	CITY HALL	622.63
	7/18/25	Social Security Payable	GENERAL FUND	CITY HALL	622.63
	7/03/25	Medicare Payable	GENERAL FUND	CITY HALL	145.61
	7/18/25	Medicare Payable	GENERAL FUND	CITY HALL	145.61
	7/03/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,623.54
	7/18/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,473.25
	7/11/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	318.30
	7/16/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	761.17
	7/03/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	847.45
	7/18/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	812.30
	7/11/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	74.44

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/16/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	178.02
	7/03/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,513.99
	7/18/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,523.76
	7/14/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,289.76
	7/28/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	167.80
	7/30/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	16.78-
	7/30/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	16.78
	7/31/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	16.78-
	7/31/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	16.78
	7/03/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	354.09
	7/18/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	356.38
	7/14/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	301.63
	7/28/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	39.30
	7/30/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	3.93-
	7/30/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	3.93
	7/31/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	3.93-
	7/31/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	3.93
				TOTAL:	71,903.47
INTERNATIONAL CODE COUNCIL	7/18/25	KH LEGAL ADMIN/ENFRC TRNG	GENERAL FUND	PLANNING & ZONING	69.00
	7/25/25	PW NAT ELE CODE BK	GENERAL FUND	STREETS & TRANSPORT	167.50
				TOTAL:	236.50
INTERNATIONAL INSTITUTE OF MUNICIPAL C	7/30/25	DA FY26 MEMBERSHIP	GENERAL FUND	CITY ADMINISTRATION	195.00
				TOTAL:	195.00
INWOOD QUARRY, INC..	7/01/25	CRUSHED STONE 7/1/25	GENERAL FUND	STREETS & TRANSPORT	575.76
	7/03/25	CRUSHED STONE 7/3/25	GENERAL FUND	STREETS & TRANSPORT	2,086.58
				TOTAL:	2,662.34
J&K PRECISION	7/15/25	PD #13 TIMING CHAIN REPAIR	GENERAL FUND	POLICE DEPARTMENT	3,842.46
	7/15/25	PD #13 TIMING CHAIN REPAIR	GENERAL FUND	POLICE DEPARTMENT	27.00
				TOTAL:	3,869.46
JACQUELINE C SHADLE, COUNTY CLERK	7/31/25	DEED BK 7/9/25	GENERAL FUND	PLANNING & ZONING	6.50
				TOTAL:	6.50
JEFFERSON COUNTY CHAMBER OF COMMERCE,	7/10/25	RA MBRSHP LUNCHEON JUL 25	GENERAL FUND	PLANNING & ZONING	28.00
	7/30/25	RA FY26 MBRSHP DUES	GENERAL FUND	PLANNING & ZONING	100.00
				TOTAL:	128.00
JEFFERSON COUNTY COMMISSION-AMBULANCE	7/01/25	PW AMBUL FEE FY24	GENERAL FUND	CITY HALL	50.00
	7/01/25	PD AMBUL FEE FY24	GENERAL FUND	CITY HALL	90.00
	7/01/25	CC AMBUL FEE FY24	GENERAL FUND	CITY HALL	512.00
	7/01/25	CVB AMBUL FEE FY24	GENERAL FUND	CITY HALL	50.00
	7/01/25	TRIFECTA AMBUL FEE FY24	GENERAL FUND	CITY HALL	200.00
				TOTAL:	902.00
JEFFERSON COUNTY CVB	7/31/25	HOTEL TAX COL JUL 25	GENERAL FUND	INVALID DEPARTMENT	22,930.62
				TOTAL:	22,930.62
JEFFERSON PUBLISHING CO. INC	7/01/25	NPH CRANES LN REZONE 6/12/	GENERAL FUND	PLANNING & ZONING	61.62
	7/01/25	NPH PATRIOT FED CU 6/12/25	GENERAL FUND	PLANNING & ZONING	45.22
	7/01/25	NPH PRE PNT SUB REV 6/12/2	GENERAL FUND	PLANNING & ZONING	45.22
	7/01/25	NPH SLEEPY HOLLOW 6/12/25	GENERAL FUND	PLANNING & ZONING	46.86
	7/01/25	NPH MADISON GREENS P1 6/12	GENERAL FUND	PLANNING & ZONING	45.22

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/01/25	NPH RED CLOVER MED P1 6/12	GENERAL FUND	PLANNING & ZONING	37.02
	7/23/25	BLD COMMISSION OPENING 6/2	GENERAL FUND	PLANNING & ZONING	50.14
	7/23/25	NPH CRANES LN 6/26/25	GENERAL FUND	PLANNING & ZONING	46.86
	7/23/25	NPH WAR ADMIRAL BLVD 6/26/	GENERAL FUND	PLANNING & ZONING	25.90
	7/23/25	BLD COMMISSION OPENING 7/3	GENERAL FUND	PLANNING & ZONING	55.06
	7/23/25	PLAN COMMISSION OPEN 7/10/	GENERAL FUND	PLANNING & ZONING	55.06
	7/23/25	CITY COUNCIL VACANCY 7/10/	GENERAL FUND	ELECTIONS	26.82
	7/23/25	P&R BOARD OPENING 7/10/25	PARKS & RECREATION	Parks & Recreation	33.74
				TOTAL:	574.74
JEFFERSON RENTALS	7/15/25	PW HANDHELD BLOWERS X2/OIL	GENERAL FUND	STREETS & TRANSPORT	479.98
	7/15/25	PW HANDHELD BLOWERS X2/OIL	GENERAL FUND	STREETS & TRANSPORT	45.98
	7/23/25	PW TRIM LINE X2	GENERAL FUND	STREETS & TRANSPORT	87.98
				TOTAL:	613.94
JEFFERSON SECURITY BANK	7/03/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	645.00
	7/18/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
				TOTAL:	1,240.00
JOHN HANCOCK	7/03/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,684.04
	7/18/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,570.93
	7/03/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	696.04
	7/18/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	574.51
	7/03/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	532.30
	7/18/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	532.30
	7/03/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	447.26
	7/18/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	447.00
	7/03/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	447.26
	7/18/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	447.00
	7/03/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	7/18/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	7/03/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15
	7/18/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15
	7/03/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	7/18/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	7/03/25	457b payment	GENERAL FUND	CITY HALL	478.20
	7/18/25	457b payment	GENERAL FUND	CITY HALL	478.20
	7/03/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,345.96
	7/18/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,274.95
	7/03/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,345.96
	7/18/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,274.95
	7/03/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,180.12
	7/18/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,180.12
	7/03/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,132.54
	7/18/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,132.54
				TOTAL:	39,549.64
JOSEPH STILLWELL	7/16/25	BLD PRMT 25-834 RFND	GENERAL FUND	NON-DEPARTMENTAL	2,222.40
				TOTAL:	2,222.40
KABLE EXCAVATING, LLC	7/22/25	PW YARD SHALE X10 LOADS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,250.00
				TOTAL:	2,250.00
KEN SUITS	7/17/25	REIMB FIRESTICK PURCHASE	GENERAL FUND	MAYOR'S OFFICE	32.09
				TOTAL:	32.09

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LEAF	7/07/25	PW COPY LEASE JUN 25	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	123.00
LINCOLN FINANCIAL GROUP	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	334.40
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	972.48
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	654.70
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	7/01/25	JUL LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,099.21
LOWE'S	7/11/25	PW 4" PIPE X4, GUAGE WIRE,	GENERAL FUND	STREETS & TRANSPORT	120.84
	7/11/25	PW 4" PIPE X4, GUAGE WIRE,	GENERAL FUND	STREETS & TRANSPORT	13.98
	7/11/25	PW 4" PIPE X4, GUAGE WIRE,	GENERAL FUND	STREETS & TRANSPORT	24.08
				TOTAL:	158.90
MARLIN LEASING CORPORATION	7/16/25	PD COPIER 7/5-8/4/25	GENERAL FUND	POLICE DEPARTMENT	416.87
				TOTAL:	416.87
MATTHEW W. ANDERSON, PE, PLLC	7/17/25	INSPECTIONS 7/1-2/25	GENERAL FUND	PLANNING & ZONING	1,375.00
	7/16/25	INSPECTIONS 7/7-9/25	GENERAL FUND	PLANNING & ZONING	1,125.00
	7/22/25	INSPECTIONS 7/14-18/25	GENERAL FUND	PLANNING & ZONING	1,625.00
	7/29/25	INSPECTIONS 7/23-25/25	GENERAL FUND	PLANNING & ZONING	1,000.00
				TOTAL:	5,125.00
MCP INSPECTIONS	7/28/25	INSPECTIONS 6/30-7/11/25	GENERAL FUND	PLANNING & ZONING	3,250.00
	7/28/25	INSPECTIONS 6/30-7/11/25	GENERAL FUND	PLANNING & ZONING	1,700.00
				TOTAL:	4,950.00
METLIFE	7/01/25	JUL 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	347.43
	7/01/25	JUL 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	327.66
	7/01/25	JUL 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	159.59
	7/01/25	JUL 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	888.37
	7/01/25	JUL 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	855.88
	7/01/25	JUL 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	97.47
				TOTAL:	2,676.40
METROPOLITAN COMPOUNDS	7/31/25	PW GRAFFITI REMOVER X2	GENERAL FUND	STREETS & TRANSPORT	1,397.40
				TOTAL:	1,397.40
NAPA AUTO PARTS	7/16/25	PW 5W-20 OIL X1	GENERAL FUND	STREETS & TRANSPORT	96.88
				TOTAL:	96.88
NCR PAYMENT SOLUTIONS, FL, LLC	7/31/25	PSI PMT PORT SUP JUL 25	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
ORACLE ELEVATOR HOLDCO, INC	7/17/25	CH ELEVATOR REPAIR PARTS	GENERAL FUND	CITY HALL	1,577.95
	7/03/25	CH ELEVATOR MAINT JUL 25	GENERAL FUND	CITY HALL	159.66
				TOTAL:	1,737.61
ORIENTAL TRADING COMPANY	7/30/25	RANSON ELMENTERY GIVE AWAY	GENERAL FUND	PLANNING & ZONING	75.98
	7/30/25	RANSON ELMENTERY GIVE AWAY	GENERAL FUND	PLANNING & ZONING	24.99
	7/30/25	RANSON ELMENTERY GIVE AWAY	GENERAL FUND	PLANNING & ZONING	139.96
	7/30/25	RANSON ELMENTERY GIVE AWAY	GENERAL FUND	PLANNING & ZONING	68.94

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	309.87
PAYMENTECH - MERCH FEES	7/02/25	JUNE2025 TYLER CITY CC FEE	GENERAL FUND	CITY HALL	358.46
				TOTAL:	358.46
PEIA	7/01/25	JUL 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	5,258.98
	7/01/25	JUL 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	6,527.40
	7/01/25	JUL 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,658.92
	7/01/25	JUL 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	22,100.68
	7/01/25	JUL 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,707.80
	7/01/25	JUL 2025 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	7/01/25	JUL 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,667.54
				TOTAL:	57,943.12
POTOMAC EDISON	7/28/25	ELE JUL 25	GENERAL FUND	CITY HALL	975.21
	7/28/25	ELE JUL 25	GENERAL FUND	POLICE DEPARTMENT	646.48
	7/28/25	ELE JUL 25	GENERAL FUND	STREETS & TRANSPORT	263.81
	7/28/25	ELE JUL 25	GENERAL FUND	STREET LIGHTS	9,400.66
	7/28/25	ELE JUL 25	PARKS & RECREATION	Parks & Recreation	104.61
	7/28/25	ELE JUL 25	PARKS & RECREATION	Parks & Recreation	2,739.73
				TOTAL:	14,130.50
R&L LANDSCAPES, INC.	7/01/25	LANDSCAPE JUL 25	GENERAL FUND	STREETS & TRANSPORT	8,321.50
	7/01/25	LANDSCAPE JUL 25	GENERAL FUND	STREETS & TRANSPORT	166.66
	7/14/25	FF BLVD & RYMND SHRUB RML	GENERAL FUND	STREETS & TRANSPORT	1,200.00
	7/01/25	LANDSCAPE JUL 25	PARKS & RECREATION	Parks & Recreation	1,475.00
	7/01/25	LANDSCAPE JUL 25	PARKS & RECREATION	Parks & Recreation	291.66
				TOTAL:	11,454.82
RANSON POST OFFICE	7/04/25	PD MAILING 7/3/25	GENERAL FUND	POLICE DEPARTMENT	6.10
				TOTAL:	6.10
RCS SECURITY	7/24/25	CC ENTRY BADGES X26	GENERAL FUND	CITY HALL	182.00
	7/30/25	CH FIRE MONT 8/1-10/31/25	GENERAL FUND	CITY HALL	66.00
	7/24/25	CC HEAT DETECTOR SVC CALL	PARKS & RECREATION	Parks & Recreation	110.50
	7/24/25	CC HEAT DETECTOR SVC CALL	PARKS & RECREATION	Parks & Recreation	340.00
	7/30/25	CC FIRE MONT 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	66.00
	7/30/25	CC CELL/MONT 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	36.00
	7/30/25	CC CELL/MONT 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	54.00
				TOTAL:	854.50
RUCKMAN ENGINEERING PLC	7/14/25	PERMIT RVW 25-145	GENERAL FUND	PLANNING & ZONING	120.00
	7/07/25	PERMIT RVW 25-883 X2	GENERAL FUND	PLANNING & ZONING	240.00
				TOTAL:	360.00
SCPDC	7/25/25	MY GOV JUL 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHEETZ	7/31/25	COULTER FUEL 7/15-28/25	GENERAL FUND	PLANNING & ZONING	84.31
	7/25/25	CUSTER FUEL 7/24/25	GENERAL FUND	POLICE DEPARTMENT	68.40
	7/31/25	LANCASTER FUEL 7/6-8/25	GENERAL FUND	POLICE DEPARTMENT	88.16
	7/31/25	SEALANDER FUEL 7/3-29/25	GENERAL FUND	POLICE DEPARTMENT	300.26
	7/31/25	LUTMAN FUEL 7/3-17/25	GENERAL FUND	POLICE DEPARTMENT	93.30
	7/31/25	HARDER FUEL 7/1-30/25	GENERAL FUND	STREETS & TRANSPORT	669.21
	7/31/25	DIX FUEL 7/1-29/25	GENERAL FUND	STREETS & TRANSPORT	290.80
	7/31/25	LONGERBEAM FUEL 7/1-16/25	GENERAL FUND	STREETS & TRANSPORT	396.09

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/23/25	SMITH FUEL 7/22/25	GENERAL FUND	STREETS & TRANSPORT	91.00
	7/31/25	SILVEOUS FUEL 7/8-18/25	GENERAL FUND	STREETS & TRANSPORT	188.62
	7/16/25	R HAWKINS FUEL 7/15/25	GENERAL FUND	STREETS & TRANSPORT	86.81
	7/31/25	MICHAEL FUEL 6/30-7/22/25	PARKS & RECREATION	Parks & Recreation	117.25
				TOTAL:	2,474.21
SOUTHERN STATES	7/03/25	PW SMALL ENG BULB CAP X4	GENERAL FUND	STREETS & TRANSPORT	19.96
	7/16/25	PW WEEDEATER CARBURETOR	GENERAL FUND	STREETS & TRANSPORT	39.99
	7/24/25	PW STIHL PARTS	GENERAL FUND	STREETS & TRANSPORT	12.99
	7/25/25	PW CHAINS X4	GENERAL FUND	STREETS & TRANSPORT	91.96
				TOTAL:	164.90
SP TOPDON USA	7/31/25	PW BATTERY TOOL	GENERAL FUND	STREETS & TRANSPORT	30.94
				TOTAL:	30.94
STANLEY MARTIN COMPANIES	7/31/25	SURETY RELEASE 25-49	DEVELOPMENT BONDS	NON-DEPARTMENTAL	1,500.00
				TOTAL:	1,500.00
STILLWELL HOMES LLC	7/16/25	BLD PRT 24-34-MIN SUB RFD	GENERAL FUND	NON-DEPARTMENTAL	250.00
				TOTAL:	250.00
SUNBELT RENTALS, INC	7/07/25	PW YARD TRENCH ROLLER	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,155.38
				TOTAL:	1,155.38
SUNOCO	7/28/25	LYNCH FUEL 7/25/25	GENERAL FUND	POLICE DEPARTMENT	36.44
	7/21/25	SEALANDER FUEL 7/18/25	GENERAL FUND	POLICE DEPARTMENT	60.01
	7/31/25	MILLER FUEL 7/30/25	GENERAL FUND	POLICE DEPARTMENT	79.21
	7/24/25	DIX FUEL 7/23/25	GENERAL FUND	STREETS & TRANSPORT	36.00
	7/31/25	LONGERBEAM FUEL 7/2-29/25	GENERAL FUND	STREETS & TRANSPORT	274.54
	7/31/25	WHITE FUEL 7/7-30/25	GENERAL FUND	STREETS & TRANSPORT	394.68
				TOTAL:	880.88
SUPERIOR LAUNDRIES INC.	7/02/25	PD & PW MATS 7/2/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	7/09/25	PD & PW MATS 7/9/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	7/16/25	PD & PW MATS 7/16/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	7/23/25	PD & PW MATS 7/23/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	7/30/25	PD & PW MATS 7/30/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	7/02/25	PD & PW MATS 7/2/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	7/09/25	PD & PW MATS 7/9/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	7/16/25	PD & PW MATS 7/16/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	7/23/25	PD & PW MATS 7/23/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	7/30/25	PD & PW MATS 7/30/25	GENERAL FUND	STREETS & TRANSPORT	16.33
				TOTAL:	201.60
T-MOBILE	7/21/25	CELL PHONES JUL 25	GENERAL FUND	CITY ADMINISTRATION	42.97
	7/21/25	CELL PHONES JUL 25	GENERAL FUND	PLANNING & ZONING	65.74
	7/21/25	CELL PHONES JUL 25	GENERAL FUND	CITY HALL	246.27
	7/21/25	CELL PHONES JUL 25	GENERAL FUND	POLICE DEPARTMENT	110.66
	7/21/25	CELL PHONES JUL 25	GENERAL FUND	STREETS & TRANSPORT	348.90
	7/21/25	CELL PHONES JUL 25	PARKS & RECREATION	Parks & Recreation	32.87
	7/21/25	CELL PHONES JUL 25	PARKS & RECREATION	Parks & Recreation	32.87
				TOTAL:	880.28
TEK ADVISORS LLC	7/01/25	COMP MAINT JUL 25	GENERAL FUND	CITY HALL	7,009.96
	7/01/25	COMP MAINT JUL 25	GENERAL FUND	CITY HALL	1,149.79
	7/01/25	COMP MAINT JUL 25	GENERAL FUND	POLICE DEPARTMENT	427.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	8,587.25
THOS SOMERVILLE CO	7/15/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	211.46
				TOTAL:	211.46
TIMOTHY P. STRANKO, ESQ	7/10/25	LEGAL RETAINER JUL 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TRACTOR SUPPLY	7/08/25	PW THREAD SEALANT, GREASE	GENERAL FUND	STREETS & TRANSPORT	14.99
	7/08/25	PW THREAD SEALANT, GREASE	GENERAL FUND	STREETS & TRANSPORT	59.99
	7/24/25	P&R COTTER PINS X9	PARKS & RECREATION	Parks & Recreation	17.91
				TOTAL:	92.89
TRAVELERS INSURANCE	7/14/25	PRO LIA/UMB 7/1/25-7/1/26	GENERAL FUND	CITY HALL	28,145.75
	7/14/25	PRO LIA/UMB 7/1/25-7/1/26	GENERAL FUND	CITY HALL	12,376.00
	7/14/25	PRO LIA/UMB 7/1/25-7/1/26	GENERAL FUND	CITY HALL	18,865.75
				TOTAL:	59,387.50
TRUIST MERCHANT SERVICES	7/15/25	JUNE2025 PD OFFLINE CC FEE	GENERAL FUND	CITY HALL	359.73
				TOTAL:	359.73
UNITED WAY OF THE EASTERN PANHANDLE	7/31/25	JUL 25 TEEN CT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	435.74
				TOTAL:	435.74
US BANK	7/14/25	JUN2025 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	41,047.44
				TOTAL:	41,047.44
VISION SERVICE PLAN	7/01/25	JUL 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	59.32
	7/01/25	JUL 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	67.20
	7/01/25	JUL 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.67
	7/01/25	JUL 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	190.73
	7/01/25	JUL 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	174.10
	7/01/25	JUL 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	551.53
WALMART	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	39.94
	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	39.99
	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	9.24
	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	7.32
	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	10.32
	7/25/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	19.89
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	37.48
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	42.44
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	12.77
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	4.77
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	97.77
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	19.74
	7/31/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	12.99
				TOTAL:	354.66
WEIS	7/02/25	EMP HANDBK MTG 7/1/25	GENERAL FUND	CITY ADMINISTRATION	9.49
	7/31/25	SIGULINSKY FUEL 7/3-11/25	GENERAL FUND	POLICE DEPARTMENT	127.35
	7/18/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	18.26
				TOTAL:	155.10
WEST VA MUNICIPAL LEAGUE	7/11/25	K SUITS WVML CONF AUG 25	GENERAL FUND	MAYOR'S OFFICE	450.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/11/25	A COLANDREA WVML CONF AUG	GENERAL FUND	CITY COUNCIL	450.00
	7/11/25	S FAGAN WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	450.00
	7/21/25	CUSTER WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	550.00
	7/11/25	J BOUND WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	450.00
	7/11/25	D ARMSTRONG WVML CONF AUG	GENERAL FUND	CITY ADMINISTRATION	300.00
	7/11/25	T WILT WVML CONF AUG 25	GENERAL FUND	CITY ADMINISTRATION	300.00
				TOTAL:	2,950.00
WEST VIRGINIA AMERICAN WATER	7/16/25	MF WATER 6/3-7/1/25	PARKS & RECREATION	Parks & Recreation	114.28
	7/16/25	MF IRRIGATION WATER 6/3-7/	PARKS & RECREATION	Parks & Recreation	511.54
	7/16/25	MF IRRIGATION WATER 6/3-7/	PARKS & RECREATION	Parks & Recreation	1,000.00
				TOTAL:	1,625.82
**PAYROLL EXPENSES	7/01/2025 - 7/31/2025		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,166.70
			GENERAL FUND	CITY ADMINISTRATION	17,884.86
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	27,546.32
			GENERAL FUND	CITY HALL	19,128.30
			GENERAL FUND	POLICE DEPARTMENT	127,467.24
			GENERAL FUND	STREETS & TRANSPORT	70,871.62
			PARKS & RECREATION	Parks & Recreation	20,457.21
				TOTAL:	290,422.25

FUND TOTALS		
001	GENERAL FUND	698,226.11
201	CAPITAL IMPROVEMENT	92,607.19
900	PARKS & RECREATION	37,064.45
903	DEVELOPMENT BONDS	1,500.00
	GRAND TOTAL:	829,397.75

TOTAL PAGES: 13

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Ranson, WV
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 7/01/2025 THRU 7/31/2025
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 7/01/2025 THRU 7/31/2025

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2026
General Fund Budget
July 2025 Financials
8% through Budget Year

	Current Budget FY2026 7-15-2025	Year to Date	Budget Balance	% of Budget Received
FY25 Carryover Fund Balance	*2,562,464*	*2,562,464*	-	100%
Revenue Summary				
Taxes	5,579,988	1,245,068	(4,334,920)	22%
Fines & Forfeitures	400,000	18,833	(381,167)	5%
Licenses & Permits	906,000	85,157	(820,843)	9%
Intergovernmental	1,025,000	5,151	(1,019,849)	1%
Miscellaneous	66,500	3,306	(63,194)	5%
Total Revenues	***10,539,952***	***3,919,978***	***(6,619,974)***	***37%***
Expenditure Summary				
Mayor's Office	16,560	2,041	14,519	12%
City Council	67,800	6,385	61,415	9%
City Administrator	596,515	39,357	557,158	7%
Police Judge's Office	51,300	2,045	49,255	4%
Contribution to Commissions	313,000	-	313,000	0%
Regional Development Authority	9,400	9,399	1	100%
Planning & Zoning	1,178,650	51,581	1,127,069	4%
Elections	11,500	27	11,473	0%
City Hall	1,307,000	144,438	1,162,562	11%
Contribution/Transfer	771,982	-	771,982	0%
Contingency	1,053,995	-	1,053,995	0%
Police Department	3,056,700	183,013	2,873,687	6%
Streets Department	1,425,550	122,936	1,302,614	9%
Street Lights	130,000	9,457	120,543	7%
Parks & Recreation	300,000	-	300,000	0%
Convention & Visitor's Bureau	250,000	-	250,000	0%
Total Expenditures	***10,539,952***	***570,679***	***9,969,273***	***5%***
Revenue Over Expenses		***3,349,299***		

FY 2026 General Fund Budget Revenues

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY25 Carryover Fund Balance	**2,562,464**	2,562,464	**2,562,464**	**-**	*100%*
001.301.100	*Ad Valorem Tax Current Year**	*1,743,738*	-	-	*1,743,738*	*0%*
001.301.102	*Property Tax Prior Years**	*125,000*	-	-	*125,000*	*0%*
001.301.106	*Supplemental Taxes**	*50,000*	-	-	*50,000*	*0%*
001.302.100	*Tax Penalties and Interest**	*20,000*	-	-	*20,000*	*0%*
001.303.100	Gas and Oil Severance Tax Current Year	20,000	-	-	20,000	*0%*
001.304.100	*Utility Tax**	*300,000*	*15,144*	*15,144*	*284,856*	*5%*
001.305.100	*B&O Tax**	*2,750,000*	*1,165,526*	*1,165,526*	*1,584,474*	*42%*
001.306.100	*Wine and Liquor Tax**	*70,000*	*18,538*	*18,538*	*51,462*	*26%*
001.307.100	Animal Tax	1,250	-	-	1,250	*0%*
001.308.100	*Hotel/Motel Tax**	*500,000*	*45,861*	*45,861*	*454,139*	*9%*
001.320.100	Fines, Fees, and Court Costs	400,000	18,808	18,808	381,192	*5%*
001.321.100	Parking Tickets	-	25	25	(25)	*N/A*
001.325.100	Business Licenses	30,000	5,270	5,270	24,730	*18%*
001.326.100	Building Permits	750,000	60,285	60,285	689,715	*8%*
001.328.100	*Franchise Tax**	*45,000*	*11,452*	*11,452*	*33,548*	*25%*
001.329.100	Rental Registration	1,000	100	100	900	*10%*
001.330.100	*IRP Fees**	*80,000*	*8,050*	*8,050*	*71,950*	*10%*
001.369.100	Contributions from Other Funds (Sales Tax)	1,000,000	-	-	1,000,000	*0%*
001.374.100	*Payroll Reimbursement**	*25,000*	*5,151*	*5,151*	*19,849*	*21%*
001.380.100	Interest Gained on Investments	25,000	2,379	2,379	22,621	*10%*
001.382.100	*Refunds & Rebates**	*25,000*	*211*	*211*	*24,789*	*1%*
001.383.100	Sale of Fixed Asset	5,000	-	-	5,000	*0%*
001.386.100	Insurance Claim	5,000	-	-	5,000	*0%*
001.389.100	Accident Reports	5,000	460	460	4,540	*9%*
001.399.100.	Miscellaneous	1,000	200	200	800	*20%*
001.399.102	Yard Sale Fees	250	40	40	210	*16%*
001.399.103	Fingerprint Fee	250	15	15	235	*6%*
	Total Revenues	***10,539,952***	***3,919,978***	***3,919,978***	***6,619,974***	***37%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
409 - Mayor's Office						
001.409.101	Mayor Salary	12,000	1,000	1,000	11,000	8%
001.409.104	Mayor FICA	960	77	77	884	8%
001.409.214	Mayor Travel	2,000	450	450	1,550	23%
001.409.226	Mayor Insurance Bonds	100	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	500	0%
001.409.341	Mayor Departmental Supplies	500	515	515	(15)	103%
001.409.568	Mayor Contributions	500		-	500	0%
	Total	**16,560**	**2,041**	***2,041***	***14,519***	***12%***
410 - City Council						
001.410.101	City Council Salary (6 members)	60,000	4,167	4,167	55,833	7%
001.410.104	City Council FICA	4,800	319	319	4,481	7%
001.410.214	City Council Travel	2,000	1,900	1,900	100	95%
001.410.230	City Council Contracted Services	500	-	-	500	0%
001.410.341	City Council Departmental Supplies	500	-	-	500	0%
	Total	**67,800**	**6,385**	**6,385**	**61,415**	**9%**
412 - City Administration Office						
001.412.103	City Administration Salary (4 FT employees)	343,000	17,885	17,885	325,115	5%
001.412.104	City Administration FICA	26,765	1,430	1,430	25,335	5%
001.412.105	City Administration Insurance	94,000	5,890	5,890	88,110	6%
001.412.106	City Administration Retirement	33,500	1,789	1,789	31,711	5%
001.412.211	City Administration Phone	1,500	43	43	1,457	3%
001.412.214	City Administration Travel	4,000	-	-	4,000	0%
001.412.220	City Administration Ads/Legal Publications	2,500	-	-	2,500	0%
001.412.221	City Administration Training	2,500	600	600	1,900	24%
001.412.222	City Administration Dues and Subscriptions	3,500	251	251	3,249	7%
001.412.223	City Administration Professional Services	25,000	189	189	24,811	1%
001.412.226	City Administration Insurance and Bonds	250	-	-	250	0%
001.412.230	City Administration Contracted Services	20,000	-	-	20,000	0%
001.412.341	City Adminstration Supplies and Materials	5,000	9	9	4,991	0%
001.412.343	City Administration Gas Oil Tires	500	87	87	413	17%
001.412.345	City Administration Uniforms	2,000	-	-	2,000	0%
001.412.353	City Administration Computer Software	32,500	11,184	11,184	21,316	34%
	Total	**596,515**	**39,357**	***39,357***	***557,158***	***7%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
416 - Police Judge's Office						
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	1,900	1,900	23,100	8%
001.416.104	Police Judge FICA	2,000	145	145	1,855	7%
001.416.211	Police Judge/Court Phone	5,000	-	-	5,000	0%
001.416.213	Police Judge/Court Utilities	5,000	-	-	5,000	0%
001.416.215	Police Judge/Court Building Maintenance/Repairs	2,500	-	-	2,500	0%
001.416.219	Police Judge/Court Equip Rentals	3,500	-	-	3,500	0%
001.416.223	Police Judge Professional Services	7,000	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	300	0%
001.416.341	Police Judge/Court Supplies	1,000	-	-	1,000	0%
	Total	**51,300**	**2,045**	***2,045***	***49,255***	***4%***
424 - Contributions						
001.424.568	Contributions - Dispersed			-		
	PANTRAN	15,000	-	-	15,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	200,000	0%
	Independent Fire Dept	19,000	-	-	19,000	0%
	Citizen Fire Dept.	14,000	-	-	14,000	0%
	Charles Town Library	5,000	-	-	5,000	0%
	Jefferson County P&R - Fireworks	5,000	-	-	5,000	0%
	Mini-Grant Program	50,000	-	-	50,000	0%
	Community Sponsorship	5,000	-	-	5,000	0%
	Total	**313,000**	**-**	**-**	***313,000***	***0%***
435 - Regional Development Authority						
001.435.222	Region 9 Planning & Development Council	**9,400**	9,399	9,399	1	100%

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
437 - Planning and Zoning						
001.437.103	Planning & Zoning Salary (7 FT employees)	501,000	26,937	26,937	474,063	5%
001.437.104	Planning and Zoning FICA	40,150	2,172	2,172	37,978	5%
001.437.105	Planning and Zoning Insurance	134,000	7,293	7,293	126,707	5%
001.437.106	Planning and Zoning Retirement	45,500	2,391	2,391	43,109	5%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	110	110	4,890	2%
001.437.110	Planning and Zoning Fringe Benefits	750	500	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	66	66	1,934	3%
001.437.214	Planning and Zoning Travel	3,000	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	500	0%
001.437.218	Planning and Zoning Postage	1,000	-	-	1,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	514	514	3,486	13%
001.437.221	Planning and Zoning Training	10,000	97	97	9,903	1%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	100	100	1,400	7%
001.437.223	Planning and Zoning Professional Services	400,000	10,435	10,435	389,565	3%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	7	7	994	1%
001.437.341	Planning and Zoning Supplies and Materials	10,000	335	335	9,665	3%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	84	84	2,416	3%
001.437.345	Planning and Zoning Uniforms	3,500	-	-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	540	540	12,460	4%
	Total	**1,178,650**	**51,581**	***51,581***	***1,127,069***	***4%***
438 - Elections						
001.438.220	Elections Advertising	750	27	27	723	4%
001.438.230	Elections Contracted Services (Poll workers)	7,000	-	-	7,000	0%
001.438.341	Elections Supplies and Materials	3,750	-	-	3,750	0%
	Total	**11,500**	**27**	**27**	**11,473**	**0%**

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
440 - City Hall						
001.440.103	City Hall Salary (4 FT employees)	270,000	19,128	19,128	250,872	7%
001.440.104	City Hall FICA	21,500	1,536	1,536	19,964	7%
001.440.105	City Hall Insurance	72,000	5,121	5,121	66,879	7%
001.440.106	City Hall Retirement	27,000	1,913	1,913	25,087	7%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	5,000	0%
001.440.211	City Hall Telephone	25,000	1,583	1,583	23,417	6%
001.440.212	City Hall Printing	7,500	83	83	7,417	1%
001.440.213	City Hall Utilities	25,000	1,141	1,141	23,859	5%
001.440.214	City Hall Travel	2,000	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	1,578	1,578	13,422	11%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	-	500	0%
001.440.218	City Hall Postage / Meter	7,000	-	-	7,000	0%
001.440.219	City Hall Building and Equipment Rents	11,000	835	835	10,165	8%
001.440.220	City Hall Advertising / Legal Publications	5,000	-	-	5,000	0%
001.440.221	City Hall Training	5,000	-	-	5,000	0%
001.440.222	City Hall Dues and Subscriptions	10,000	2,126	2,126	7,874	21%
001.440.223	City Hall Professional Services	100,000	4,500	4,500	95,500	5%
001.440.224	City Hall Audit Costs	40,000	-	-	40,000	0%
001.440.226	City Hall Insurance and Bonds (Travelers)	298,500	70,568	70,568	227,933	24%
001.440.230	City Hall Contracted Services	160,000	13,666	13,666	146,334	9%
001.440.232	City Hall Bank Charges	65,000	10,851	10,851	54,149	17%
001.440.341	City Hall Supplies and Materials	30,000	738	738	29,262	2%
001.440.343	City Hall Oil, Gas & Tires	500	-	-	500	0%
001.440.345	City Hall Uniforms	2,000	-	-	2,000	0%
001.440.353	City Hall Computer Software	100,000	8,168	8,168	91,832	8%
001.440.570	City Hall Miscellaneous Fees	2,000	902	902	1,098	45%
	Total	**1,307,000**	**144,438**	***144,438***	***1,162,562***	***11%***
444 - Contributions to Other Funds						
1.444.566	Contributions to Others Funds					
	Municipal Capital Improvement	771,982	-	-	771,982	0%
	Total	**771,982**	**-**	**-**	***771,982***	***0%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
699 - Contingencies						
1.699.000	Contingencies	1,053,995	-	-	1,053,995	0%
	Total	**1,053,995**	**-**	**-**	***1,053,995***	***0%***
700 - Police						
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,750,000	109,829	109,829	1,640,171	6%
001.700.104	Police FICA	145,500	10,088	10,088	135,412	7%
001.700.105	Police Insurance	442,000	24,152	24,152	417,848	5%
001.700.106	Police Retirement	163,500	9,242	9,242	154,258	6%
001.700.108	Police Overtime / Extra Help	150,000	17,638	17,638	132,362	12%
001.700.110	Police Fringe Benefits	4,750	-	-	4,750	0%
001.700.211	Police Telephone	7,500	460	460	7,040	6%
001.700.212	Police Printing	500	-	-	500	0%
001.700.213	Police Utilities	22,500	703	703	21,797	3%
001.700.214	Police Travel	10,000	-	-	10,000	0%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	2,500	0%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	30,000	3,935	3,935	26,065	13%
001.700.218	Police Postage	1,000	31	31	969	3%
001.700.219	Police Building and Equipment Rents	7,000	434	434	6,566	6%
001.700.220	Police Advertising / Legal Publication	750	-	-	750	0%
001.700.221	Police Training	10,000	-	-	10,000	0%
001.700.222	Police Dues and Subscriptions	1,500	-	-	1,500	0%
001.700.223	Police Professional Services	32,500	-	-	32,500	0%
001.700.226	Police Insurance and Bonds	200	-	-	200	0%
001.700.230	Police Contracted Services	30,000	3,189	3,189	26,811	11%
001.700.233	Police Investigation Fees	1,000	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	100,000	436	436	99,564	0%
001.700.341	Police Supplies and Materials	25,000	375	375	24,625	1%
001.700.343	Police Gas Oil Tires	75,000	2,420	2,420	72,580	3%
001.700.345	Police Uniforms	12,000	81	81	11,919	1%
001.700.353	Police Software	31,000	-	-	31,000	0%
	Total	**3,056,700**	**183,013**	***183,013***	***2,873,687***	***6%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
750 - Streets						
001.750.103	Streets Salary (10 FT employees)	683,000	68,214	68,214	614,786	10%
001.750.104	Streets FICA	54,000	5,547	5,547	48,453	10%
001.750.105	Streets Insurance	229,000	18,392	18,392	210,608	8%
001.750.106	Streets Retirement	66,000	4,625	4,625	61,375	7%
001.750.108	Streets Overtime / Extra Help	17,500	158	158	17,342	1%
001.750.110	Streets Fringe Benefits	2,500	2,500	2,500	-	100%
001.750.211	Streets Telephone	6,750	498	498	6,252	7%
001.750.213	Streets Utilities	10,000	570	570	9,430	6%
001.750.214	Streets Travel	1,000	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	-	5,000	0%
001.750.216	Streets Maintenance / Repair Equipment	15,000	40	40	14,960	0%
001.750.217	Streets Maintenance / Repair Vehicles	20,000	749	749	19,251	4%
001.750.219	Streets Building and Equipment Rents	5,000	139	139	4,861	3%
001.750.221	Streets Training	2,500	168	168	2,333	7%
001.750.222	Streets Dues	500	-	-	500	0%
001.750.223	Streets Professional Services	500	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	300	0%
001.750.230	Streets Contracted Services	200,000	10,845	10,845	189,155	5%
001.750.341	Streets Supplies and Materials	65,000	6,399	6,399	58,601	10%
001.750.343	Streets Gas Oil Tires	30,000	2,605	2,605	27,395	9%
001.750.345	Streets Uniforms	5,000	-	-	5,000	0%
001.750.353	Streets Software	7,000	1,488	1,488	5,512	21%
	Total	**1,425,550**	**122,936**	***122,936***	***1,302,614***	***9%***
751 - Street Lights						
001.751.213	Street Lights - Utilities	130,000	9,457	9,457	120,543	7%
	Total	**130,000**	**9,457**	***9,457***	***120,543***	***7%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
900 - Parks & Recreation						
001.900.568	Parks & Recreation Pass through Hotel Tax	250,000	-	-	250,000	0%
001.900.568.001	Parks & Recreation Operational Contribution	50,000	-	-	50,000	0%
	Total	***300,000***	***-***	***-***	***300,000***	***0%***
901 - Convention & Visitors Bureau (CVB)						
001.901.568	CVB Pass through Hotel Tax	250,000	-	-	250,000	0%
	Total	**250,000**	***-***	***-***	***250,000***	***0%***
	Total Expenses	***10,539,952***	***570,679***	***570,679***	***9,969,273***	***5%***
	Revenue Over Expenses	***-***	***3,349,299***	***3,349,299***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - July 31, 2025
8% through Budget Year

	FY2026 APPROVED BUDGET 4-15-2025	*JULY 2025*	*AUG 2025*	*SEPT 2025*	*YEAR TO DATE*	*Budget Balance*	*% Budget Rcvd/Spent*
Carryover Balance	8,000,000	-			-	8,000,000	0%
201.350.100 City Service Fees	300,000	39,000			39,000	261,000	13%
201.369.100 Contributions from Other Funds	600,000	-			-	600,000	0%
201.376.000 Table Games Income	175,000	-			-	175,000	0%
201.380.100 Interest Income	70,000	10,038			10,038	59,962	14%
201.397.100 Video Lottery Income	600,000	-			-	600,000	0%
TOTAL REVENUES	***9,745,000***	***49,038***	***-***	***-***	***49,038***	***9,695,962***	***1%***
EXPENDITURES							
201 Misc Fees							
Bank Charges	200	18			18	182	9%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES							
Computer Replacement Program (201-975.459.001)	50,000	-			-	50,000	0%
Condemnation of Properties (201-975.459.002)	25,000	-			-	25,000	0%
Total - General Government	*75,200*	*18*	*-*	*-*	*18*	*75,182*	*0%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES							
3 Patrol Vehicles (201-976.459.001)	168,000	-			-	168,000	0%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	-			-	75,000	0%
Three In-Car Camera Systems (201-976.459.002)	37,500	-			-	37,500	0%
Three CAD units (201-976.459.002)	10,000	-			-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-			-	8,000	0%
Radios (201-976.459.003)	15,000	-			-	15,000	0%
Radars (201-976.459.003)	7,500	-			-	7,500	0%
Tasers (201-976.459.003)	15,000	-			-	15,000	0%
Existing Police Dept Improvements (201-976.459.005)	100,000	-			-	100,000	0%
New Police Department Building (201-976.459.005)	750,000	-			-	750,000	0%
Total - Public Safety	*1,186,000*	-	-	-	-	*1,186,000*	*0%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - July 31, 2025
8% through Budget Year

	FY2026 APPROVED BUDGET 4-15-2025	JULY 2025	AUG 2025	SEPT 2025	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES							
Street Construction & Repairs							
5th Avenue Streetscape (201-977.459.016)	1,300,000	-			-	1,300,000	0%
Stormwater Engineering/Repairs							
SWM/Engineering & Construction	50,000	-			-	50,000	0%
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	300,000	-			-	300,000	0%
Miscellaneous Other Capital Projects							
City Hall Roof (201-977.459.011)	20,000	-			-	20,000	0%
Trifecta Place (201-977.459.013)	500,000	-			-	500,000	0%
PW Capital Budget Items							
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	-			-	300,000	0%
Alley Construction & Preservation (201-977.459.002)	50,000	-			-	50,000	0%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-			-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	-			-	50,000	0%
Street Light Replacement (201-977.459.005)	75,000	-			-	75,000	0%
2 Ford Trucks (201-977.459.006)	138,000	-			-	138,000	0%
Large Dump Truck (201-977.459.008)	126,000	19,178			*19,178*	106,822	15%
Equipment (201-977.459.009)	75,000	-			-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	150,000	33,124			33,124	116,876	22%
Total - Streets & Transportation	*3,234,000*	*52,302*	-	-	*52,302*	*3,181,698*	*2%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES							
Civic Center Improvements (201-979.459.001)	40,000	-			-	40,000	0%
Marcus Fields Improvements (201-979.459.002)	815,000	-			-	815,000	0%
Total - Parks & Recreation	*855,000*	-	-	-	-	*855,000*	*0%*
Contingencies	4,394,800	-	-	-	-	4,394,800	0%
TOTAL EXPENSES	***5,350,200***	***52,320***	***-***	***-***	***52,320***	***5,297,880***	***1%***
REVENUES OVER EXPENSES	***4,394,800***	***(3,283)***	***-***	***-***	***(3,283)***		

AGENDA ITEM IV.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Parks and Recreation Status Report- July

Staff has provided July Status Report for Parks and Recreation.

ATTACHMENTS:

August Directors Report.docx P&R.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams y W

Ranson Parks and Recreation Board
Directors Report
July/August

Meetings

- Talked to various sports organizations about renting the Civic Center for practices and games.
- Continuing to meet with Jefferson County Parks and Recreation for fall colaberation events at the Civic Center and Marcus Field
- Weekly meeting with the City Manager about Parks and Recreation.
- Directors' meeting.
- Conference call with soccer club about collaborating.
- Meetings for the Job Fair.
- Multiple SmartRec software meetings and Trainings.
- Fall Fest Meeting.
- Meetings about how we can provide services for memorials with funeral homes.
- Met with various individuals about fall rentals for the Civic Center and Marcus Field.
- Met with organization that wants to rent Marcus Field fully in the Fall for games and practices.
- Training.
- Discussions on the possibility of having a mini youth basketball league.

Events

- Harvest Pointe Church
- Adult Soccer
- Pickleball
- Various Parties
- Red Cross Blood Drive
- Red Cross Emergency Shelter
- Travel Soccer
- Travel Basketball
- Project Linus
- Girl Scout Meetings
- Homeward Calling Church
- Summer Camps
- Summer Tennis

- Volleyball Clinic
- Church Revival at Cranes Lane
- African American Heritage Festival
- Hosted band for the parade
- Home School volleyball games

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM V.1

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Police

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COMMUNICATIONS FROM THE MAYOR**

SUBJECT: Appointment to the Ranson Civil Service Commission - Mayor's Appointment

ATTACHMENTS:

Mayoral Appointment PD Civl Srvice .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
Tommy Custer
Stephanie Fagan
Herbie McDaniel
Jaelyn Wratchford

August 19, 2025

To: Ranson City Council
From: Mayor Ken Suits
Subject: Mayoral Appointment to the Ranson Policemen's Civil Service Commission

Councilmembers,

In accordance with West Virginia Code §8-14-7 and the applicable provisions of the Ranson Municipal Code, I am formally appointing Mr. Stewart Lyndon Stone to serve on the Ranson Policemen's Civil Service Commission as the mayoral appointee.

Mr. Stone is a qualified voter and resident of the City of Ranson. He meets all eligibility requirements for this position, including those pertaining to political activity and public office restrictions under subsection (l) of the statute.

At the time of this appointment, two commissioners are actively seated. The addition of Mr. Stone will bring the Commission to its full complement of three members. I have verified that the political party affiliations of all three commissioners comply with §8-14-7(c)(2), which limits the number of commissioners affiliated with the same political party to no more than two.

Mr. Stone's appointment is for a four-year term beginning immediately and expiring on December 31, 2026 unless concluded earlier in accordance with applicable law.

Please record this appointment in the City's official records. If you have any questions or need further information, I would be glad to provide it.

Respectfully,

Ken Suits, Mayor
City of Ranson

AGENDA ITEM V.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COMMUNICATIONS FROM THE MAYOR**

SUBJECT: Ranson Municipal Committee Proposal

Mayor Suits will present his vision for City Council committees for the current term. In accordance with Section 2-24 of the Ranson City Code, which authorizes the Mayor to establish special committees as necessary, he proposes dissolving all existing Council committees and replacing them with a more dynamic, issue-driven advisory structure known as the Ranson Municipal Committee. This proposed change applies only to committees created by Council custom or past practice and does not affect any boards or commissions established by statute or ordinance.

ATTACHMENTS:

Ranson Municipal Committee.docx

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
Tommy Custer
Stephanie Fagan
Herbie McDaniel
Jaelyn Wratchford

Ranson Municipal Committee

Purpose:

The Ranson Municipal Committee is a flexible, issue-driven advisory body designed to support the City Council in reviewing significant matters that benefit from focused input and early analysis. It provides recommendations to the full City Council

Core Membership:

- **Mayor** – Chair and voting member
- **City Manager** – Non-voting advisory member
- **City Clerk** – Non-voting secretary to the Committee
- **Rotating Membership** (Voting) The *Mayor may appoint up to two additional Council members to serve as voting members of the Committee based on the subject matter under discussion.*

The Committee will never include more than three voting Council members at any one time to avoid triggering quorum rules under the Open Meetings Act. Department heads or outside advisors may participate in a non-voting, advisory role as needed.

Function and Scope:

The Committee may be tasked with reviewing or advising on:

- Personnel-related issues
- Contract development or negotiation
- Capital projects, property transactions, or joint agreements
- Any other significant or time-sensitive matters as identified by the Mayor

The Committee will not take final action and serves only in an advisory capacity to the full Council.

Meetings and Public Access:

- Meetings will be publicly noticed at least 3 business days in advance with a clear agenda
- Meetings will be open to the public, and executive sessions will be permitted only under authorized legal exceptions
- Meeting minutes will be taken by the City Clerk and made available to the public
- Assigned voting members must be identified in the notice and minutes of each meeting

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025- 13 Designating September as Library Card Sign - Up Month

The City Council is asked to consider the resolution designating September 2025 as Library Card Sign-Up Month. This annual event, typically observed in September, encourages community members to obtain a library card and promotes the many benefits of library resources. These include access to books, digital media, educational programs, and various community services.

ATTACHMENTS:

Library Card Sign- up Month.docx

Resolution 2025-13

Designation of September as Library Card Sign-Up Month

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

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

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

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

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

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

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

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

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

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

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

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

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

Designation of September as Library Card Sign-Up Month

Kenneth Suits, Mayor

Jaelyn Wratchford, Councilmember

Jaden Bound, Councilmember

Tommy Custer, Councilmember

Herbie McDaniel, Councilmember

Andy Colandrea, Councilmember

Stephanie Fagan, Councilmember

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-02 **-** 2nd Reading in Consideration of a Petition to Rezone the following Parcel located in District 08, Map 9, Parcel 2, Parcel ID# 08 9000200000000 located off Cranes Lane, Consisting of 160.65 acres, from Rural Reserve to SmartCode New Community.

On April 15, 2025, the Ranson City Council approved the first reading of Ordinance 2025-02, which proposes amending the official zoning map to rezone Parcel ID# 08 9000200000000, located in District 08, Map 9, Parcel 2, off Cranes Lane and consisting of 160.65 acres, from Rural Reserve to SmartCode – New Community (SC-NC). This petition was submitted by Sleepy Hollow Partnership and received a favorable recommendation from the Ranson Planning Commission on February 3, 2025.

Following first reading, the applicant requested a temporary pause in the process due to logistical matters related to the property. With those issues now resolved, the applicant requested that the ordinance be placed on the July 15, 2025 agenda for second reading and final consideration. That meeting was subsequently tabled, and final action is now scheduled for the August 19, 2025 Council meeting.

The proposed ordinance is attached for Council review and action. If adopted, it will amend the official zoning map in alignment with the goals and recommendations outlined in the 2024 Ranson Comprehensive Plan.

ATTACHMENTS:

Ordinance_2025-_02_Spring_Hills_SC-NC_Rezoning (5).docx 7152025.docx
2025-02-03_REZONING_PLAN.pdf_sPRING_Hill.pdf 7152025.pdf

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 089000200000000 REZONING FROM RURAL RESERVE TO SMARTCODE-NEW COMMUNITY.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of Rural Reserve to Smart Code New Community District (SC-NC) in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Sleepy Hollow Partnership, has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission recommended this be forwarded to City Council on February 3, 2025, recommending the Ranson City Council amend the zoning map and change the subject property's zoning to the approved in the application.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 089000200000000 is zoned SmartCode New Community.

Section 2. Consistent with Chapter 19A and the original rezoning to SC-NC. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

First Reading: April 15, 2025

Public Hearing: July 15, 2025

Second Reading: August 19, 2025

Enacted this 19th day of August 2025

Adopted by the City Council of the City of Ranson after a 1st reading on April 15, 2025 and a Public Hearing July 15, 2025. 2nd reading on July 29, 2025, by a vote of ____ in the affirmative, ___ in the negative with ___ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

AFFIX CITY SEAL:

_____
Darla Armstrong, City Clerk

OWNER/APPLICANT:
SLEEPY HOLLOW PARTNERSHIP
C/O RON MARCUS
741 E WASHINGTON STREET, CHARLES TOWN, WV 25414

CIVIL ENGINEER:
IMEG CONSULTANT CORP
9301 INNOVATION DRIVE, SUITE 150, MANASSAS, VA 20110

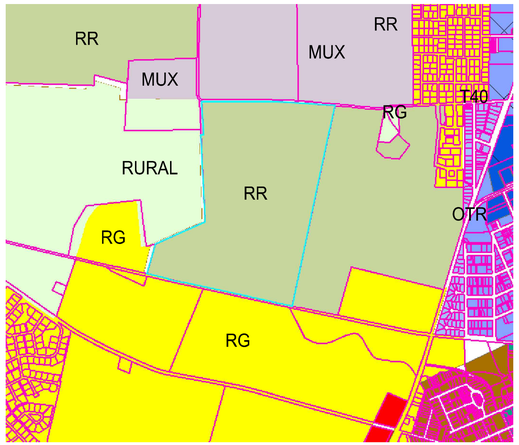
PROPERTY INFORMATION

TD / MAP / PCL	DEED BOOK / PAGE	OWNER & MAILING ADDRESS
8 / 9 / 0002.0000	628 / 229	SLEEPY HOLLOW PARTNERSHIP 741 E WASHINGTON CHARLES TOWN, WV 25414



VICINITY MAP

2000 1000 0 2000 4000
GRAPHIC SCALE
1" = 2000'



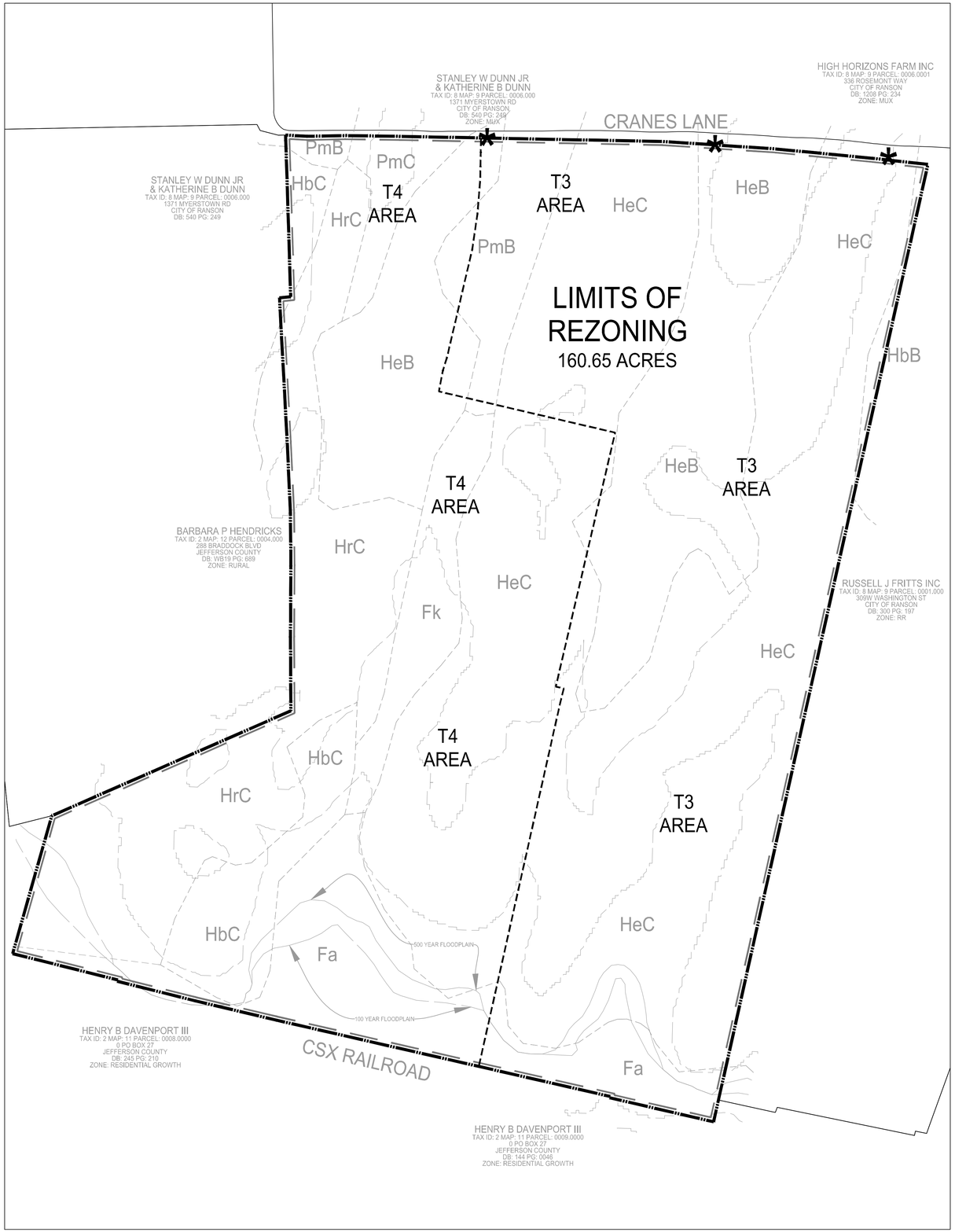
PROJECT NOTES:

1. THE SUBJECT PROPERTY IS LISTED AS TAXING DISTRICT #8 MAP # 9 AND PARCEL # 2.
2. THE SUBJECT PROPERTY IS ZONED RR WITH A GROSS SITE AREA OF 160.65 ACRES.
3. RESIDENTIAL, COMMUNITY, AND CIVIL USES ARE PROPOSED FOR THIS PROPERTY.
4. WATER SERVICE FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD OR WEST VIRGINIA AMERICAN WATER. SANITARY SEWER FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD.
5. ON-SITE STORMWATER AND BEST MANAGEMENT PRACTICES WILL BE PROVIDE TO HANDLE STORMWATER MANAGEMENT FOR THE SUBJECT PROPERTY.
6. THE TOPOGRAPHIC CONTOUR INTERVAL DEPICTED IS 20 FEET, PROVIDED BY USGS.
7. THERE IS 100 YEAR AND 500 YEAR FLOODPLAIN ON SITE AS NOTED ON THE PLAN. FLOODPLAIN DATA OBTAINED FROM FEMA.
8. BOUNDARY INFORMATION IS BASED ON PUBLIC RECORD INFORMATION AND GIS DATA.

EXISTING CONDITIONS:

THE PROPERTY IS LOCATED IN RANSON CORPORATION DISTRICT 8, OF JEFFERSON COUNTY, WEST VIRGINIA. THE PROPERTY IS CURRENTLY USED FOR AGRICULTURE. THE TOTAL AREA OF THE PROPERTY IS 160.65 ACRES AND THE APPLICATION AREA IS 160.65 ACRES. THERE IS FEMA FLOODPLAIN ON THE PROPERTY BUT IT IS LOCATED TO THE SOUTH AND NOT WITHIN THE PROPOSED DEVELOPMENT AREA.

THE SITE IS CURRENTLY RR (RURAL RESERVE). THIS APPLICATION PROPOSED THE 160.65 ACRES TO BE ZONED TO SMART CODE NEW COMMUNITY. SC-NC IS INTENDED TO SUPPORT THE CITY OF RANSON'S VISION FOR THE G3 PREFERRED GROWTH SECTOR. THIS SITE IS A SUPPORTED EXPANSION AREA OF THE 2034 COMPREHENSIVE PLAN AND IS LISTED ON THE FUTURE LAND USE MAP AS SUBURBAN RESIDENTIAL. PER 2034 COMPREHENSIVE PLAN, SUBURBAN RESIDENTIAL IS COMPRISED OF SINGLE-FAMILY HOMES, TOWNHOUSES, AND APARTMENTS. SUBURBAN RESIDENTIAL WILL BE PRIMARILY FOR LIVING SPACES, ENSURING QUIET, SINGLE-USE RESIDENTIAL. THIS APPLICATION INTENDS TO REZONE THIS PARCEL TO A USE APPLICABLE WITH THE 2034 COMPREHENSIVE PLAN GOAL OF SUBURBAN RESIDENTIAL.



LEGEND:

- PROPERTY BOUNDARY
- REZONING AREA
- TRANSECT AREA
- POINTS OF CONNECTION *
- SOIL AREA
- 20' MAJOR CONTOUR

PROPOSED COMMUNITY UNIT TYPE:

VILLAGE (LOW) ITENSITY, SHALL USE THE ALLOCATION PERCENTAGES OF CHAPTER 19A TABLE 3 AS A GUIDELINES.

ACREAGE REQUIREMENTS:

THE VILLAGE SHALL CONSIST OF NO FEWER THAN 40 ACRES AND NO MORE THAN 100 ACRES PER VILLAGE. PROPOSED VILLAGE LOW INTENSITY AREA: 160.65 ACRES (AREA SPLIT BETWEEN TWO TRANSECT DISTRICTS AS SEEN BELOW)

PROPOSED VILLAGE LOW-T4: 79.04 ACRES
MAX DENSITY ALLOWED: 1,897 UNITS
PROPOSED DENSITY: 320 UNITS

PROPOSED VILLAGE LOW-T3: 83.26 ACRES
MAX DENSITY ALLOWED: 583 UNITS
PROPOSED DENSITY: 277 UNITS

TRANSECT DISTRICTS:

THE VILLAGE SHALL INCLUDE TRANSECT DISTRICTS AS ALLOCATED ON TABLE 3.

PARKING REQUIREMENTS:

PER CHAPTER 19A-ARTICLE 5-TABLE 9:
T4: 1.5 per DU
T3: 2 per DU

SOIL INFORMATION

SYMBOL	NAME	SLOPE
Fa	Fairplay silt loam	N/A
Fk	Funkstown silt loam	N/A
HbB	Hagerstown silt loam	3% - 8%
HbC	Hagerstown silt loam	8% -15%
HeB	Hagerstown silt loam, very rocky	3% - 8%
HeC	Hagerstown silt loam, very rocky	8% -15%
HrC	Hagerstown silt loam, Rock Outcrop	8% -15%
PmB	Poplimento silt loam	3% - 8%
PmC	Poplimento silt loam	8% -15%

VIRGINIA STATE GRID NORTH
NAD 83

200 100 0 200 400
GRAPHIC SCALE
1" = 200'

IMEG
9301 Innovation Dr, Suite 150
Manassas, VA 20110 P 703.393.9887
engineering • surveying • land planning

SPRING HILL
REZONING REQUEST
PARCEL # 0800090002000
CITY OF RANSON

MARK	DATE	DESCRIPTION

PROJECT No.: 25000581.00
DRAWING No.: 113958
DATE: 02/03/2025
SCALE:
DESIGN: GB
DRAWN: GB
CHECKED:

SHEET TITLE:

REZONING PLAN

SHEET No.
1

G:\2025\25000581.00\Design\Civil\C3D\Plot\SheetSetFiles\113958 REZONING REQUEST.dwg, 2/3/2025 11:34:41 AM, Garrett D. Brown,

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025- 05 1st Reading of an Ordinance Approving the Annexation of Certain Real Property by Petition Pursuant to West Virginia Code §8-6-4a

Property owners from the Briar Run Community (Phases 1, 2, and 3) have submitted a petition to the City Council during the July 15, 2025 meeting requesting the annexation of an estimated 134 homes into the City of Ranson.

ATTACHMENTS:

Ordinance 2025 - 05 Annexation BR 8192025.docx
Annexation Certificate .docx
368.779 Acre Tract.pdf 8192025.docx
20250807 - WV RANSON - (TRACT 1) ANNEX EXHIBIT.pdf 8192025.pdf
BR Petition .pdf
714.843 Acre Tract.pdf 8192025.docx
20250807 - WV RANSON - (TRACT 2) ANNEX EXHIBIT.pdf 8192025.pdf
20250811 - RANSON WV - (TRACT 1 and 2) ANNEX EXHIBIT.pdf Final #.pdf

Ordinance 2025-05

AN ORDINANCE APPROVING THE ANNEXATION OF CERTAIN REAL PROPERTY BY PETITION PURSUANT TO WEST VIRGINIA CODE §8-6-4a

WHEREAS, the City of Ranson, located in Jefferson County, West Virginia, is authorized under the provisions of West Virginia Code §8-6-4a to annex territory by petition without an election when the county has adopted a comprehensive zoning ordinance that includes urban growth boundaries; and

WHEREAS, Jefferson County has adopted such a zoning ordinance and urban growth boundary, and the territory proposed for annexation lies within the designated Urban Growth Boundary as established in coordination with the County; and

WHEREAS, a petition has been received from more than fifty percent of the freeholders of the area proposed for annexation, requesting that the property be annexed into the corporate limits of the City of Ranson pursuant to the authority of §8-6-4a; and

WHEREAS, the property to be annexed consists of approximately 1,084 acres and includes, but is not limited to, the Briar Run Estates subdivision, as well as additional adjacent properties, all of which are contiguous to the current boundaries of the City of Ranson; and

WHEREAS, the City Council of the City of Ranson finds that the proposed annexation promotes sound municipal growth, is consistent with the City's adopted plans and development policies, and serves the interests of both the City and the property owners within the annexation area;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RANSON that the territory described in the annexation petition, and as further described by metes and bounds and shown on the annexation plat attached hereto and incorporated herein by reference, is hereby annexed into the City of Ranson in accordance with the provisions of West Virginia Code §8-6-4a.

The City Manager is directed to forward this ordinance to the Jefferson County Commission for entry of a confirming order as required by W.Va. Code §8-6-4a(h). This ordinance shall take effect immediately upon adoption and filing in accordance with applicable law.

Ordinance 2025- 05

First Reading: August 19, 2025

Public Hearing: _____

Second Reading: _____

Enacted this ____ day of _____ 2025

Adopted by the City Council of the City of Ranson after a 1st reading on August 19, 2025 and a 2nd reading on _____, by a vote of ____ in the affirmative, ____ in the negative with ____ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

AFFIX CITY SEAL:

_____
Darla Armstrong, City Clerk

CERTIFICATE OF THE CITY OF RANSON, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE §§ 8-6-4 & 8-6-4a MULTIPLE PARCELS OF REAL ESTATE COMPRISING APPROXIMATELY 1,083.966 ACRES, AS FURTHER DESCRIBED HEREIN

Whereas, petitions from freeholders have been submitted requesting annexation of multiple tracts of land into the municipal boundary of the City of Ranson, West Virginia;

Whereas, on July 15, 2025, a majority of the freeholders within the subject territory submitted a petition for annexation, totaling approximately 1,083.966 acres, further identifying and describing the parcels and tracts of land to be incorporated into the City;

Tract 1:

BEING A 369.123 ACRE (16,079,000 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A CALLED 136.81 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21 JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 183.33 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.33 ACRE TRACT DESCRIBED IN A DEED TO REBECCA L. RHOADS RECORDED IN DEED BOOK 1292, PAGE 550 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.89 ACRE TRACT DESCRIBED IN A DEED TO HARRY BARKER AND CASEY BARKER RECORDED IN DEED BOOK 1254, PAGE 677 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.91 ACRE TRACT DESCRIBED IN A DEED TO ADAM MARNOCH AND JENNIFER MARNOCH RECORDED IN DEED BOOK 1229, PAGE 690 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.56 ACRE TRACT DESCRIBED IN A DEED TO STEPHEN WAYNE EBBERTS AND VERONICA CINDY EBBERTS RECORDED IN DEED BOOK 1284, PAGE 475 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.61 ACRE TRACT DESCRIBED IN A DEED TO DONALD E. WALKER, SR. RECORDED IN DEED BOOK 922, PAGE 304 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.66 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. NEWMAN AND BETTY M. NEWMAN RECORDED IN DEED BOOK 305, PAGE 319 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.CALLED 66 ACRE TRACT DESCRIBED IN A DEED TO HAROLD E.STEWERT AND CAROLYN L. STEWART RECORDED IN DEED BOOK 271, PAGE 294 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.70 ACRE TRACT DESCRIBED IN A DEED TO SHERRY K. DONOVAN AND DEVIN DONOVAN RECORDED IN DEED BOOK 1236, PAGE 132 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.65 ACRE TRACT DESCRIBED IN A DEED TO SHANE D. TITUS RECORDED IN DEED BOOK 1212, PAGE 369 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A FORWARD PORTION OF LOT NO. 2 DESCRIBED IN A DEED TO MARY K. CARPER AND SUSAN M. SECHRIST IN DEED BOOK 1138, PAGE 375 JEFFERSON COUNTY, WEST
VIRGINIA;

ALL OF A CALLED 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT A, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO GARRETT GRANTHAM AND BROOKE GRANTHAM RECORDED IN DEED BOOK 1313, PAGE 9 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT B, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO JENNIFER E. GAGEBY RECORDED IN DEED BOOK 1140, PAGE 314 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT C, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO DONALD E. KODAK RECORDED IN DEED BOOK 729, PAGE 1 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 1.217 ACRE TRACT, KNOWN AS LOT 1, CONVEYANCE PARCEL, DESCRIBED IN A DEED TO JAMES W. DUNN, RECORDED IN DEED BOOK 1097,

PAGE 95, AND DESCRIBED IN A PLAT RECORDED IN PLAT BOOK 15, PAGE 10 BOTH OF JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 3.239 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO DANIEL L. GILLEY SR., SADIE GILLEY, AND JAMES E. GILLEY RECORDED IN DEED BOOK 1256, PAGE 473, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 4.00 ACRE TRACT DESCRIBED IN A DEED TO LARRY W. WILT AND MARTHA J. WILT RECORDED IN DEED BOOK 646, PAGE 706 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1E, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO ROBERT W. POWERS AND LINDA P. POWERS RECORDED IN DEED BOOK 1260, PAGE 27 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1D, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO SHARLEEN SCHMELTZ RECORDED IN DEED BOOK 1245, PAGE 14 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A PORTION OF LOT 1B AND LOT 1C, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO EDGAR R. RIDGEWAY AND MARY L. RIDGEWAY RECORDED IN DEED BOOK 206, PAGE 487 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1A AND A PORTION OF LOT 1B, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO JUSTIN M. FRANCIS AND MELISSA FRANCIS RECORDED IN DEED BOOK 1161, PAGE 379 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 9.92 ACRE TRACT DESCRIBED IN A DEED TO JOSE P. SARAVIA GUTIERREZ RECORDED IN DEED BOOK 1269, PAGE 272 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 1.08 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO DAWN L. IMBACH RECORDED IN WILL BOOK 27, PAGE 145 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A DEED TO MINNESOTA MINING AND MANUFACTURING RECORDED IN DEED BOOK 863, PAGE 93 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.94 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. LLYOD AND EUNICE C. LLOYD RECORDED IN DEED BOOK 375, PAGE 138 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.65 ACRE TRACT DESCRIBED IN A DEED TO LUTHER J. JR. AND DONNA M. COULTER RECORDED IN DEED BOOK 298, PAGE 285 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.30 ACRE TRACT DESCRIBED IN A DEED TO LUTHER JAMES COULTOR JR., AND DONNA M. COULTER RECORDED IN DEED BOOK 319, PAGE 269 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.93 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 71 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.30 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 71 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.46 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT AND CHERYL J. WILT RECORDED IN DEED BOOK 1043, PAGE 648 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.48 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT AND CHERYL J. WILT RECORDED IN DEED BOOK 1081, PAGE 298 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.45 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT RECORDED IN DEED BOOK 403, PAGE 696 JEFFERSON COUNTY, WEST VIRGINIA;
ALL OF A CALLED 0.05 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.79 ACRE TRACT DESCRIBED IN A DEED TO ROBERT M. SMITH AND DOROTHY E. SMITH RECORDED IN DEED BOOK 299, PAGE 563 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 5.96 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619 JEFFERSON COUNTY, WEST VIRGINIA;
ALL OF A 0.243 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO NORFOLK SOUTHERN RAILWAY COMPANY RECORDED IN DEED BOOK 1133, PAGE 398 JEFFERSON COUNTY, WEST VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT FOR THE SOUTHWEST INTERSECTION OF THE SOUTH LINE OF SHENANDOAH JUNCTION ROAD, AND THE WEST LINE OF

NORFOLK AND WESTERN RAILROAD, FOR THE NORTHEAST CORNER OF SAID 136.81 ACRES TRACT AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE EAST LINES OF SAID 136.81 ACRES, SAID 183.33 ACRES, SAID 9.92 ACRES TRACT, SAID 0.243 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. SOUTH 11°28'34" WEST, A DISTANCE OF 375.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 09°56'54" WEST, A DISTANCE OF 287.19 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 09°21'05" WEST, A DISTANCE OF 211.06 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
4. NORTH 79°12'04" WEST, A DISTANCE OF 98.34 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 09°21'50" WEST, A DISTANCE OF 346.78 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 76°08'24" EAST, A DISTANCE OF 55.72 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 09°17'31" WEST, A DISTANCE OF 1229.65 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 80°42'29" EAST, A DISTANCE OF 15.50 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
9. SOUTH 08°58'07" WEST, A DISTANCE OF 111.23 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. SOUTH 08°58'07" WEST, A DISTANCE OF 88.90 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
11. SOUTH 75°26'47" EAST, A DISTANCE OF 27.85 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
12. SOUTH 09°08'41" WEST, A DISTANCE OF 669.08 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
13. SOUTH 11°08'38" WEST, A DISTANCE OF 1341.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. SOUTH 23°25'41" WEST, A DISTANCE OF 1281.78 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
15. NORTH 66°34'19" WEST, A DISTANCE OF 35.50 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
16. SOUTH 23°27'23" WEST, A DISTANCE OF 1308.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. SOUTH 15°45'58" WEST, A DISTANCE OF 470.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

18. SOUTH 21°55'49" WEST, A DISTANCE OF 297.92 FEET TO A POINT FOR THE SOUTHEAST CORNER OF SAID 0.243 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 83°51'00" WEST DEPARTING THE WEST LINE OF SAID NORFOLK AND WESTERN RAILROAD, AND ALONG THE SOUTH LINE OF SAID 0.243 ACRES TRACT, SAID 5.96 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT, A DISTANCE OF 1013.37 FEET TO A POINT IN THE EAST LINE OF CHARLES TOWN ROAD, FOR THE SOUTHWEST CORNER OF SAID 5.96 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID CHARLES TOWN ROAD, THE WEST LINE OF SAID 5.96 ACRES TRACT, SAID 0.79 ACRES TRACT, SAID 0.46 ACRES TRACT, SAID 0.93 ACRES TRACT, SAID 0.65 ACRES TRACT, SAID 0.94 ACRES TRACT, SAID 1.08 ACRES TRACT, SAID 9.92 ACRES TRACT, SAID LOT 1A AND PORTION OF LOT 1B, SAID PORTION OF LOT 1B AND LOT 1C, SAID LOT D, SAID LOT 1E, SAID 4.00 ACRES TRACT, SAID 1.217 ACRES TRACT, SAID KODAK LOT C, SAID GAGEBY LOT B, SAID GRANTHAM LOT A, SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. NORTH 04°47'41" EAST, A DISTANCE OF 73.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 33°45'02" WEST, A DISTANCE OF 82.24 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 04°54'35" EAST, A DISTANCE OF 50.53 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 03°09'05" EAST, A DISTANCE OF 144.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 04°08'05" EAST, A DISTANCE OF 60.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 00°33'18" EAST, A DISTANCE OF 125.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 06°33'18" EAST, A DISTANCE OF 180.02 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 06°18'39" EAST, A DISTANCE OF 111.98 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 07°19'45" EAST, A DISTANCE OF 205.44 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. NORTH 04°48'57" EAST, A DISTANCE OF 58.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 04°52'05" EAST, A DISTANCE OF 277.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
12. NORTH 04°23'57" EAST, A DISTANCE OF 303.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

13. NORTH 06°29'05" EAST, A DISTANCE OF 151.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. NORTH 06°29'09" EAST, A DISTANCE OF 151.61 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
15. NORTH 06°46'57" EAST, A DISTANCE OF 121.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
16. NORTH 06°42'45" EAST, A DISTANCE OF 117.70 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. NORTH 06°46'57" EAST, A DISTANCE OF 61.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
18. NORTH 06°18'05" EAST, A DISTANCE OF 224.60 FEET TO A POINT FOR AN EXTERIOR CORNER OF SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING SAID CHARLES TOWN ROAD, AND ALONG THE SOUTH, WEST, AND NORTH LINES OF SAID 183.33 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. SOUTH 70°54'47" EAST, A DISTANCE OF 506.75 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
2. NORTH 19°05'13" EAST, A DISTANCE OF 100.00 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HERIEN DESCRIBED TRACT;
3. SOUTH 70°54'47" EAST, A DISTANCE OF 125.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°05'13" EAST, A DISTANCE OF 146.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
5. NORTH 70°54'47" WEST, A DISTANCE OF 687.58 FEET TO A POINT IN THE EAST LINE OF SAID CHARLES TOWN ROAD, FOR AN EXTERIOR CORNER OF SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID CHARLES TOWN ROAD, SAID 183.33 ACRES TRACT, SAID 136.81 ACRES TRACT, SAID ROUTE 9 LLC 0.50 ACRES TRACT, SAID SECHRIST FORWARD PORTION OF LOT 2, SAID 0.65 ACRES TRACT, SAID 0.70 ACRES TRACT, SAID STEWART 0.66 ACRES TRACT, SAID NEWMAN 0.66 ACRES TRACT, SAID 0.61 ACRES TRACT, SAID 0.56 ACRES TRACT, SAID 0.91 ACRES TRACT, SAID 0.89 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 02°11'38" EAST, A DISTANCE OF 233.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 03°25'40" WEST, A DISTANCE OF 193.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. NORTH 10°44'47" WEST, A DISTANCE OF 816.76 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 01°50'27" WEST, A DISTANCE OF 195.43 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;
5. NORTH 06°50'04" EAST, A DISTANCE OF 1238.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 06°50'07" EAST, A DISTANCE OF 474.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 07°05'07" EAST, A DISTANCE OF 773.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 08°16'09" EAST, A DISTANCE OF 111.96 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 08°01'55" EAST, A DISTANCE OF 133.95 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. NORTH 09°38'44" EAST, A DISTANCE OF 200.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 08°30'07" EAST, A DISTANCE OF 204.83 FEET TO A POINT FOR THE NORTHWEST CORNER OF SAID 0.89 ACRES TRACT, AND AN EXTERIOR CORNER OF THE HERIEN DESCRIBED TRACT

THENCE, DEPARTING THE EAST LINE OF SAID CHARLES TOWN ROAD, AND ALONG THE NORTH AND WEST LINES OF SAID 0.89 ACRES TRACT, SAID 136.81 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. SOUTH 84°05'53" EAST, A DISTANCE OF 220.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 85°47'30" EAST, A DISTANCE OF 117.65 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
3. NORTH 07°51'17" EAST, A DISTANCE OF 528.19 FEET TO A POINT IN THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID 136.81 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF SAID 136.81 ACRES TRACT, SAID 0.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT FOR THE FOLLOWING EIGHT (8) COURSES AND DISTANCES:

1. SOUTH 82°52'04" EAST, A DISTANCE OF 271.41 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 83°42'12" EAST, A DISTANCE OF 145.49 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 63°36'34" EAST, A DISTANCE OF 89.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 83°54'47" EAST, A DISTANCE OF 424.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 79°59'09" EAST, A DISTANCE OF 217.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 83°04'39" EAST, A DISTANCE OF 323.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 85°03'37" EAST, A DISTANCE OF 100.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 84°23'11" EAST, A DISTANCE OF 715.49 FEET TO THE POINT OF BEGINNING, AND CONTAINING 16,079,000 SQUARE FEET OR 369.123 ACRES OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

Tract 2:

BEING A 714.843 ACRE (31,138,576 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A CALLED 109.83 ACRE TRACT DESCRIBED IN A DEED TO C LOCKE WYSONG FARM, LLC RECORDED IN DEED BOOK 1082, PAGE 671, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 156.73 ACRE TRACT, KNOWN AS TRACT B, DESCRIBED IN A DEED TO SCOTT W. DANIEL AND FRANCIS W. DANIEL III RECORDED IN DEED BOOK 1142, PAGE 445 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 10.47 ACRE TRACT, KNOWN AS TRACT C, DESCRIBED IN A DEED OF QUIT CLAIM AND EXCHANGE BETWEEN FRANCIS W. DANIEL, Jr. AND JILL N. DANILE, AND ALICE DANIEL SEAL RECORDED IN DEED BOOK 425, PAGE 19 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.01 ACRE TRACT DESCRIBED IN A DEED TO ELIZABETH ANN DANIEL RECORDED IN DEED BOOK 961, PAGE 153 JEFFERSON COUNTY, TEXAS;

ALL OF A CALLED 34.00 ACRE TRACT, KNOWN AS PARCEL 4, DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, TEXAS;

ALL OF A CALLED 119.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.00 ACRE TRACT DESCRIBED IN A DEED TO JONATHAN A. BROUGHMAN AND ARIANA BROUGHMAN RECORDED IN DEED BOOK 1242, PAGE 549 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 5.35 ACRE TRACT DESCRIBED IN A DEED TO EARL FILLINGER RECORDED IN DEED BOOK 1183, PAGE 240 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 39.30 ACRE TRACT, KNOWN AS PARCEL THREE DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 82.00 ACRES TRACT, KNOWN AS FIRST PARCEL, AND PARCEL ONE AND TWO, DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 93.46 ACRES TRACT DESCRIBED IN A DEED TO ANGUS W. McDONALD, RECORDED IN DEED BOOK 1131, PAGE 629 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ LEWIS AND VIVIAN HU LEWIS RECORDED IN DEED BOOK 1271, PAGE 52 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE ONE RECORDED IN PLAT BOOK 14, PAGE 75 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 17, PAGE 50 JEFFERSON COUNT, WEST VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WEST LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 73°01'57" WEST DEPARTING THE WEST LINE OF SAID FLOWING SPRINGS ROAD, AND ALONG THE SOUTH LINE OF SAID BRIAR RUN ESTATES PHASE THREE, A DISTANCE OF 833.16 FEET TO A POINT FOR THE SOUTHWEST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID BRIAR RUN ESTATES PHASE THREE, PHASE TWO, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID 82.00 ACRES TRACT, FOR THE NORTHWEST CORNER OF SAID PHASE TWO, AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID 82.00 ACRES TRACT, SAID 93.46 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 74°03'21" WEST, A DISTANCE OF 2666.77 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 71°47'20" WEST, A DISTANCE OF 941.19 FEET TO A POINT IN THE NORTHEAST LINE OF WEST VIRGINIA ROUTE 9, FOR THE SOUTHWEST CORNER OF SAID 93.46 ACRES TRACT, AND AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 14°21'23" WEST ALONG THE NORTHEAST LINE OF SAID WEST VIRGINIA ROUTE 9, A DISTANCE OF 739.29 FEET TO A POINT IN THE EAST LINE OF NORFOLK AND WESTERN RAILROAD, FOR AN EXTERIOR CORNER OF SAID 93.46 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE WEST LINE OF THE SAID 93.46 ACRES, SAID 156.73 ACRES, SAID 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 24°16'43" EAST, A DISTANCE OF 2669.46 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 24°17'22" EAST, A DISTANCE OF 2666.61 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;
3. IN A NORTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF NORTH 19°01'35" EAST, A DISTANCE OF 531.62 FEET, HAVING A RADIUS OF 2897.83 FEET, A CENTRAL ANGLE OF 10°31'34", AND AN ARC LENGTH OF 532.37 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;
4. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE LEFT, A CHORD NORTH 12°00'54" EAST, A DISTANCE OF 185.00 FEET, HAVING A RADIUS OF 2717.68 FEET, A CENTRAL ANGLE OF 03°54'04", AND AN ARC LENGTH OF 185.04 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;
5. NORTH 10°07'30" EAST, A DISTANCE OF 1247.50 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 79°52'30" EAST, A DISTANCE OF 67.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

7. NORTH 10°07'30" EAST, A DISTANCE OF 870.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
8. NORTH 79°52'30" WEST, A DISTANCE OF 67.00 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
9. NORTH 10°07'30" EAST, A DISTANCE OF 1181.50 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE RIGHT OF THE HEREIN DESCRIBED TRACT;
10. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE RIGHT, A CHORD NORTH 13°30'57" EAST, A DISTANCE OF 458.33 FEET, HAVING A RADIUS OF 11426.30 FEET, A CENTRAL ANGLE OF 02°17'54", AND AN ARC LENGTH OF 458.36 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;
11. NORTH 09°24'38" EAST, A DISTANCE OF 387.73 FEET TO A POINT IN THE SOUTH LINE OF SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID 109.83 ACRES, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 82°50'37" EAST ALONG THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF SAID 109.83 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT, A DISTANCE OF 970.01 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE INTERSECTION OF THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD AND THE WEST LINE OF DANIEL ROAD, FOR THE NORTHEAST CORNER OF SAID 109.83 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID DANIEL ROAD, THE EAST LINE OF SAID 109.83 ACRES TRACT, SAID 156.73 ACRES TRACT, SAID 10.47 ACRE TRACT, SAID 34.00 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. SOUTH 07°00'00" WEST, A DISTANCE OF 1266.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 06°22'30" WEST, A DISTANCE OF 992.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 06°09'00" WEST, A DISTANCE OF 763.71 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 06°22'18" WEST, A DISTANCE OF 516.86 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 06°35'38" WEST, A DISTANCE OF 775.03 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 06°35'38" WEST, A DISTANCE OF 42.58 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 07°52'23" WEST, A DISTANCE OF 775.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 07°52'23" WEST, A DISTANCE OF 157.30 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;
9. IN A SOUTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 03°45'04" EAST, A DISTANCE OF 97.95 FEET, HAVING A RADIUS OF 243.06 FEET, A CENTRAL ANGLE OF 23°14'54", AND AN ARC LENGTH OF 98.62 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;
10. SOUTH 15°22'30" EAST, A DISTANCE OF 235.45 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. SOUTH 22°27'30" EAST, A DISTANCE OF 303.76 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;
12. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 29°29'47" EAST, A DISTANCE OF 81.36 FEET, HAVING A RADIUS OF 332.00 FEET, A CENTRAL ANGLE OF 14°04'34", AND AN ARC LENGTH OF 81.56 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;
13. SOUTH 36°52'30" EAST, A DISTANCE OF 284.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. SOUTH 50°42'55" EAST, A DISTANCE OF 314.19 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE RIGHT OF THE HEREIN DESCRIBED TRACT;
15. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE RIGHT, A CHORD OF SOUTH 38°16'01" EAST, A DISTANCE OF 97.65 FEET, HAVING A RADIUS OF 226.49 FEET, A CENTRAL ANGLE OF 24°53'48", AND AN ARC LENGTH OF 98.42 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;
16. SOUTH 25°48'30" EAST, A DISTANCE OF 440.94 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;

17. SOUTH 28°44'56" EAST, A DISTANCE OF 604.49 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;
18. SOUTH 30°55'25" EAST, A DISTANCE OF 1525.00 FEET TO A POINT IN THE SOUTHWEST INTERSECTION OF SAID FLOWING SPRINGS ROAD AND SAID DANIEL ROAD FOR AN EXTERIOR CORNER OF SAID 34.00 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID FLOWING SPRINGS ROAD, THE EAST LINES OF SAID BROUGHMAN 2.00 ACRE TRACT, SAID 119.00 ACRES TRACT, SAID 39.30 ACRES TRACT, SAID 82.00 ACRES TRACT, SAID BRIAR RUN ESTATES PHASE ONE, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1. SOUTH 15°57'07" WEST, A DISTANCE OF 215.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 15°56'39" WEST, A DISTANCE OF 1313.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 15°56'39" WEST, A DISTANCE OF 1448.72 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 15°56'19" WEST, A DISTANCE OF 627.97 FEET TO A POINT FOR AN EXTERIOR OF SAID BRIAR RUN ESTATES PHASE ONE, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE WEST LINE OF SAID FLOWING SPRINGS ROAD AND ALONG A SOUTH, EAST, AND NORTH LINE OF SAID BRIAR RUN ESTATES PHASE ONE AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST LINE OF SAID FLOWING SPRINGS ROAD, FOR AN EXTERIOR CORNER OF SAID PHASE ONE

AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID FLOWING SPRING ROAD, THE EAST LINE OF SAID 2.28 ACRES TRACT, SAID BRIAR RUN ESTATES PHASE ONE AND PHASE THREE, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING SEVEN (7) COURSES AND DISTANCES:

1. SOUTH 15°56'19" WEST, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 31,138,576 SQUARE FEET OR 714.843 ACRES OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

Whereas, West Virginia Code §8-6-4a authorizes municipalities within counties adopting zoning and urban growth boundaries to annex property by petition without election when the property lies wholly within the designated urban growth boundary;

Whereas, the described parcels are wholly located within the City of Ranson's designated Urban Growth Zone;

Whereas, the City Council of the City of Ranson has reviewed and verified the petitions and, by Ordinance 2025-05, has provided for annexation of the described property;

Whereas, annexation of these lands into the City of Ranson is consistent with the City's comprehensive plan and promotes orderly growth in coordination with adjacent development;

NOW, THEREFORE, this Certificate certifies that: (i) the representations set forth herein are true and accurate to the best knowledge, information, and belief of the City; (ii) all of the applicable requirements of West Virginia Code §§ 8-6-3, 8-6-4, and 8-6-4a have been met with regard to the Petitions; (iii) the Petitions are sufficient in every respect; (iv) the Council of the City has by Ordinance 2025-05 provided for annexation of described parcels; and (v) a copy of this Certificate, together with a copy of said Ordinance, has been filed with the records of the City;

AND FURTHER, as required by Code §§ 8-6-3 and 8-6-4, this Certificate is hereby filed with the Jefferson County Commission for entry of an Order as required pursuant to West Virginia Code §§ 8-6-4(g) and 8-6-4a(h).

WHEREFORE, the City of Ranson prays that the County Commission of Jefferson County, West Virginia, enter an Order reflecting the annexation and modification to the corporate limits of the City by addition thereto of the described parcels and ordering that such annexation by the City be approved and confirmed.

Dated this ___ day of _____ 2025

CITY OF RANSON, WEST VIRGINIA MUNICIPAL CORPORATION

Kenneth Suits, Mayor

ATTEST:

Darla Armstrong, City Clerk

PROPERTY DESCRIPTION- Annexation Petition, Tract 1, Metes & Bounds

BEING A 369.123 ACRE (16,079,000 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A CALLED 136.81 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21 JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 183.33 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.33 ACRE TRACT DESCRIBED IN A DEED TO REBECCA L. RHOADS RECORDED IN DEED BOOK 1292, PAGE 550 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.89 ACRE TRACT DESCRIBED IN A DEED TO HARRY BARKER AND CASEY BARKER RECORDED IN DEED BOOK 1254, PAGE 677 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.91 ACRE TRACT DESCRIBED IN A DEED TO ADAM MARNOCH AND JENNIFER MARNOCH RECORDED IN DEED BOOK 1229, PAGE 690 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.56 ACRE TRACT DESCRIBED IN A DEED TO STEPHEN WAYNE EBBERTS AND VERONICA CINDY EBBERTS RECORDED IN DEED BOOK 1284, PAGE 475 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.61 ACRE TRACT DESCRIBED IN A DEED TO DONALD E. WALKER, SR. RECORDED IN DEED BOOK 922, PAGE 304 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.66 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. NEWMAN AND BETTY M. NEWMAN RECORDED IN DEED BOOK 305, PAGE 319 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.CALLED 66 ACRE TRACT DESCRIBED IN A DEED TO HAROLD E.STEWERT AND CAROLYN L. STEWART RECORDED IN DEED BOOK 271, PAGE 294 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.70 ACRE TRACT DESCRIBED IN A DEED TO SHERRY K. DONOVAN AND DEVIN DONOVAN RECORDED IN DEED BOOK 1236, PAGE 132 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.65 ACRE TRACT DESCRIBED IN A DEED TO SHANE D. TITUS RECORDED IN DEED BOOK 1212, PAGE 369 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A FORWARD PORTION OF LOT NO. 2 DESCRIBED IN A DEED TO MARY K. CARPER AND SUSAN M. SECHRIST IN DEED BOOK 1138, PAGE 375 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT A, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO GARRETT GRANTHAM AND BROOKE GRANTHAM RECORDED IN DEED BOOK 1313, PAGE 9 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT B, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO JENNIFER E. GAGEBY RECORDED IN DEED BOOK 1140, PAGE 314 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT C, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO DONALD E. KODAK RECORDED IN DEED BOOK 729, PAGE 1 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 1.217 ACRE TRACT, KNOWN AS LOT 1, CONVEYANCE PARCEL, DESCRIBED IN A DEED TO JAMES W. DUNN, RECORDED IN DEED BOOK 1097, PAGE 95, AND DESCRIBED IN A PLAT RECORDED IN PLAT BOOK 15, PAGE 10 BOTH OF JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 3.239 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO DANIEL L. GILLEY SR., SADIE GILLEY, AND JAMES E. GILLEY RECORDED IN DEED BOOK 1256, PAGE 473, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 4.00 ACRE TRACT DESCRIBED IN A DEED TO LARRY W. WILT AND MARTHA J. WILT RECORDED IN DEED BOOK 646, PAGE 706 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1E, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO ROBERT W. POWERS AND LINDA P. POWERS RECORDED IN DEED BOOK 1260, PAGE 27 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1D, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO SHARLEEN SCHMELTZ RECORDED IN DEED BOOK 1245, PAGE 14 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A PORTION OF LOT 1B AND LOT 1C, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO EDGAR R. RIDGEWAY AND MARY L. RIDGEWAY RECORDED IN DEED BOOK 206, PAGE 487 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1A AND A PORTION OF LOT 1B, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO JUSTIN M. FRANCIS AND MELISSA FRANCIS RECORDED IN DEED BOOK 1161, PAGE 379 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 9.92 ACRE TRACT DESCRIBED IN A DEED TO JOSE P. SARAVIA GUTIERREZ RECORDED IN DEED BOOK 1269, PAGE 272 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 1.08 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO DAWN L. IMBACH RECORDED IN WILL BOOK 27, PAGE 145 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A DEED TO MINNESOTA MINING AND MANUFACTURING RECORDED IN DEED BOOK 863, PAGE 93 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.94 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. LLYOD AND EUNICE C. LLOYD RECORDED IN DEED BOOK 375, PAGE 138 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.65 ACRE TRACT DESCRIBED IN A DEED TO LUTHER J. JR. AND DONNA M. COULTER RECORDED IN DEED BOOK 298, PAGE 285 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.30 ACRE TRACT DESCRIBED IN A DEED TO LUTHER JAMES COULTOR JR., AND DONNA M. COULTER RECORDED IN DEED BOOK 319, PAGE 269 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.93 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 71 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.30 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 71 JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.46 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT AND CHERYL J. WILT RECORDED IN DEED BOOK 1043, PAGE 648 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.48 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT AND CHERYL J. WILT RECORDED IN DEED BOOK 1081, PAGE 298 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.45 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT RECORDED IN DEED BOOK 403, PAGE 696 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.05 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 0.79 ACRE TRACT DESCRIBED IN A DEED TO ROBERT M. SMITH AND DOROTHY E. SMITH RECORDED IN DEED BOOK 299, PAGE 563 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 5.96 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.243 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO NORFOLK SOUTHERN RAILWAY COMPANY RECORDED IN DEED BOOK 1133, PAGE 398 JEFFERSON COUNTY, WEST VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT FOR THE SOUTHWEST INTERSECTION OF THE SOUTH LINE OF SHENANDOAH JUNCTION ROAD, AND THE WEST LINE OF NORFOLK AND WESTERN RAILROAD, FOR THE NORTHEAST CORNER OF SAID 136.81 ACRES TRACT AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE EAST LINES OF SAID 136.81 ACRES, SAID 183.33 ACRES, SAID 9.92 ACRES TRACT, SAID 0.243 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. SOUTH 11°28'34" WEST, A DISTANCE OF 375.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. SOUTH 09°56'54" WEST, A DISTANCE OF 287.19 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. SOUTH 09°21'05" WEST, A DISTANCE OF 211.06 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

4. NORTH 79°12'04" WEST, A DISTANCE OF 98.34 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

5. SOUTH 09°21'50" WEST, A DISTANCE OF 346.78 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

6. SOUTH 76°08'24" EAST, A DISTANCE OF 55.72 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

7. SOUTH 09°17'31" WEST, A DISTANCE OF 1229.65 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

8. SOUTH 80°42'29" EAST, A DISTANCE OF 15.50 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

9. SOUTH 08°58'07" WEST, A DISTANCE OF 111.23 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

10. SOUTH 08°58'07" WEST, A DISTANCE OF 88.90 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

11. SOUTH 75°26'47" EAST, A DISTANCE OF 27.85 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

12. SOUTH 09°08'41" WEST, A DISTANCE OF 669.08 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

13. SOUTH 11°08'38" WEST, A DISTANCE OF 1341.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

14. SOUTH 23°25'41" WEST, A DISTANCE OF 1281.78 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

15. NORTH 66°34'19" WEST, A DISTANCE OF 35.50 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

16. SOUTH 23°27'23" WEST, A DISTANCE OF 1308.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

17. SOUTH 15°45'58" WEST, A DISTANCE OF 470.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

18. SOUTH 21°55'49" WEST, A DISTANCE OF 297.92 FEET TO A POINT FOR THE SOUTHEAST CORNER OF SAID 0.243 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 83°51'00" WEST DEPARTING THE WEST LINE OF SAID NORFOLK AND WESTERN RAILROAD, AND ALONG THE SOUTH LINE OF SAID 0.243 ACRES TRACT, SAID 5.96 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT, A DISTANCE OF 1013.37 FEET TO A POINT IN THE EAST LINE OF CHARLES TOWN ROAD, FOR THE SOUTHWEST CORNER OF SAID 5.96 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID CHARLES TOWN ROAD, THE WEST LINE OF SAID 5.96 ACRES TRACT, SAID 0.79 ACRES TRACT, SAID 0.46 ACRES TRACT, SAID 0.93 ACRES TRACT, SAID 0.65 ACRES TRACT, SAID 0.94 ACRES TRACT, SAID 1.08 ACRES TRACT, SAID 9.92 ACRES TRACT, SAID LOT 1A AND PORTION OF LOT 1B, SAID PORTION OF LOT 1B AND LOT 1C, SAID LOT D, SAID LOT 1E, SAID 4.00 ACRES TRACT, SAID 1.217 ACRES TRACT, SAID KODAK LOT C, SAID GAGEBY LOT B, SAID GRANTHAM LOT A, SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. NORTH 04°47'41" EAST, A DISTANCE OF 73.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 33°45'02" WEST, A DISTANCE OF 82.24 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. NORTH 04°54'35" EAST, A DISTANCE OF 50.53 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. NORTH 03°09'05" EAST, A DISTANCE OF 144.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

5. NORTH 04°08'05" EAST, A DISTANCE OF 60.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. NORTH 00°33'18" EAST, A DISTANCE OF 125.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. NORTH 06°33'18" EAST, A DISTANCE OF 180.02 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

8. NORTH 06°18'39" EAST, A DISTANCE OF 111.98 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

9. NORTH 07°19'45" EAST, A DISTANCE OF 205.44 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

10. NORTH 04°48'57" EAST, A DISTANCE OF 58.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

11. NORTH 04°52'05" EAST, A DISTANCE OF 277.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

12. NORTH 04°23'57" EAST, A DISTANCE OF 303.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

13. NORTH 06°29'05" EAST, A DISTANCE OF 151.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

14. NORTH 06°29'09" EAST, A DISTANCE OF 151.61 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

15. NORTH 06°46'57" EAST, A DISTANCE OF 121.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

16. NORTH 06°42'45" EAST, A DISTANCE OF 117.70 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

17. NORTH 06°46'57" EAST, A DISTANCE OF 61.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

18. NORTH 06°18'05" EAST, A DISTANCE OF 224.60 FEET TO A POINT FOR AN EXTERIOR CORNER OF SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING SAID CHARLES TOWN ROAD, AND ALONG THE SOUTH, WEST, AND NORTH LINES OF SAID 183.33 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. SOUTH 70°54'47" EAST, A DISTANCE OF 506.75 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

2. NORTH 19°05'13" EAST, A DISTANCE OF 100.00 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HERIEN DESCRIBED TRACT;

3. SOUTH 70°54'47" EAST, A DISTANCE OF 125.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

4. NORTH 19°05'13" EAST, A DISTANCE OF 146.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

5. NORTH 70°54'47" WEST, A DISTANCE OF 687.58 FEET TO A POINT IN THE EAST LINE OF SAID CHARLES TOWN ROAD, FOR AN EXTERIOR CORNER OF SAID 183.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID CHARLES TOWN ROAD, SAID 183.33 ACRES TRACT, SAID 136.81 ACRES TRACT, SAID ROUTE 9 LLC 0.50 ACRES TRACT, SAID SECHRIST FORWARD PORTION OF LOT 2, SAID 0.65 ACRES TRACT, SAID 0.70 ACRES TRACT, SAID STEWART 0.66 ACRES TRACT, SAID NEWMAN 0.66 ACRES TRACT, SAID 0.61 ACRES TRACT, SAID 0.56 ACRES TRACT, SAID 0.91 ACRES TRACT, SAID 0.89 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 02°11'38" EAST, A DISTANCE OF 233.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 03°25'40" WEST, A DISTANCE OF 193.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. NORTH 10°44'47" WEST, A DISTANCE OF 816.76 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. NORTH 01°50'27" WEST, A DISTANCE OF 195.43 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;

5. NORTH 06°50'04" EAST, A DISTANCE OF 1238.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. NORTH 06°50'07" EAST, A DISTANCE OF 474.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. NORTH 07°05'07" EAST, A DISTANCE OF 773.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

8. NORTH 08°16'09" EAST, A DISTANCE OF 111.96 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

9. NORTH 08°01'55" EAST, A DISTANCE OF 133.95 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

10. NORTH 09°38'44" EAST, A DISTANCE OF 200.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

11. NORTH 08°30'07" EAST, A DISTANCE OF 204.83 FEET TO A POINT FOR THE NORTHWEST CORNER OF SAID 0.89 ACRES TRACT, AND AN EXTERIOR CORNER OF THE HERIEN DESCRIBED TRACT

THENCE, DEPARTING THE EAST LINE OF SAID CHARLES TOWN ROAD, AND ALONG THE NORTH AND WEST LINES OF SAID 0.89 ACRES TRACT, SAID 136.81 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. SOUTH 84°05'53" EAST, A DISTANCE OF 220.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. SOUTH 85°47'30" EAST, A DISTANCE OF 117.65 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

3. NORTH 07°51'17" EAST, A DISTANCE OF 528.19 FEET TO A POINT IN THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID 136.81 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF SAID 136.81 ACRES TRACT, SAID 0.33 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT FOR THE FOLLOWING EIGHT (8) COURSES AND DISTANCES:

1. SOUTH 82°52'04" EAST, A DISTANCE OF 271.41 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 83°42'12" EAST, A DISTANCE OF 145.49 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. NORTH 63°36'34" EAST, A DISTANCE OF 89.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 83°54'47" EAST, A DISTANCE OF 424.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

5. SOUTH 79°59'09" EAST, A DISTANCE OF 217.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. SOUTH 83°04'39" EAST, A DISTANCE OF 323.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. SOUTH 85°03'37" EAST, A DISTANCE OF 100.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

8. SOUTH 84°23'11" EAST, A DISTANCE OF 715.49 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 16,079,000 SQUARE FEET OR 369.123 ACRES OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

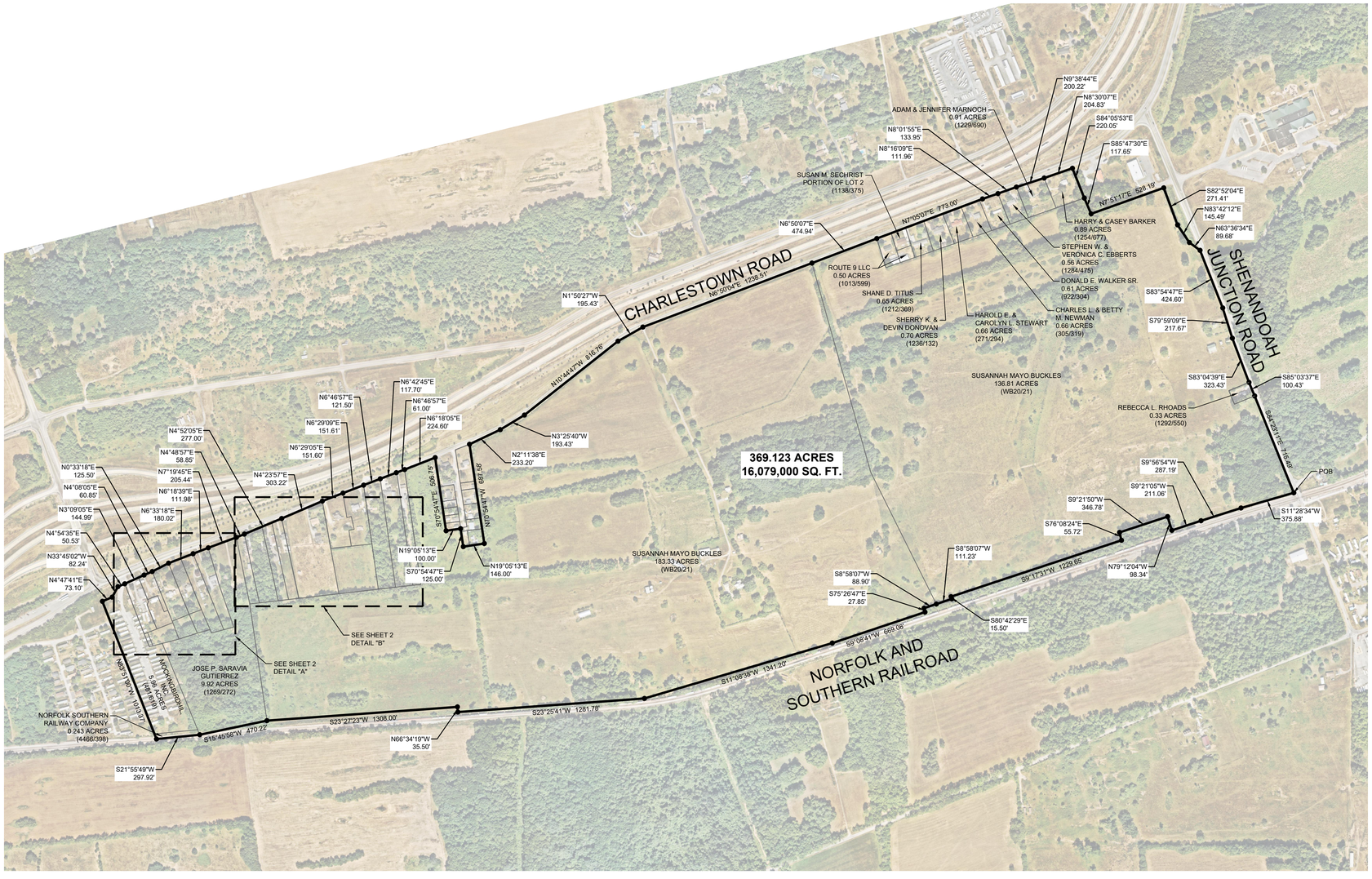
GRAPHIC SCALE IN FEET

400 0 200 400 800

1" = 400' @ 24X36

GENERAL NOTES:

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83)



PARCEL COUNT	
PARCEL #	OWNER INFORMATION
1	SUSANNAH MAYO BUCKLES 136.81 ACRES (WB20/21)
2	SUSANNAH MAYO BUCKLES 183.33 ACRES (WB20/21)
3	REBECCA L. RHOADS 0.33 ACRES (1292/550)
4	HARRY AND CASEY BARKER 0.89 ACRES (1254/677)
5	ADAM AND JENNIFER MARNOCH 0.91 ACRES (1229/690)
6	STEPHEN W. AND VERONICA C. EBBERTS 0.56 ACRES (1284/475)
7	DONALD E. WALKER SR. 0.61 ACRES (922/304)
8	CHARLES L. AND BETTY M. NEWMAN 0.66 ACRES (305/319)
9	SHERRY K. AND DEVIN DONOVAN 0.70 ACRES (1236/132)
10	SHANE D. TITUS 0.65 ACRES (1212/369)
11	MARY K. CARPER AND SUSAN M. SECHRIST (1138/375)
12	ROUTE 9, LLC 0.50 ACRES (1013/599)
13	ROUTE 9, LLC 0.50 ACRES (1013/599)
14	GARRETT AND BROOKE GRANTHAM LOT A (1313/9)
15	JENNIFER E. GAGEBY LOT B (1140/314)
16	DONALD E. KODAK LOT C (729/1)
17	LOTS 1 AND 2 GILLEY PARENT TO CHILD CONVEYANCE (15/10)
18	DANIEL L. GILLEY SR., SADIE GILLEY, AND JAMES E. GILLEY 2.005 ACRES (1256/473)
19	LARRY W. AND MARTHA J. WILT 4.00 ACRES (646/706)
20	ROBERT W. AND LINDA P. POWERS LOT 1E (1260/27)
21	SHARLEEN SCHMELTZ LOT 1D (1245/14)
22	EDGAR R. AND MARY L. RIDGEWAY PT. OF LOT 1B AND ALL OF LOT 1C (206/487)
23	JUSTIN M. AND MELISSA FRANCIS PT. OF LOT 1B AND ALL OF LOT 1A (1161/379)
24	JOSE P. SARAVIA GUTIERREZ 9.92 ACRES (1269/272)
25	DAWN L. IMBACH 1.08 ACRES (WB27/145)
26	CHARLES L. AND EUNICE C. LLOYD 0.94 ACRES (375/138)
27	LUTHER J. JR. AND DONNA M. COULTER 0.65 ACRES (298/285)
28	LUTHER J. JR. AND DONNA M. COULTER 0.30 ACRES (319/269)
29	MADONNA C. COYLE 0.93 ACRES (WB39/731)
30	MADONNA C. COYLE 0.30 ACRES (WB39/731)
31	DAVID L. AND CHERYL J. WILT 0.46 ACRES (1043/648)
32	DAVID L. AND CHERYL J. WILT 0.48 ACRES (1081/298)
33	DAVID L. WILT 0.45 ACRE (403/696)
34	MOCKINGBIRDHIL INC 0.05 ACRES (481/619)
35	ROBERT M. AND DOROTHY E. SMITH 0.79 ACRES (299/563)
36	MOCKINGBIRDHIL INC 5.96 ACRES (481/619)
37	NORFOLK SOUTHER RAILWAY COMPANY 0.243 ACRES (1133/398)

ANNEXATION EXHIBIT OF
369.123 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn

10101 Reunion Place, Suite 400
San Antonio, Texas 78216 FIRM # 10193973
Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 400'	ARP	JLJ	8/8/2025	110894001	1 OF 2

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DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DWG\110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY PERRINS, AARON 8/8/2025 10:24 AM LAST SAVED 8/8/2025 10:23 AM

GRAPHIC SCALE IN FEET

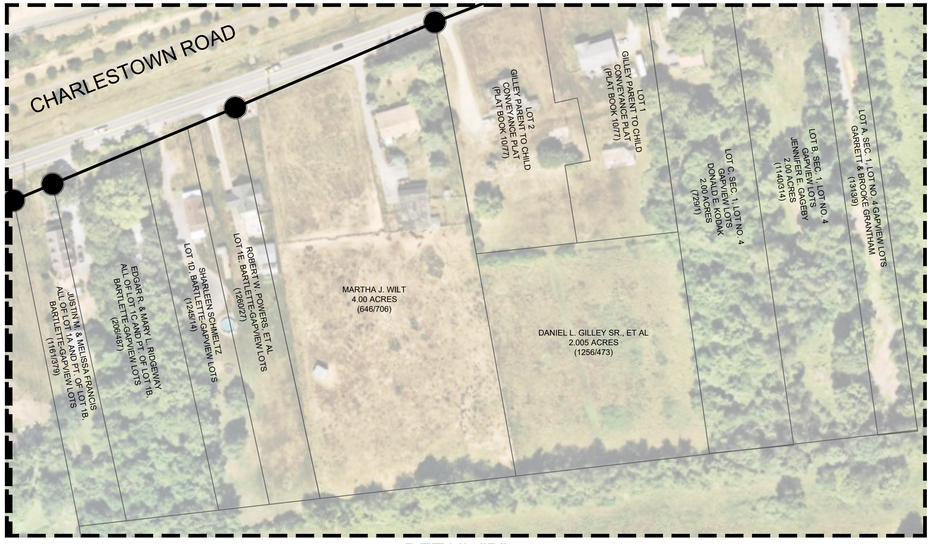
0 ### ###

1" = ###' @ 24X36



DETAIL "A"

SCALE - 1":100'



DETAIL "B"

SCALE - 1":100'

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GENERAL NOTES:

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83)

PROPERTY DESCRIPTION

BEING A 369.123 ACRE (16,079,000 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A 136.81 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 183.33 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO SUSANNAH MAYO BUCKLES RECORDED IN WILL BOOK 20, PAGE 21, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA AND DESCRIBED IN PLAT RECORDED IN PLAT BOOK 25, PAGE 647, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.33 ACRE TRACT DESCRIBED IN A DEED TO REBECCA L. RHOADS RECORDED IN DEED BOOK 1292, PAGE 550, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.89 ACRE TRACT DESCRIBED IN A DEED TO HARRY AND CASEY BARKER RECORDED IN DEED BOOK 1254, PAGE 677, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.91 ACRE TRACT DESCRIBED IN A DEED TO ADAM AND JENNIFER MARNOCH RECORDED IN DEED BOOK 1229, PAGE 690, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.56 ACRE TRACT DESCRIBED IN A DEED TO STEPHEN W. AND VERONICA C. EBBERTS RECORDED IN DEED BOOK 1284, PAGE 475, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.61 ACRE TRACT DESCRIBED IN A DEED TO DONALD E. WALKER, SR. RECORDED IN DEED BOOK 922, PAGE 304, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.66 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. AND BETTY M. NEWMAN RECORDED IN DEED BOOK 305, PAGE 319, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.66 ACRE TRACT DESCRIBED IN A DEED TO HAROLD E. AND CAROLYN L. STEWART RECORDED IN DEED BOOK 271, PAGE 294, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.70 ACRE TRACT DESCRIBED IN A DEED TO SHERRY K. AND DEVIN DONOVAN RECORDED IN DEED BOOK 1236, PAGE 132, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.65 ACRE TRACT DESCRIBED IN A DEED TO SHANE D. TITUS RECORDED IN DEED BOOK 1212, PAGE 369, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A FORWARD PORTION OF LOT NO. 2 DESCRIBED IN A DEED TO MARY K. CARPER AND SUSAN M. SECHRIST IN DEED BOOK 1138, PAGE 375, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.50 ACRE TRACT DESCRIBED IN A DEED TO ROUTE 9 LLC RECORDED IN DEED BOOK 1013, PAGE 599, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT A, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO GARRETT AND BROOKE GRANTHAM RECORDED IN DEED BOOK 1313, PAGE 9, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT B, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO JENNIFER E. GAGEBY RECORDED IN DEED BOOK 1140, PAGE 314, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT C, SECTION ONE, LOT NO. 4, GAP VIEW LOTS DESCRIBED IN A DEED TO DONALD E. KODAK RECORDED IN DEED BOOK 729, PAGE 1, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOTS 1 AND 2 (RESIDUE), GILLEY PARENT TO CHILD CONVEYANCE DESCRIBED IN A PLAT RECORDED IN PLAT BOOK 15, PAGE 10, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.005 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO DANIEL L. GILLEY SR., SADIE GILLEY, AND JAMES E. GILLEY RECORDED IN DEED BOOK 1256, PAGE 473, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 4.00 ACRE TRACT DESCRIBED IN A DEED TO LARRY W. AND MARTHA J. WILT RECORDED IN DEED BOOK 646, PAGE 706, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1E, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO ROBERT W. AND LINDA P. POWERS RECORDED IN DEED BOOK 1260, PAGE 27, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1D, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO SHARLEEN SCHMELTZ RECORDED IN DEED BOOK 1245, PAGE 14, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A PORTION OF LOT 1B AND ALL OF LOT 1C, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO EDGAR R. AND MARY L. RIDGEWAY RECORDED IN DEED BOOK 206, PAGE 487, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF LOT 1A AND A PORTION OF LOT 1B, BARTLETTE-GAP VIEW LOTS DESCRIBED IN A DEED TO JUSTIN M. AND MELISSA FRANCIS RECORDED IN DEED BOOK 1161, PAGE 379, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 9.92 ACRE TRACT DESCRIBED IN A DEED TO JOSE P. SARAVIA GUTIERREZ RECORDED IN DEED BOOK 1269, PAGE 272, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 1.08 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO DAWN L. IMBACH RECORDED IN WILL BOOK 27, PAGE 145, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A DEED TO MINNESOTA MINING AND MANUFACTURING RECORDED IN DEED BOOK 863, PAGE 93, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.94 ACRE TRACT DESCRIBED IN A DEED TO CHARLES L. AND EUNICE C. LLOYD RECORDED IN DEED BOOK 375, PAGE 138, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.65 ACRE TRACT DESCRIBED IN A DEED TO LUTHER J. JR. AND DONNA M. COULTER RECORDED IN DEED BOOK 298, PAGE 285, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.30 ACRE TRACT DESCRIBED IN A DEED TO LUTHER J. JR., AND DONNA M. COULTER RECORDED IN DEED BOOK 319, PAGE 269, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.93 ACRE TRACT DESCRIBED IN A LAS WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 731, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.30 ACRE TRACT DESCRIBED IN A LAST WILL AND TESTAMENT TO MADONNA C. COYLE RECORDED IN WILL BOOK 39, PAGE 731, WILL BOOK, JEFFERSON COUNTY, WEST VIRGINIA, AND DESCRIBED IN A CONFIRMATORY DEED TO SHARON V. RUDACILLE RECORDED IN DEED BOOK 1234, PAGE 311, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.46 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. AND CHERYL J. WILT RECORDED IN DEED BOOK 1043, PAGE 648, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.48 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. AND CHERYL J. WILT RECORDED IN DEED BOOK 1081, PAGE 298, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.45 ACRE TRACT DESCRIBED IN A DEED TO DAVID L. WILT RECORDED IN DEED BOOK 403, PAGE 696, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.05 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619, DEED BOOK JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.79 ACRE TRACT DESCRIBED IN A DEED TO ROBERT M. AND DOROTHY E. SMITH RECORDED IN DEED BOOK 299, PAGE 563, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 5.96 ACRE TRACT DESCRIBED IN A DEED TO MOCKINGBIRDHIL INC. RECORDED IN DEED BOOK 481, PAGE 619, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 0.243 ACRE TRACT DESCRIBED IN A DEED OF CONVEYANCE TO NORFOLK SOUTHERN RAILWAY COMPANY RECORDED IN DEED BOOK 1133, PAGE 398, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA, AND BEING PARTICULARLY DESRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE INTERSECTION OF THE SOUTH R.O.W. LINE OF SHENANDOAH JUNCTION ROAD, AND THE WEST R.O.W. LINE OF NORFOLK AND WESTERN RAILROAD, FOR THE NORTHEAST CORNER OF SAID BUCKLES 136.81 ACRES AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE COMMON LINE OF SAID NORFOLK AND WESTERN RAILROAD, SAID BUCKLES 136.81 ACRES, SAID BUCKLES 183.33 ACRES, SAID NORFOLK SOUTHERN RAILWAY COMPANY, AND THE EAST LINE OF THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) THE FOLLOWING COURSES AND DISTANCES:

1. SOUTH 11°28'34" WEST, A DISTANCE OF 375.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 09°56'54" WEST, A DISTANCE OF 287.19 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 09°21'05" WEST, A DISTANCE OF 211.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 79°12'04" WEST, A DISTANCE OF 98.34 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 09°21'50" WEST, A DISTANCE OF 346.78 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 76°08'24" EAST, A DISTANCE OF 55.72 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 09°17'31" WEST, A DISTANCE OF 1229.65 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 80°42'29" EAST, A DISTANCE OF 15.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. SOUTH 08°58'07" WEST, A DISTANCE OF 111.23 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. SOUTH 08°58'07" WEST, A DISTANCE OF 88.90 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. SOUTH 75°26'47" EAST, A DISTANCE OF 27.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
12. SOUTH 09°08'41" WEST, A DISTANCE OF 669.08 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
13. SOUTH 11°08'38" WEST, A DISTANCE OF 1341.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. SOUTH 23°25'41" WEST, A DISTANCE OF 1281.78 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
15. NORTH 66°34'19" WEST, A DISTANCE OF 35.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
16. SOUTH 23°27'23" WEST, A DISTANCE OF 1308.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. SOUTH 15°45'58" WEST, A DISTANCE OF 470.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
18. SOUTH 21°55'49" WEST, A DISTANCE OF 297.92 FEET TO A POINT FOR THE SOUTHEAST CORNER OF SAID RAILWAY COMPANY 0.243 ACRES, AND THE EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE R.O.W. LINE OF SAID NORFOLK AND WESTERN RAILROAD, NORTH 83°51'00" WEST, ALONG THE COMMON LINE OF SAID RAILWAY COMPANY 0.243 ACRES, SAID MOCKINGBIRDHIL 5.96 ACRES, AND THE HEREIN DESCRIBED, A DISTANCE OF 1013.37 FEET TO A POINT IN THE EAST R.O.W. LINE OF SAID WEST VIRGINIA ROUTE 9, FOR THE EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE COMMON LINE OF SAID WEST VIRGINIA ROUTE 9, SAID MOCKINGBIRHIL INC. 5.96 ACRES, SAID SMITH 0.79 ACRES, SAID WILT 0.46 ACRES, SAID COYLE 0.93 ACRES, SAID COULTER 0.65 ACRES, SAID LLOYD 0.94 ACRES, SAID IMBACH 1.08 ACRES, SAID GUTIERREZ 9.92 ACRES, SAID FRANCIS LOT 1A AND PORTION OF LOT 1B, SAID RIDGEWAY PORTION OF LOT 1B AND LOT 1C, SAID SCHMELTZ LOT D, SAID POWERS LOT 1E, SAID WILT 4.00 ACRES, SAID LOTS 1 AND 2 OF GILLEY PARENT TO CHILD CONVEYANCE, SAID KODAK LOT C, SAID GAGEBY LOT B, SAID GRANTHAM LOT A, SAID BUCKLES 183.33 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. NORTH 04°47'41" EAST, A DISTANCE OF 73.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 33°45'02" WEST, A DISTANCE OF 82.24 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 04°54'35" EAST, A DISTANCE OF 50.53 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 03°09'05" EAST, A DISTANCE OF 144.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 04°08'05" EAST, A DISTANCE OF 60.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 00°33'18" EAST, A DISTANCE OF 125.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 06°33'18" EAST, A DISTANCE OF 180.02 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 06°18'39" EAST, A DISTANCE OF 111.98 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 07°19'45" EAST, A DISTANCE OF 205.44 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. NORTH 04°48'57" EAST, A DISTANCE OF 58.85 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 04°52'05" EAST, A DISTANCE OF 277.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
12. NORTH 04°23'57" EAST, A DISTANCE OF 303.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
13. NORTH 06°29'05" EAST, A DISTANCE OF 151.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. NORTH 06°29'09" EAST, A DISTANCE OF 151.61 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
15. NORTH 06°46'57" EAST, A DISTANCE OF 121.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
16. NORTH 06°42'45" EAST, A DISTANCE OF 117.70 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. NORTH 06°46'57" EAST, A DISTANCE OF 61.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
18. NORTH 06°18'05" EAST, A DISTANCE OF 224.60 FEET TO A POINT FOR THE SOUTH CORNER OF SAID ROY CLEM LOTS, FOR AN CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING SAID WEST VIRGINIA ROUTE, ALONG THE COMMON LINE OF SAID ROY CLEM LOTS, SAID BUCKLES 183.33 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. SOUTH 70°54'47" EAST, A DISTANCE OF 506.75 FEET TO A POINT FOR AN INTERIOR;
2. NORTH 19°05'13" EAST, A DISTANCE OF 100.00 FEET TO A POINT FOR AN INTERIOR;
3. SOUTH 70°54'47" EAST, A DISTANCE OF 125.00 FEET TO A POINT FOR AN INTERIOR;
4. NORTH 19°05'13" EAST, A DISTANCE OF 146.00 FEET TO A POINT FOR AN INTERIOR;
5. NORTH 70°54'47" WEST, ALONG THE COMMON LINE OF SAID ROY CLEM LOTS, SAID BUCKLES 183.33 ACRES, AND THE HEREIN DESCRIBED TRACT, A DISTANCE OF 687.58 FEET TO A POINT IN THE EAST R.O.W. LINE OF SAID WEST VIRGINIA ROUTE 9, FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE COMMON LINE OF SAID WEST VIRGINIA ROUTE 9, SAID BUCKLES 183.33 ACRES, SAID BUCKLES 136.81 ACRES, SAID ROUTE 9 LLC 0.50 ACRES, SAID SECHRIST SECHRIST FORWARD PORTION OF LOT 2, SAID TITUS 0.65 ACRES, SAID DONOVAN 0.70 ACRES, SAID STEWART 0.66 ACRES, SAID NEWMAN 0.66 ACRES, SAID WALKER 0.61 ACRES, SAID EBBERTS 0.56 ACRES, SAID MARNOCH 0.91 ACRES, SAID BARKER 0.89 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 02°11'38" EAST, A DISTANCE OF 233.20 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 03°25'40" WEST, A DISTANCE OF 193.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 10°44'47" WEST, A DISTANCE OF 816.76 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 01°50'27" WEST, A DISTANCE OF 195.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 06°50'04" EAST, A DISTANCE OF 1238.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 06°50'07" EAST, A DISTANCE OF 474.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 07°05'07" EAST, A DISTANCE OF 773.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 08°16'09" EAST, A DISTANCE OF 111.96 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 08°01'55" EAST, A DISTANCE OF 133.95 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. NORTH 09°38'44" EAST, A DISTANCE OF 200.22 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 08°30'07" EAST, A DISTANCE OF 204.83 FEET TO A POINT FOR THE SOUTHWEST CORNER OF ZAJK LLC 2.58 ACRES DESCRIBED IN A DEED RECORDED IN DEED BOOK 1250, PAGE 581, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA, EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING SAID WEST VIRGINIA ROUT9, ALONG THE COMMON LINE OF SAID ZAJK 2.58 ACRES, SAID BARKER 0.89 ACRES, SAID BUCKLES 136.81 ACRES, CD DG RANSON LLC 1.82 ACRES DESCRIBED IN A SPECIAL WARRANTY DEED RECORDED IN DEED BOOK 1254, PAGE 736, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. SOUTH 84°05'53" EAST, A DISTANCE OF 220.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 85°47'30" EAST, A DISTANCE OF 117.65 FEET TO A POINT FOR AN INTERIOR CORNER;
3. NORTH 07°51'17" EAST, A DISTANCE OF 528.19 FEET TO A POINT IN THE SOUTH R.O.W. LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTHWEST CORNER OF SAID BUCKLES 136.81 ACRES, AND THE NORTHEAST CORNER OF SAID CD DG RANSON LLC 1.82 ACRES, FOR THE EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE ALONG THE COMMON LINE OF SAID SHENANDOAH JUNCTION ROAD, SAID BUCKLES 136.81 ACRES, SAID RHOADS 0.33 ACRES, AND THE HEREIN DESCRIBED TRACT FOR THE FOLLOWING EIGHT (8) COURSES AND DISTANCES:

1. SOUTH 82°52'04" EAST, A DISTANCE OF 271.41 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 83°42'12" EAST, A DISTANCE OF 145.49 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 63°36'34" EAST, A DISTANCE OF 89.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 83°54'47" EAST, A DISTANCE OF 424.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 79°59'09" EAST, A DISTANCE OF 217.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 83°04'39" EAST, A DISTANCE OF 323.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 85°03'37" EAST, A DISTANCE OF 100.43 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 84°23'11" EAST, A DISTANCE OF 715.49 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 16,079,000 SQUARE FEET OR 369.123 ACRES OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

ANNEXATION EXHIBIT OF
369.123 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn
10101 Reunion Place, Suite 400
San Antonio, Texas 78216 FIRM # 10193973
Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	ARP	JLJ	8/8/2025	110894001	2 OF 2

DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DWG\110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY: PERKINS, AARON 8/8/2025 10:23 AM LAST SAVED: 8/8/2025 10:23 AM

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A

List of Freeholders (Page 1 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY

Briar Run Estates Subdivision

Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1-12-25	Tami L. Paris	Tami L. Paris	46 Flopsy Court LOT 49	49
1-12-25	James Crawford	James Crawford	57 Cottontail Ct Lot 116	16
1-12-25	Melissa Johnson	Melissa Johnson	49 Flopsy Ct Ranson Lot 55	55
1/12/25	William Henry	WILLIAM HENRY	29 FLOPSY CT RANSON LOT #56	56
1/12/25	Denise Hosberg	DENISE HOSBERG	31 Mopsy Lot 45 Ranson, WVA 25438	45
1/12/25	Joseph Amedio	Joseph Amedio	48 Mopsy Lot 40 Ranson, WV 25438	40
1-13-25	Tracy Pivirotto	Tracy Pivirotto	63 Flopsy ct Ranson, WV 25438	54
1-13-25		ETTA SIMMONS	55 Mopsy Ct. Lot 43	43
1-13-25	Eric Wright	Eric Wright	188 Thumper Drive	46
1/14/25	Piper Schreibberg	Piper Schreibberg	36 Flopsy Ct.	48
1/14/25	Joanne S. Murray	Joanne S. Murray	156 Thumper Drive	38
1/26/25	Jane Rourke	Jane Rourke	698 Oak Tree Drive	66
1/26/25		Robert Andrews	40 Roger Ct.	87
1/24/25	William Lemley	William Lemley	36 Roger CT.	86

Area A 1

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 2 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1-26-25		Jonathan Ross	847 Oak Lee	12(
1-31		Debra McCandish	80 Floppy Ct	52
1/31	Diane Keener	Diane Keener	77 Floppy Ct.	53

Area A 2

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 3 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
12-12-2025		Chad Mossburg	53 Bugs Ct.	07
12-12-25		Jeff Dillow	57 Bugs CT.	06
1-18-25		Jeff Dillow Jr.	52 Bugs CT.	04
1-18-25			58 Cottontail CT	05
01/18/25		Hermia Reynolds	12 Cottontail ct	01
1/22/25		ROB DORNBERGER	128 THUMPER DR	20
1/26/25		Brittany Bates	25 Cottontail Ct	19
1/27/25		Brandon D Poff	26 Bugs Ct	02
2/2		Tabitha Eagle	26 Cottontail Ct.	12

Area B 1

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 4 of 9)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1/12/25	Carol Holmes	Carol Holmes	53 Thumper Dr	35
1-12-25	[illegible]	Tommy Stephens	41 Bugs Ct	08
1/31/2025	[illegible]	DAVID ENRIGHT	43 COTTONTAIL COURT	18
2-1-25	Barbara Sobol	Barbara Sobol	42 Bugs Ct.	03

Area B 2

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 5 of 9)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/11/25		Jennifer Kearney	104 Cottontail Drive Lot #33
1/11/25		Tyson Dodd	21 Cottontail Drive
1/11/25		Ben Paul	76 Cottontail Drive
2/3/25		Matt Ash	125 Thumper Dri... Matt.ash19@gmail
2/3/25	SW	Stacey Wilson	57 Cottontail Drive staceyjcthis1996@gmail
2/3/25		Corrina A. Ricketts	48 Cottontail Drive Ranson, WV 25438
2/3/25		Amanda Buckner	34 Cottontail Dr Ranson, WV 25

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21
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Area C

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 6 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/11/2025	Vicki Reeves	Vicki Reeves	#71 571 Oak Lee
1/11/25	Don Wilson	Don Wilson	602 LOT 69
1/11/25	[illegible]	David Hatzel	607 Oak Lee #73
1/11/25	[illegible]	michael Hatzel	663 OAK Lee #76
1/11/25	[illegible]	-Brian J. Reves	748 OAK LEE #64
1/11/25	[illegible]	Kathryn McDaniel	770 OAK LEE #63
1/11/25	[illegible]	Brandon Wright	634 Oak Lee #67
1/11/25	[illegible]	Mary Smith	645 Oak Lee #75
1-12-25	[illegible]	Rebekah Dingess	619 oak lee #68
1/12/25	[illegible]	JEREMY WALKER	751 OAK LEE DR #61
1/12/25	[illegible]	Christina Raynor	552 oak lee dr #70
1/14/25	[illegible]	Ingrid Andrade	591 Oak Lee Dr #72

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Area D

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 7 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/13/25		Cathleen M. Hartle	15 Rex Dr #116
1/21/25	Elisa R. Fox	Elisa R. Fox	191 Mcgregor Drive #112
1-21-25		Shawn Cloud	189 McGregor Dr. #113
1/22-25		Barry Anderson	14 Rex Dr. #114
1-25-25		Michael Stone	156 McGregor Dr. #109
1/25/25		Donald Bellefeuille	110 McGregor Dr. #106
1/25/25		Robert Hattenbach	35 McGregor Dr #128
2/1/25		KAREN C DAVIS	124 McGregor Dr #107
2/2/25		David Keiling	28 Rex drive #115
2/2/25		Victor Kolbay	133 McgregorDr. #133
2-19-25		Joseph Barton	178 Mcgregor dr #170
2/09/25		MIRIAM BARTON	178 Mcgregor Dr. #110

Area E

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 8 of 9)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/12/25		Kristina Sanchez	28 Roger Ct. Lot 85
1/12/25		[illegible] Manton	[illegible] Lot 122
1/12/25	Kendra Peck	Kendra Peck	904 Oak Lee Dr Lot 91
1-12-25		Abraham Ybarra	84-87 Oak Lee Dr Lot 121
1-12-25	Linda Dillow	LINDA DILLOW	901 OAK LEE DRIVE Lot 123
1-12-25		Mirais Lucas	833 Oak Lee Drive Lot 119
1/12/25		Tracy Utterback	88 Rex Drive Lot 78
1/12/25	Jack Patience	JACK PATIENCE	91 REX DRIVE Lot 82
1/12/25		Nathaniel Harding	104 Rex Dr Lot 80
1/12/2025	Teresa Forsyth	TERESA Forsyth	28 Mopsy Ct. Lot 39
1/18/2025		Mathew Yuhas	47 Rex Drive Lot 118
1/18/2025		PAUL MORGAN	99 Rex Lot 81
1/18/25		Logan Matiszin	74 Roger Lot 88
1/18/25		Leonard E. Hovsha	868 OAK LEE DR Lot 89

Area F

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 9 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/16/25		SUAN HANIGAN	17 HARE CT LOT 100
1/18/25		Robert Miller	16 Hare CT Lot 102
1/18/25			19 Hare Ct. Lot 101
1/13/25		Laurel A Breyer	922 Oak Lee LOT 92
1/18/25		Michael McDonald	1111 McGregor Dr. LOT 132
1/21/25.	Barbaran Ellis	Barbaran Ellis	919 Oak Lee Dr. LOT 124
1/20/25	Diane L Frye	Nana L Frye	93 Briar Run Dr Lot 97
1/22/25	Michael R. Dion	Michael R. Dion	107 Briar Run Drive Lot 96
1/26/25		Joseph S. Bosco	140 McGregor Dr LOT 108
1/30/25		JASON HILLS	80 BRIAR RUN DR LOT 125
2/10/25		Kim Poe	166 Briar Run Dr LOT 126

Area G

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT B

Areas to be annexed

(See attached plats of Lots 01 – 133 + Lot 1A, 4 SWM parcels, rights of way)

• Briar Run Estates	Lots 01 thru 37	Sheet 1 of 2
• Briar Run Estates	Lots 01 thru 37	Sheet 2 of 2
• Briar Run Estates	Lots 38 thru 77	Sheet 1 of 3
• Briar Run Estates	Lots 38 thru 77	Sheet 2 of 3
• Briar Run Estates	Lots 38 thru 77	Sheet 3 of 3
• Briar Run Estates	Lots 78 thru 133	Sheet 1 of 2
• Briar Run Estates	Lots 78 thru 133	Sheet 2 of 2
• Briar Run Estates	Lot 1A	Sheet 1 of 2
• Briar Run Estates	Lot 1A	Sheet 2 of 2

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 6 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4/12	Lisa Walker	Lisa Walker	751 Oak Lee Dr. #61

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 8 of 12)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4-24-25	Bettye Hayes	Bettye Hayes	153 Thumper Dr. #57

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 9 of 12)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY

Briar Run Estates Subdivision

Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
4/7/25	Hannah Seary	Hannah Seary	27 Bugs Ct.	Lot #9
4/7/25	Jennifer Gadoua	Jennifer Gadoua	11 BUGS COURT	Lot #10
4/25/25	Valerie Ogundare	Valerie Ogundare	71 Thumper Drive	Lot #36

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 10 of 12)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4/5/25		Manuel Cabija	127 50 Briar Run Drive
4/5/25		Tara Anderson	125 125 Briar Run Drive
4/5/25		Lamont Williams	84 834 Oak Lee Drive
4/05/25		Margorie Graves	131 91 McGregor Drive
4/21/25		Glenda Osterberg	22 McGregor Dr. #105

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 11 of 12)

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02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
2025/04/09	Sheryl Weitzel	Sheryl Weitzel	938 Oak Lee Drive #93

PROPERTY DESCRIPTION – **Annexation Petition, Tract 2, Metes & Bounds**

BEING A 714.843 ACRE (31,138,576 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A CALLED 109.83 ACRE TRACT DESCRIBED IN A DEED TO C LOCKE WYSONG FARM, LLC RECORDED IN DEED BOOK 1082, PAGE 671, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 156.73 ACRE TRACT, KNOWN AS TRACT B, DESCRIBED IN A DEED TO SCOTT W. DANIEL AND FRANCIS W. DANIEL III RECORDED IN DEED BOOK 1142, PAGE 445 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 10.47 ACRE TRACT, KNOWN AS TRACT C, DESCRIBED IN A DEED OF QUIT CLAIM AND EXCHANGE BETWEEN FRANCIS W. DANIEL, Jr. AND JILL N. DANILE, AND ALICE DANIEL SEAL RECORDED IN DEED BOOK 425, PAGE 19 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.01 ACRE TRACT DESCRIBED IN A DEED TO ELIZABETH ANN DANIEL RECORDED IN DEED BOOK 961, PAGE 153 JEFFERSON COUNTY, TEXAS;

ALL OF A CALLED 34.00 ACRE TRACT, KNOWN AS PARCEL 4, DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, TEXAS;

ALL OF A CALLED 119.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.00 ACRE TRACT DESCRIBED IN A DEED TO JONATHAN A. BROUGHMAN AND ARIANA BROUGHMAN RECORDED IN DEED BOOK 1242, PAGE 549 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 5.35 ACRE TRACT DESCRIBED IN A DEED TO EARL FILLINGER RECORDED IN DEED BOOK 1183, PAGE 240 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 39.30 ACRE TRACT, KNOWN AS PARCEL THREE DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 82.00 ACRES TRACT, KNOWN AS FIRST PARCEL, AND PARCEL ONE AND TWO, DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 93.46 ACRES TRACT DESCRIBED IN A DEED TO ANGUS W. McDONALD, RECORDED IN DEED BOOK 1131, PAGE 629 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A CALLED 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ LEWIS AND VIVIAN HU LEWIS RECORDED IN DEED BOOK 1271, PAGE 52 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE ONE RECORDED IN PLAT BOOK 14, PAGE 75 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69 JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 17, PAGE 50 JEFFERSON COUNT, WEST VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WEST LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 73°01'57" WEST DEPARTING THE WEST LINE OF SAID FLOWING SPRINGS ROAD, AND ALONG THE SOUTH LINE OF SAID BRIAR RUN ESTATES PHASE THREE, A DISTANCE OF 833.16 FEET TO A POINT FOR THE SOUTHWEST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID BRIAR RUN ESTATES PHASE THREE, PHASE TWO, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID 82.00 ACRES TRACT, FOR THE NORTHWEST CORNER OF SAID PHASE TWO, AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID 82.00 ACRES TRACT, SAID 93.46 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 74°03'21" WEST, A DISTANCE OF 2666.77 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 71°47'20" WEST, A DISTANCE OF 941.19 FEET TO A POINT IN THE NORTHEAST LINE OF WEST VIRGINIA ROUTE 9, FOR THE SOUTHWEST CORNER OF SAID 93.46 ACRES TRACT, AND AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 14°21'23" WEST ALONG THE NORTHEAST LINE OF SAID WEST VIRGINIA ROUTE 9, A DISTANCE OF 739.29 FEET TO A POINT IN THE EAST LINE OF NORFOLK AND WESTERN RAILROAD, FOR AN EXTERIOR CORNER OF SAID 93.46 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE WEST LINE OF THE SAID 93.46 ACRES, SAID 156.73 ACRES, SAID 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 24°16'43" EAST, A DISTANCE OF 2669.46 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. NORTH 24°17'22" EAST, A DISTANCE OF 2666.61 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;

3. IN A NORTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF NORTH 19°01'35" EAST, A DISTANCE OF 531.62 FEET, HAVING A RADIUS OF 2897.83 FEET, A CENTRAL ANGLE OF 10°31'34", AND AN ARC LENGTH OF 532.37 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;

4. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE LEFT, A CHORD NORTH 12°00'54" EAST, A DISTANCE OF 185.00 FEET, HAVING A RADIUS OF 2717.68 FEET, A CENTRAL ANGLE OF 03°54'04", AND AN ARC LENGTH OF 185.04 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;

5. NORTH 10°07'30" EAST, A DISTANCE OF 1247.50 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

6. SOUTH 79°52'30" EAST, A DISTANCE OF 67.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

7. NORTH 10°07'30" EAST, A DISTANCE OF 870.00 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

8. NORTH 79°52'30" WEST, A DISTANCE OF 67.00 FEET TO A POINT FOR AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

9. NORTH 10°07'30" EAST, A DISTANCE OF 1181.50 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE RIGHT OF THE HEREIN DESCRIBED TRACT;

10. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE RIGHT, A CHORD NORTH 13°30'57" EAST, A DISTANCE OF 458.33 FEET, HAVING A RADIUS OF 11426.30 FEET, A CENTRAL ANGLE OF 02°17'54", AND AN ARC LENGTH OF 458.36 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;

11. NORTH 09°24'38" EAST, A DISTANCE OF 387.73 FEET TO A POINT IN THE SOUTH LINE OF SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID 109.83 ACRES, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 82°50'37" EAST ALONG THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF SAID 109.83 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT, A DISTANCE OF 970.01 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE INTERSECTION OF THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD AND THE WEST LINE OF DANIEL ROAD, FOR THE NORTHEAST CORNER OF SAID 109.83 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID DANIEL ROAD, THE EAST LINE OF SAID 109.83 ACRES TRACT, SAID 156.73 ACRES TRACT, SAID 10.47 ACRE TRACT, SAID 34.00 ACRES TRACT, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES:

1. SOUTH 07°00'00" WEST, A DISTANCE OF 1266.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. SOUTH 06°22'30" WEST, A DISTANCE OF 992.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. SOUTH 06°09'00" WEST, A DISTANCE OF 763.71 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 06°22'18" WEST, A DISTANCE OF 516.86 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

5. SOUTH 06°35'38" WEST, A DISTANCE OF 775.03 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. SOUTH 06°35'38" WEST, A DISTANCE OF 42.58 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. SOUTH 07°52'23" WEST, A DISTANCE OF 775.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

8. SOUTH 07°52'23" WEST, A DISTANCE OF 157.30 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;

9. IN A SOUTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF

SOUTH 03°45'04" EAST, A DISTANCE OF 97.95 FEET, HAVING A RADIUS OF 243.06 FEET, A CENTRAL ANGLE OF 23°14'54", AND AN ARC LENGTH OF 98.62 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;

10. SOUTH 15°22'30" EAST, A DISTANCE OF 235.45 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

11. SOUTH 22°27'30" EAST, A DISTANCE OF 303.76 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE LEFT OF THE HEREIN DESCRIBED TRACT;

12. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 29°29'47" EAST, A DISTANCE OF 81.36 FEET, HAVING A RADIUS OF 332.00 FEET, A CENTRAL ANGLE OF 14°04'34", AND AN ARC LENGTH OF 81.56 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;

13. SOUTH 36°52'30" EAST, A DISTANCE OF 284.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

14. SOUTH 50°42'55" EAST, A DISTANCE OF 314.19 FEET TO A POINT FOR THE BEGINNING OF A CURVE TO THE RIGHT OF THE HEREIN DESCRIBED TRACT;

15. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE RIGHT, A CHORD OF SOUTH 38°16'01" EAST, A DISTANCE OF 97.65 FEET, HAVING A RADIUS OF 226.49 FEET, A CENTRAL ANGLE OF 24°53'48", AND AN ARC LENGTH OF 98.42 FEET TO A POINT FOR THE END OF CURVE OF THE HEREIN DESCRIBED TRACT;

16. SOUTH 25°48'30" EAST, A DISTANCE OF 440.94 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;

17. SOUTH 28°44'56" EAST, A DISTANCE OF 604.49 FEET TO AN ANGLE POINT OF THEHEREIN DESCRIBED TRACT;

18. SOUTH 30°55'25" EAST, A DISTANCE OF 1525.00 FEET TO A POINT IN THE SOUTHWEST INTERSECTION OF SAID FLOWING SPRINGS ROAD AND SAID DANIEL ROAD FOR AN EXTERIOR CORNER OF SAID 34.00 ACRES TRACT, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID FLOWING SPRINGS ROAD, THE EAST LINES OF SAID BROUGHMAN 2.00 ACRE TRACT, SAID 119.00 ACRES TRACT, SAID 39.30 ACRES TRACT, SAID 82.00 ACRES TRACT, SAID BRIAR RUN ESTATES PHASE ONE, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1. SOUTH 15°57'07" WEST, A DISTANCE OF 215.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 15°56'39" WEST, A DISTANCE OF 1313.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 15°56'39" WEST, A DISTANCE OF 1448.72 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 15°56'19" WEST, A DISTANCE OF 627.97 FEET TO A POINT FOR AN EXTERIOR OF SAID BRIAR RUN ESTATES PHASE ONE, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE WEST LINE OF SAID FLOWING SPRINGS ROAD AND ALONG A SOUTH, EAST, AND NORTH LINE OF SAID BRIAR RUN ESTATES PHASE ONE AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST LINE OF SAID FLOWING SPRINGS ROAD, FOR AN EXTERIOR CORNER OF SAID PHASE ONE AND THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID FLOWING SPRING ROAD, THE EAST LINE OF SAID 2.28 ACRES TRACT, SAID BRIAR RUN ESTATES PHASE ONE AND PHASE THREE, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING SEVEN (7) COURSES AND DISTANCES:

1. SOUTH 15°56'19" WEST, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

2. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

4. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

5. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

7. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 31,138,576 SQUARE FEET OR 714.843 ACRES OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

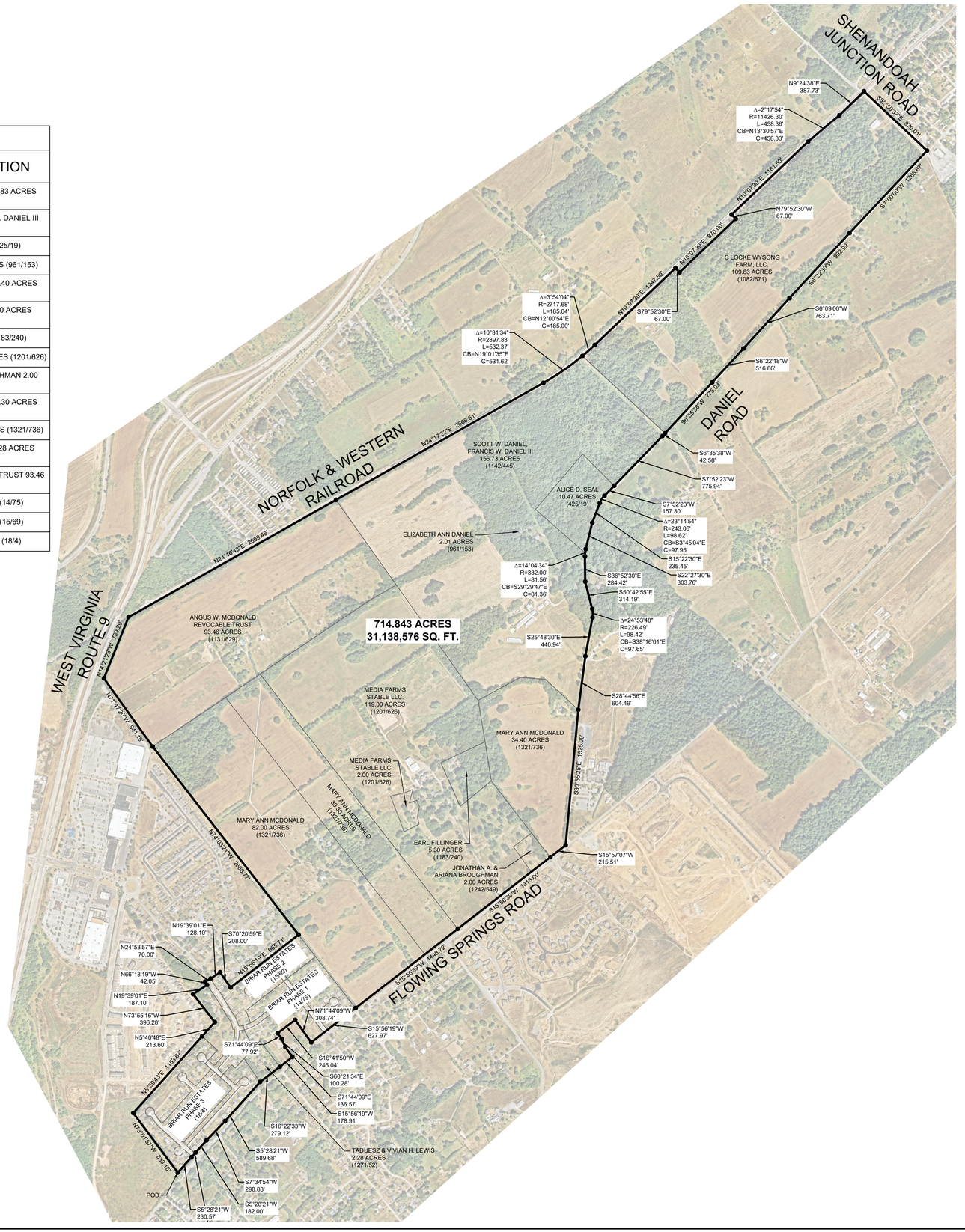
THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

GRAPHIC SCALE IN FEET

600 0 300 600 1200

1" = 600' @ 24X36

PARCEL COUNT	
PARCEL #	OWNER INFORMATION
1	C LOCKE WYSONG FARM, LLC 109.83 ACRES (1082/671)
2	SCOTT W. DANIEL AND FRANCIS W. DANIEL III 156.73 ACRES (1142/445)
3	ALICE D. SEAL 10.47 ACRES (425/19)
4	ELIZABETH ANN DANIEL 2.01 ACRES (961/153)
5	MARY ANN MCDONALD HETZER 34.40 ACRES (1321/736)
6	MEDIA FARMS STABLE, LLC 119.00 ACRES (1201/626)
7	EARL FILLINGER 5.30 ACRES (1183/240)
8	MEDIA FARMS STABLE, LLC 2.00 ACRES (1201/626)
9	JONATHAN A. AND ARIANA BROUGHMAN 2.00 ACRES (1242/549)
10	MARY ANN MCDONALD HETZER 39.30 ACRES (1321/736)
11	MARY ANN MCDONDALD 82.00 ACRES (1321/736)
12	TADEUSZ AND VIVIAN H. LEWIS 2.28 ACRES (1271/52)
13	ANGUS W. MCDONALD REVOCABLE TRUST 93.46 ACRES (1131/629)
14	BRIAR RUN ESTATES PHASE 1 (14/75)
15	BRIAR RUN ESTATES PHASE 2 (15/69)
16	BRIAR RUN ESTATES PHASE 3 (18/4)



GENERAL NOTES:

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83)

PROPERTY DESCRIPTION

BEING A 714.843 ACRE (31,138,576 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A 109.83 ACRE TRACT DESCRIBED IN A DEED TO C LOCKE WYSONG FARM, LLC RECORDED IN DEED BOOK 1082, PAGE 671, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 156.73 ACRE TRACT DESCRIBED IN A DEED TO SCOTT W. DANIEL AND FRANCIS W. DANIEL III RECORDED IN DEED BOOK 1142, PAGE 445, KNOWN AS TRACT B, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 10.47 ACRE TRACT DESCRIBED IN A DEED OF QUIT CLAIM AND EXCHANGE TO ALICE D. SEAL RECORDED IN DEED BOOK 425, PAGE 19, KNOWN AS TRACT C, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.01 ACRE TRACT DESCRIBED IN A DEED TO ELIZABETH ANN DANIEL RECORDED IN DEED BOOK 961, PAGE 153, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 34.40 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736, KNOWN AS PARCEL 4, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 119.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 5.30 ACRE TRACT DESCRIBED IN A DEED TO EARL FILLINGER RECRODED IN A DEED BOOK 1183, PAGE 240, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.00 ACRE TRACT DESCRIBED IN A DEED TO JONATHAN A. AND ARIANA BROUGHMAN RECORDED IN DEED BOOK 1242, PAGE 549, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 39.30 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736, KNOWN AS PARCEL THREE, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 82.00 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD RECORDED IN DEED BOOK 1321, PAGE 736, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ AND VIVIAN H. LEWIS RECORDED IN DEED BOOK 1271, PAGE 52, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 93.46 ACRE TRACT DESCRIBED IN A DEED TO ANGUS W. MCDONALD REVOCABLE TRUST RECORDED IN DEED BOOK 1131, PAGE 629, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE ONE RECORDED IN PLAT BOOK 14, PAGE 75, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, PLAT BOOK, JEFFERSON COUNT, WEST VIRGINIA, AND BEING PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WEST ROW LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 73°01'57" WEST WITH THE SOUTH LINE OF SAID BRIAR RUN ESTATES PHASE THREE AND THE SOUTH LINE OF THE HEREIN DESCRIBED TRACT, A DISTANCE OF 833.16 FEET TO A POINT FOR THE MOST SOUTHERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID BRIAR RUN ESTATES PHASE TWO AND PHASE THREE, THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID HETZER 82.00 ACRES, FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID HETZER 82.00 ACRES, SAID MCDONALD 93.46 ACRES AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 74°03'21" WEST, A DISTANCE OF 2666.77 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 71°47'20" WEST, A DISTANCE OF 941.19 FEET TO A POINT IN THE EAST R.O.W. LINE OF WEST VIRGINIA ROUTE 9, FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 14°21'23" WEST ALONG THE EAST R.O.W. LINE OF SAID WEST VIRGINIA ROUTE 9, A DISTANCE OF 739.29 FEET TO A POINT IN THE EAST R.O.W. LINE OF NORFOLK AND WESTERN RAILROAD, FOR THE MOST NORTHERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST R.O.W. LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE WEST LINE OF THE SAID MCDONALD 93.46 ACRES, THE SAID DANIEL III 156.73 ACRES, THE SAID WYSONG FARM 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 24°16'43" EAST, A DISTANCE OF 2669.46 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 24°17'22" EAST, A DISTANCE OF 2666.61 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. IN A NORTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF NORTH 19°01'35" EAST, A DISTANCE OF 531.62 FEET, HAVING A RADIUS OF 2897.83 FEET, A CENTRAL ANGLE OF 10°31'34", AND AN ARC LENGTH OF 532.37 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE LEFT, A CHORD NORTH 12°00'54" EAST, A DISTANCE OF 185.00 FEET, HAVING A RADIUS OF 2717.68 FEET, A CENTRAL ANGLE OF 03°54'04", AND AN ARC LENGTH OF 185.04 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 10°07'30" EAST, A DISTANCE OF 1247.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 79°52'30" EAST, A DISTANCE OF 67.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 10°07'30" EAST, A DISTANCE OF 870.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 79°52'30" WEST, A DISTANCE OF 67.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 10°07'30" EAST, A DISTANCE OF 1181.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE RIGHT, A CHORD NORTH 13°30'57" EAST, A DISTANCE OF 458.33 FEET, HAVING A RADIUS OF 11426.30 FEET, A CENTRAL ANGLE OF 02°17'54", AND AN ARC LENGTH OF 458.36 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 09°24'38" EAST, A DISTANCE OF 387.73 FEET TO A POINT IN THE SOUTH R.O.W. LINE OF SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID WYSONG FARM 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 82°50'37" EAST ALONG THE SOUTH R.O.W. LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF THE HEREIN DESCRIBED TRACT, A DISTANCE OF 970.01 FEET IN THE INTERSECTION OF THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD AND THE WEST R.O.W. LINE OF DANIEL ROAD, FOR THE NORTHEAST CORNER OF SAID WYSONG FARM 109.83 ACRES, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID DANIEL ROAD, THE EAST LINE OF THE HEREIN DESCRIBED TRACT THE FOLLOWING SIXTEEN (16) COURSES AND DISTANCES:

1. SOUTH 07°00'00" WEST, A DISTANCE OF 1266.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 06°22'30" WEST, A DISTANCE OF 992.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 06°09'00" WEST, A DISTANCE OF 763.71 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 06°22'18" WEST, A DISTANCE OF 516.86 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 06°35'38" WEST, A DISTANCE OF 775.03 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 06°35'38" WEST, A DISTANCE OF 42.58 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 07°52'23" WEST, A DISTANCE OF 775.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 07°52'23" WEST, A DISTANCE OF 157.30 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. IN A SOUTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 03°45'04" EAST, A DISTANCE OF 97.95 FEET, HAVING A RADIUS OF 243.06 FEET, A CENTRAL ANGLE OF 23°14'54", AND AN ARC LENGTH OF 98.62 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. SOUTH 15°22'30" EAST, A DISTANCE OF 235.45 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. SOUTH 22°27'30" EAST, A DISTANCE OF 303.76 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
12. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 29°29'47" EAST, A DISTANCE OF 81.36 FEET, HAVING A RADIUS OF 332.00 FEET, A CENTRAL ANGLE OF 14°04'34", AND AN ARC LENGTH OF 81.56 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
13. SOUTH 36°52'30" EAST, A DISTANCE OF 284.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. SOUTH 50°42'55" EAST, A DISTANCE OF 314.19 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
15. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE RIGHT, A CHORD OF SOUTH 38°16'01" EAST, A DISTANCE OF 97.65 FEET, HAVING A RADIUS OF 226.49 FEET, A CENTRAL ANGLE OF 24°53'48", AND AN ARC LENGTH OF 98.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
16. SOUTH 25°48'30" EAST, A DISTANCE OF 440.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. SOUTH 28°44'56" EAST, A DISTANCE OF 604.49 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
18. SOUTH 30°55'25" EAST, A DISTANCE OF 1525.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
19. SOUTH 15°57'07" WEST, A DISTANCE OF 215.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
20. SOUTH 15°56'39" WEST, A DISTANCE OF 1313.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
21. SOUTH 15°56'39" WEST, A DISTANCE OF 1448.72 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
22. SOUTH 15°56'19" WEST, A DISTANCE OF 627.97 FEET TO AN ANGLE POINT OF SAID BRIAR RUN ESTATES PHASE ONE, AND THE HEREIN DESCRIBED TRACT;

THENCE, CONTINUING ALONG SAID BRIAR RUN ESTATES PHASE ONE THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER;
2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER;
3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO A POINT FOR AN INTERIOR CORNER;
4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO A POINT FOR AN INTERIOR CORNER;
5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID DAINEL ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID DANIEL ROAD, THE EAST LINE OF ESTATES AND THE HEREIN DESCRIBED TRACT THE FOLLOWING SEVEN (7) COURSES AND DISTANCES:

1. SOUTH 15°56'19" WEST, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
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7. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 714.843 ACRES OR 31,138,576 SQUARE FEET OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

ANNEXATION EXHIBIT OF
714.83 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn

10101 Reunion Place, Suite 400
San Antonio, Texas 78216
Tel. No. (210) 541-9166
FIRM # 10193973
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 600'	ARP	JLJ	8/8/2025	110894001	1 OF 1

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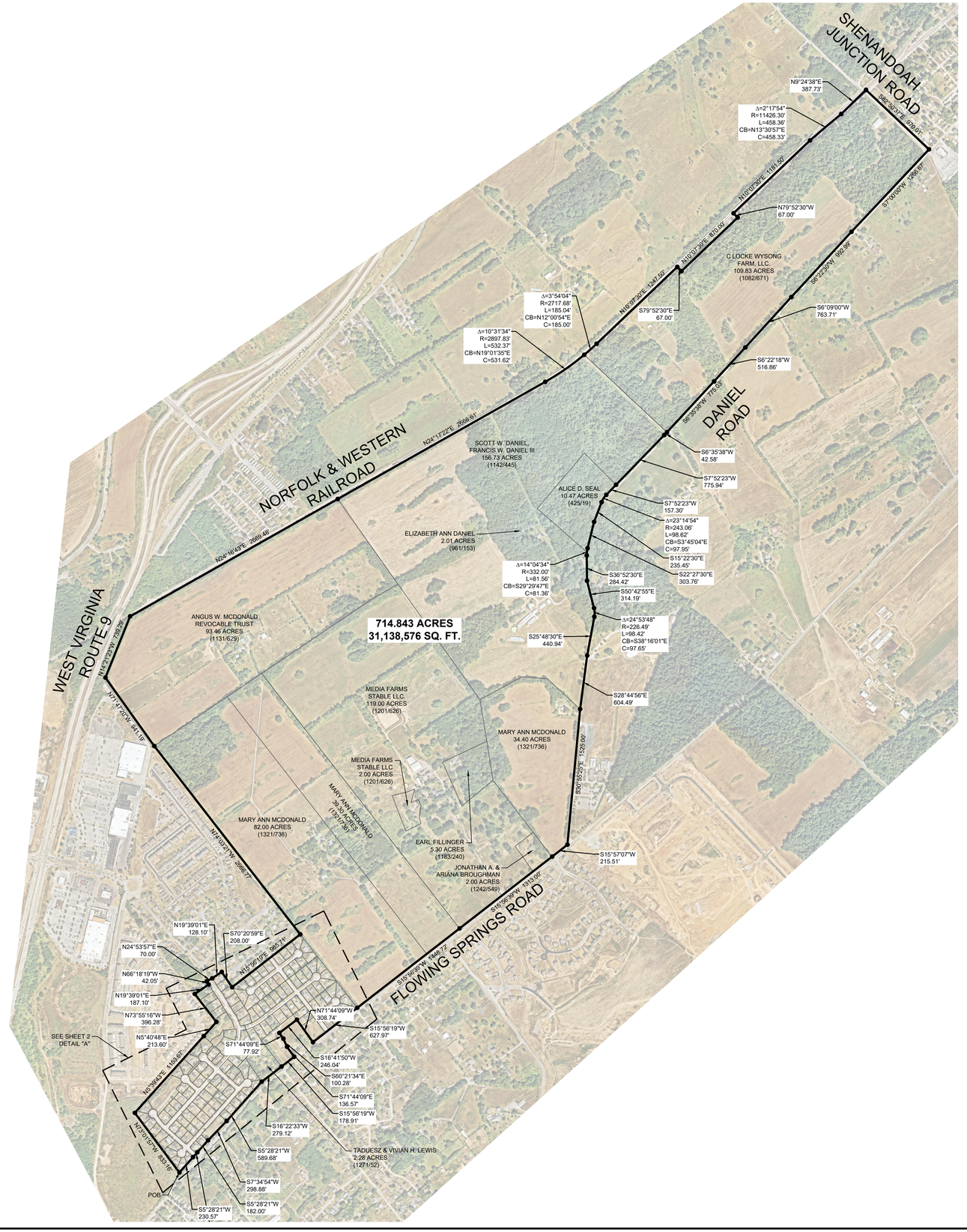
DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DGN\S110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY TERRENS, AARON 8/8/2025 10:32 AM LAST SAVED 8/8/2025 10:31 AM



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PROPERTY DESCRIPTION

BEING A 714.843 ACRE (31,138,576 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF A 109.83 ACRE TRACT DESCRIBED IN A DEED TO C LOCKE WYSONG FARM, LLC RECORDED IN DEED BOOK 1082, PAGE 671, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

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ALL OF A 5.30 ACRE TRACT DESCRIBED IN A DEED TO EARL FILLINGER RECRODED IN A DEED BOOK 1183, PAGE 240, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.00 ACRE TRACT DESCRIBED IN A DEED TO MEDIA FARMS STABLE LLC, RECORDED IN DEED BOOK 1201, PAGE 626, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.00 ACRE TRACT DESCRIBED IN A DEED TO JONATHAN A. AND ARIANA BROUGHMAN RECORDED IN DEED BOOK 1242, PAGE 549, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 39.30 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD HETZER RECORDED IN DEED BOOK 1321, PAGE 736, KNOWN AS PARCEL THREE, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 82.00 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD RECORDED IN DEED BOOK 1321, PAGE 736, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ AND VIVIAN H. LEWIS RECORDED IN DEED BOOK 1271, PAGE 52, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF A 93.46 ACRE TRACT DESCRIBED IN A DEED TO ANGUS W. MCDONALD REVOCABLE TRUST RECORDED IN DEED BOOK 1131, PAGE 629, DEED BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE ONE RECORDED IN PLAT BOOK 14, PAGE 75, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, PLAT BOOK, JEFFERSON COUNT, WEST VIRGINIA, AND BEING PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WEST ROW LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 73°01'57" WEST WITH THE SOUTH LINE OF SAID BRIAR RUN ESTATES PHASE THREE AND THE SOUTH LINE OF THE HEREIN DESCRIBED TRACT, A DISTANCE OF 833.16 FEET TO A POINT FOR THE MOST SOUTHERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID BRIAR RUN ESTATES PHASE TWO AND PHASE THREE, THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID HETZER 82.00 ACRES, FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE SOUTH LINE OF SAID HETZER 82.00 ACRES, SAID MCDONALD 93.46 ACRES AND OF THE HEREIN DESCRIBED TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 74°03'21" WEST, A DISTANCE OF 2666.77 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 71°47'20" WEST, A DISTANCE OF 941.19 FEET TO A POINT IN THE EAST R.O.W. LINE OF WEST VIRGINIA ROUTE 9, FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 14°21'23" WEST ALONG THE EAST R.O.W. LINE OF SAID WEST VIRGINIA ROUTE 9, A DISTANCE OF 739.29 FEET TO A POINT IN THE EAST R.O.W. LINE OF NORFOLK AND WESTERN RAILROAD, FOR THE MOST NORTHERLY SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE EAST R.O.W. LINE OF SAID NORFOLK AND WESTERN RAILROAD, THE WEST LINE OF THE SAID MCDONALD 93.46 ACRES, THE SAID DANIEL III 156.73 ACRES, THE SAID WYSONG FARM 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT THE FOLLOWING ELEVEN (11) COURSES AND DISTANCES:

1. NORTH 24°16'43" EAST, A DISTANCE OF 2669.46 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 24°17'22" EAST, A DISTANCE OF 2666.61 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. IN A NORTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF NORTH 19°01'35" EAST, A DISTANCE OF 531.62 FEET, HAVING A RADIUS OF 2897.83 FEET, A CENTRAL ANGLE OF 10°31'34", AND AN ARC LENGTH OF 532.37 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE LEFT, A CHORD NORTH 12°00'54" EAST, A DISTANCE OF 185.00 FEET, HAVING A RADIUS OF 2717.68 FEET, A CENTRAL ANGLE OF 03°54'04", AND AN ARC LENGTH OF 185.04 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 10°07'30" EAST, A DISTANCE OF 1247.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 79°52'30" EAST, A DISTANCE OF 67.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 10°07'30" EAST, A DISTANCE OF 870.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. NORTH 79°52'30" WEST, A DISTANCE OF 67.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 10°07'30" EAST, A DISTANCE OF 1181.50 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. IN A NORTHERLY DIRECTION ALONG A NON-TANGENT CURVE TO THE RIGHT, A CHORD NORTH 13°30'57" EAST, A DISTANCE OF 458.33 FEET, HAVING A RADIUS OF 11426.30 FEET, A CENTRAL ANGLE OF 02°17'54", AND AN ARC LENGTH OF 458.36 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. NORTH 09°24'38" EAST, A DISTANCE OF 387.73 FEET TO A POINT IN THE SOUTH R.O.W. LINE OF SHENANDOAH JUNCTION ROAD, FOR THE NORTHWEST CORNER OF SAID WYSONG FARM 109.83 ACRES, AND THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 82°50'37" EAST ALONG THE SOUTH R.O.W. LINE OF SAID SHENANDOAH JUNCTION ROAD, THE NORTH LINE OF THE HEREIN DESCRIBED TRACT, A DISTANCE OF 970.01 FEET IN THE INTERSECTION OF THE SOUTH LINE OF SAID SHENANDOAH JUNCTION ROAD AND THE WEST R.O.W. LINE OF DANIEL ROAD, FOR THE NORTHEAST CORNER OF SAID WYSONG FARM 109.83 ACRES, AND OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID DANIEL ROAD, THE EAST LINE OF THE HEREIN DESCRIBED TRACT THE FOLLOWING SIXTEEN (16) COURSES AND DISTANCES:

1. SOUTH 07°00'00" WEST, A DISTANCE OF 1266.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 06°22'30" WEST, A DISTANCE OF 992.99 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 06°09'00" WEST, A DISTANCE OF 763.71 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 06°22'18" WEST, A DISTANCE OF 516.86 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 06°35'38" WEST, A DISTANCE OF 775.03 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 06°35'38" WEST, A DISTANCE OF 42.58 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 07°52'23" WEST, A DISTANCE OF 775.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 07°52'23" WEST, A DISTANCE OF 157.30 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. IN A SOUTHERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 03°45'04" EAST, A DISTANCE OF 97.95 FEET, HAVING A RADIUS OF 243.06 FEET, A CENTRAL ANGLE OF 23°14'54", AND AN ARC LENGTH OF 98.62 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
10. SOUTH 15°22'30" EAST, A DISTANCE OF 235.45 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
11. SOUTH 22°27'30" EAST, A DISTANCE OF 303.76 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
12. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE LEFT, A CHORD OF SOUTH 29°29'47" EAST, A DISTANCE OF 81.36 FEET, HAVING A RADIUS OF 332.00 FEET, A CENTRAL ANGLE OF 14°04'34", AND AN ARC LENGTH OF 81.56 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
13. SOUTH 36°52'30" EAST, A DISTANCE OF 284.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
14. SOUTH 50°42'55" EAST, A DISTANCE OF 314.19 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
15. IN A SOUTHEASTERLY DIRECTION ALONG A TANGENT CURVE TO THE RIGHT, A CHORD OF SOUTH 38°16'01" EAST, A DISTANCE OF 97.65 FEET, HAVING A RADIUS OF 226.49 FEET, A CENTRAL ANGLE OF 24°53'48", AND AN ARC LENGTH OF 98.42 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
16. SOUTH 25°48'30" EAST, A DISTANCE OF 440.94 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
17. SOUTH 28°44'56" EAST, A DISTANCE OF 604.49 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
18. SOUTH 30°55'25" EAST, A DISTANCE OF 1525.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
19. SOUTH 15°57'07" WEST, A DISTANCE OF 215.51 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
20. SOUTH 15°56'39" WEST, A DISTANCE OF 1313.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
21. SOUTH 15°56'39" WEST, A DISTANCE OF 1448.72 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
22. SOUTH 15°56'19" WEST, A DISTANCE OF 627.97 FEET TO AN ANGLE POINT OF SAID BRIAR RUN ESTATES PHASE ONE, AND THE HEREIN DESCRIBED TRACT;

THENCE, CONTINUING ALONG SAID BRIAR RUN ESTATES PHASE ONE THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER;
2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER;
3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO A POINT FOR AN INTERIOR CORNER;
4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO A POINT FOR AN INTERIOR CORNER;
5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID DAINEL ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID DANIEL ROAD, THE EAST LINE OF ESTATES AND THE HEREIN DESCRIBED TRACT THE FOLLOWING SEVEN (7) COURSES AND DISTANCES:

1. SOUTH 15°56'19" WEST, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 714.843 ACRES OR 31,138,576 SQUARE FEET OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

ANNEXATION EXHIBIT OF
714.83 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn
10101 Reunion Place, Suite 400
San Antonio, Texas 78216 FIRM # 10193973
Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 600'	ARP	JLJ	8/12/2025	110894001	1 OF 3

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DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DGN\0110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY PERKINS, AARON 8/12/2025 1:40 PM LAST SAVED 8/12/2025 1:38 PM

NORTH

GRAPHIC SCALE IN FEET

0 ### ###

1" = ### @ 24X36

GENERAL NOTES:

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83)



DETAIL "A"

SCALE - 1":100'

ANNEXATION EXHIBIT OF
369.123 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn

10101 Reunion Place, Suite 400
San Antonio, Texas 78216
Tel. No. (210) 541-9166
FIRM # 10193973
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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = ###'	ARP	JLJ	8/12/2025	110894001	2 OF 3

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DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DWG\110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY: PERKINS, AARON 8/12/2025 1:41 PM LAST SAVED: 8/12/2025 1:39 PM

PARCEL COUNT	
PARCEL #	OWNER INFORMATION
1	C LOCKE WYSONG FARM, LLC 109.83 ACRES (1082/671)
2	SCOTT W. DANIEL AND FRANCIS W. DANIEL III 156.73 ACRES (1142/445)
3	ALICE D. SEAL 10.47 ACRES (425/19)
4	ELIZABETH ANN DANIEL 2.01 ACRES (961/153)
5	MARY ANN MCDONALD HETZER 34.40 ACRES (1321/736)
6	MEDIA FARMS STABLE, LLC 119.00 ACRES (1201/626)
7	EARL FILLINGER 5.30 ACRES (1183/240)
8	MEDIA FARMS STABLE, LLC 2.00 ACRES (1201/626)
9	JONATHAN A. AND ARIANA BROUGHMAN 2.00 ACRES (1242/549)
10	MARY ANN MCDONALD HETZER 39.30 ACRES (1321/736)
11	MARY ANN MCDONDALD 82.00 ACRES (1321/736)
12	TADEUSZ AND VIVIAN H. LEWIS 2.28 ACRES (1271/52)
13	ANGUS W. MCDONALD REVOCABLE TRUST 93.46 ACRES (1131/629)
14	BRIAR RUN ESTATES PHASE 1 (14/75)
15	BRIAR RUN ESTATES PHASE 2 (15/69)
16	BRIAR RUN ESTATES PHASE 3 (18/4)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 1 OWNER INFORMATION
1	ROBERT A. & JOYCE A. MATZ (910/125)
2	BRANDON D. POFF & BRENNAN M. GASH (1276/501)
3	BARBARA C. SOBOL (1164/77)
4	JEFFERY L. DILLOW JR. (1260/155)
5	WENDY R. & JEFFERY L. DILLOW SR. (1038/3)
6	CARIE B. CHANEY (1097/127)
7	CHAD E. & MEGAN M. MOSSBURG (1095/587)
8	THOMAS JOSEPH STEPHENS (1196/641)
9	JOHN M. & HANNA R. SEAY (1320/388)
10	BRIAN E. & JENNIFER GADOUA (1273/130)
11	HERMIN A. & ANA L. HERNANDEZ DE REQUENO (1215/190)
12	TABITHA L. EAGLE & ERIC S. MESKE (1255/199)
13	KIMBERLEY A. FAGAN (886/120)
14	STEWART L. FURCHES (1177/367)
15	LYNN N. FOX (1239/120)
16	JAMES G. CRAWFORD (881/525)
17	JOHN MICHAEL BUFFONE (1173/254)
18	LEX REGIA LLC. (1320/204)
19	BRITTANY BATES (1288/376)
20	ROBERT J. & KIMBERLEY DORNBERGER (1186/684)
21	MATTHEW ASH (1322/107)
22	LUKE W. ARMSTRONG (1262/226)
23	JERRY LEE BENNETT JR. (884/116)
24	JUDY W. & JULIE D. OTT (1074/101)
25	BRIAN R. & JAMIE D. KORDYAK (1033/18)
26	STACEY M. GETTS & ANNA M. FRAVEL (1242/327)
27	REBA R. REEVES & RHIANNON M. WEITZMAN (1216/533)
28	MATTHEW R. BALL (879/569)
29	AMANDA B. BUCKLAND (1282/635)
30	DAVID A. & CORRINA A. RICKETTS (902/456)
31	BRUCILLA A. WALKER, ET AL (1051/420)
32	BENJAMIN D. PAUL (1324/167)
33	BRIAN J. & JENNIFER G. KEARNEY (932/253)
34	MANDIE L. & DAVID R. QUELA JR. (1208/284)
35	RICHARD DAVIS (1052/611)
36	VALERIE E. & GBAYOGA A. OGUNDARE (1263/448)
37	CAROL A. & WAYNE A. HOLMES (1211/562)
OSSF	BRIAR RUN ESTATES OWNERS ASSOCIATION INC. (1060/442)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION INC. (1060/622)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 2 OWNER INFORMATION
38	JOANNE S. MURRAY (1291/419)
39	TERESA A. FORSYTH (1134/221)
40	JOSEPH AMEDIO & JORDAN TIBERIA (1221/84)
41	BENNIE F. ALLISON JR. (948/124)
42	LESLIE & TERESA SMITH (1006/131)
43	EDYTA M. & JAMES SIMMON (1284/650)
44	CAMELA D. HARMAN (1231/441)
45	DENISE LISBORG (930/467)
46	ERIC S. & BRITTNEY M. WRIGHT (1216/286)
47	PATOWMACK PROPERTIES LLC. (1101/432)
48	PIPER RAINES (1241/71)
49	TAMI L. PARIS (1082/15)
50	GRACIELA CANCINO & JEAN K. CHIPOCO (1158/630)
51	RALEH A. FORMAN (1264/204)
52	DETURA McCANICK (996/52)
53	DIANE L. KEENER (1317/616)
54	TRACY L. PIVIROTTO (996/701)
55	MELISSA NICHOLS (1127/312)
56	WILLIAM D. & ANN R. HENRY (1207/161)
57	BETTYE JEAN HAYES (933/112)
58	ALAN R. & ANGELA LABODA (1193/588)
59	CHRISTOPHER J. CARLSON (1009/241)
60	ANNER Y. HERNANDEZ CERRITOS (1313/11)
61	LISA BOCCHETTI (1125/713)
62	SUSAN M. WEBER & LINDA A. PARRISH (WB31/20)
63	KEITH McDONALD (976/72)
64	BRIAN JEEVES (1036/184)
65	BRADLEY J. BARNHART ET AL (1237/590)
66	JANE E. ROURKE (1047/357)
67	LARRY S. DEMORY ESTATE (923/283)
68	REBECCA A. DINGUS (924/219)
69	DANIEL WILSON III (1008/376)
70	CHRISTINE & GERALD J. MAGNONE JR. (1028/493)
71	VICKI M. REEVES (1157/452)
72	INGRID V. ANDRADE RODRIGUEZ (1266/228)
73	ROXANNE P. & DAVID E. HODGE SR. (934/58)
74	SHERRI L. & WINFORD W. AGEE JR. (1111/474)
75	TODD & MARY SMITH (1006/354)
76	MICHAEL W. KAETZEL & KIMBERLY BROOKING (1150/443)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION (1060/622)
OSWM	BRIAR RUN ESTATES OWNERS ASSOCIATION (1060/442)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 3 OWNER INFORMATION
78	WILLIAM T. & TRACY D. UTTERBACK (945/577)
79	ALFREDO ENRIQUE JIMENEZ URIBE ET AL (1306/505)
80	ROBERT J. & NATHANIEL T. HARDING (1303/601)
81	PAUL A. MORGAN (1300/338)
82	JACK PATIENCE (1302/530)
83	IAN V. & AMANDA K. MORRIS (1126/599)
84	TEYA B. & LAMONT J. WILLIAMS (1123/391)
85	KRISTINA M. SANCHEZ & JIMMY C. ROMERO (1286/471)
86	WILLIAM E. LEMLEY (1160/278)
87	ROBERT H. & BRENDA C. ANDREWS (954/316)
88	LANDON W. HODGES & LOGAN P. MATIESZYN (1301/70)
89	KELLY R. & LEONARD E. HOUSDEN JR. (959/427)
90	CHERYL L. ROBINSON (1172/725)
91	KENDRA M. PECK (945/401)
92	LAUREL A. BREYER (1225/8)
93	ANNIE L. UTTERBACK (955/512)
94	WILLIAM H. DEATLEY JR. & RACHEL L. SUGGS (1321/344)
95	TARA N. ANDERSON (1112/699)
96	MICHAEL R. & LORETTA S. DION (970/278)
97	NANA L. SNOW (1116/636)
98	ALEXANDER M. & CRYSTAL CUNNINGHAM (1301/570)
99	EDWARD W. & AMBER L. BURGER (1067/438)
100	SEAN P. & ALICE M. HANIGAN (944/35)
101	LISA BREEDEN (1249/82)
102	ROBERT T. & NANCY ANN MILLER (976/20)
103	PATOWMACK PROPERTIES LLC. (1112/343)
104	JOICE & JOHN HUETT (1266/180)
105	MATTHEW A. OSTERBERG & GLENDA M. MERRETT (1029/467)
106	DONALD R. BELLEFEUILLE (1266/418)
107	KAREN CONLEY & GREGORY A. DAVIS (1101/239)
108	JOSEPH S. BOSCO ET AL (1221/449)
109	MICHAEL STONE (1236/582)
110	JOSEPH W. BARTON & MIRIAN A. H. HERNANDEZ (1300/608)
111	KEVIN C. LYLE (988/310)
112	CHARLES S. & ELISA R. FOX (1012/435)
113	SHAWN CLOUD (1198/581)
114	BARRY L. & PEGGY S. ANDERSON (1001/720)
115	DAVID R. KEILING & BRYAN CLARK-BRAVERMAN (1267/192)
116	CATHLEEN M. & ANNE CATHERINE-PANOVA HOEFLER (1249/543)
117	BRIAN T. & KATHY J. MOLER (946/348)
118	SHELBY C. & MATTHEW YUHAS (1278/246)
119	JOHN & MIRAIS E. LUCAS (1256/34)
120	JONATHAN A. ROSS (1144/239)
121	ABRAHAM YBARRA & LETICIA LEYVA (1196/8)
122	TYLER CHASE (1126/449)
123	LINDA M. DILLOW (1270/164)
124	BARBARANN F. ELLIS (966/56)
125	JASON T. HILLS (1199/627)
126	KIMBERLEY M. POE (1193/193)
127	MANUEL A. CABIYA (1168/418)
128	ROBERT G. KALTENBAUGH JR. (1300/164)
129	ELIZABETH A. KURSEY (951/242)
130	JOSEPH G. & CAROL G. SAUNDERS (1201/515)
131	RONALD J. & MARJORIE A. GRAVES (1040/468)
132	MICHAEL T. MCDONALD (954/631)
133	VICTOR & RACHEL KOLBAY (1317/237)
1A	RICHARD C. PARADIS
OSWM	BRIAR RUN ESTATES OWNERS ASSOCIATION INC (1060/442)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION INC (1060/622)

GENERAL NOTES:

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83)

TOTAL PARCEL COUNT	
PARCELS	184

ANNEXATION EXHIBIT OF
369.123 ACRES
CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA

Kimley»Horn
10101 Reunion Place, Suite 400
San Antonio, Texas 78216 FIRM # 10193973
Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = ###'	ARP	JLJ	8/12/2025	110894001	3 OF 3

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DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DWG\110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY: PERKINS, AARON 8/12/2025 1:42 PM LAST SAVED 8/12/2025 1:39 PM

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing - Considering a Petition to rezone the following Parcel identified in District 08, Map 10, Parcel 4, Parcel ID# 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.

ATTACHMENTS:

Legal Notice War Admiral BLVD 8192025.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

Ranson City Council will hold a public hearing on Tuesday, August 19, 2025, at 7 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments on a Petition to rezone the following District 08, Map 10, Parcel 4, 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5. Copies of the proposed zoning amendment are available upon request from the Community Development Department. All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to August 19, 2025: City of Ranson, Attn: cityclerk@ransonwv.us. Written comments received prior to August 19, 2025, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-03 -2nd Reading on Consideration of a Petition to rezone the following Parcel located in District 08, Map 10, Parcel 4, Parcel ID# 081000400000000, consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.

City Council is asked to consider on second reading and enactment, the rezoning on a parcel located District 08, Map 10, Parcel 4, 081000400000000 located off War Admiral Blvd. Ranson WV 25438 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.

ATTACHMENTS:

Ordinance 2025- 03 Riverside SC-NCT5 Rezoning CC Ordinance.docx 7152025.docx
25-20-REZ-S1st_Floor_25042812371.pdf Riverside Church.pdf
25-20-REZ-S1st_Floor_25042812370.pdf_Riverside_Church.pdf

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 0810000400000000 REZONING FROM MUX (RETIRED) TO SMARTCODE-NEW COMMUNITY T-5.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of rezoning from MUX (Retired) to Smartcode – New Community T-5 in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Riverside Church has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission recommended this be forwarded to City Council on June 2, 2025, recommending the Ranson City Council amend the zoning map and change the subject property's zoning to the approved in the application.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types along with a commercial mix of uses and places of worship. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 0810000400000000 is zoned SmartCode New Community, T5.

Section 2. Consistent with Chapter 19A and the original rezoning to SC-NC. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

Ordinance 2025-03

Adopted by the City of Ranson after a 1st reading on July 15, 2025 and second reading on August 19, 2025 by __ in the affirmation, ____ in negative with ____ abstentions.

First Reading: July 15, 2025

Public Hearing: August 19, 2025

Second Reading: August 19, 2025

Enacted this 19th day of August 2025

Adopted by the City Council of the City of Ranson after a 1st reading on July 15, 2025 and a 2nd reading on August 19, 2025, by a vote of ____ in the affirmative, ___ in the negative with ___ abstaining.

_____

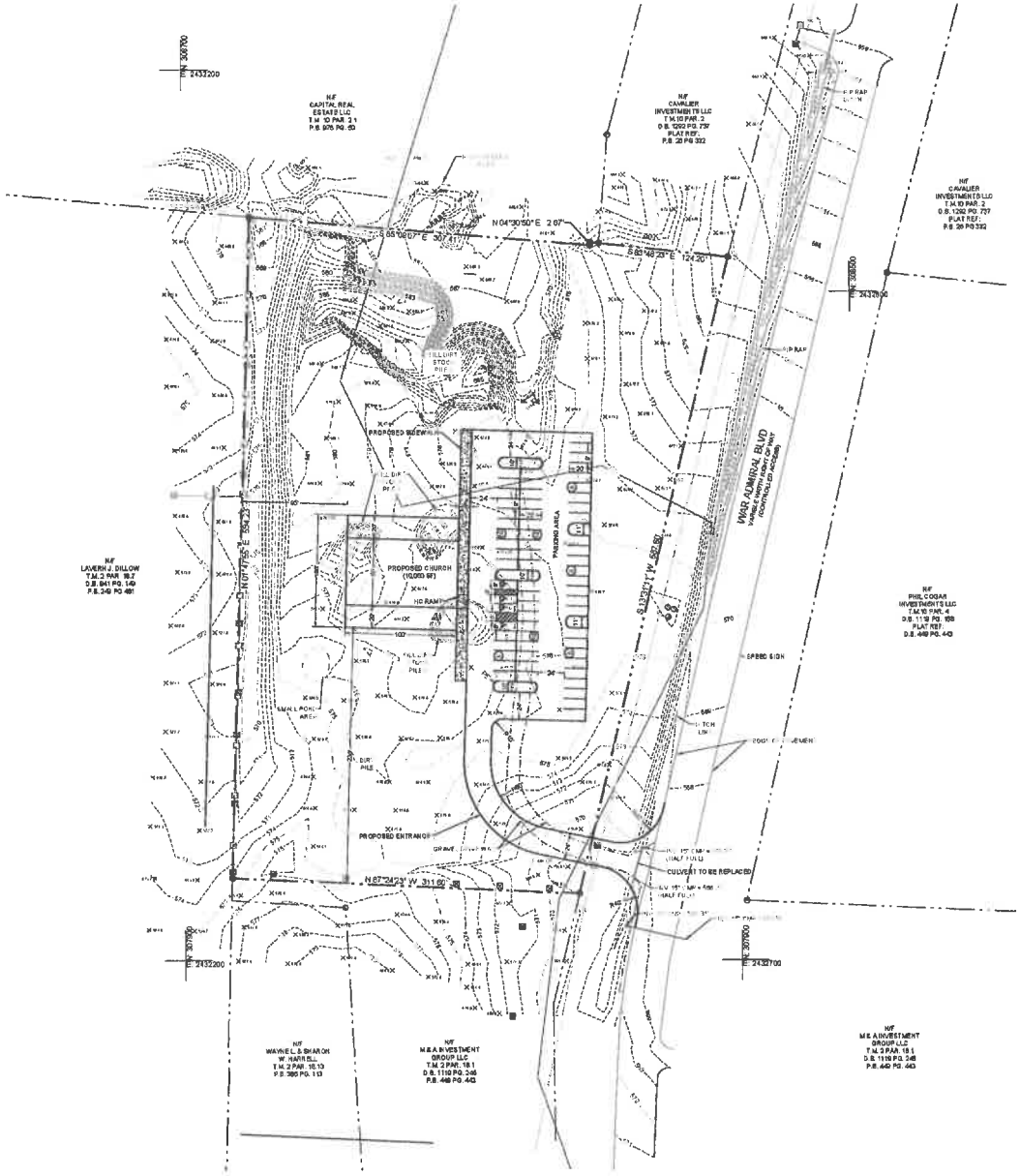
Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AFFIX CITY SEAL:



LEGEND

T.M.	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D.B.	DEED BOOK
PG.	PAGE NUMBER
P.B.	PLAT BOOK
NF	NOW OR FORMERLY
	5/8" REBAR WITH CAP FOUND
	REBAR FOUND
	IRON PIPE FOUND
	METAL FENCE POST
	WOODEN FENCE POST
	UTILITY POLE
	SANITARY MANHOLE
	SIGN
	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVER HEAD WIRES
	WOODEN BOARD FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	BERM
	STORM CULVERT

NOTES

PARKING - 51 STANDARD
4 HC (2 VAN)

(51) NUMBER OF PARKING SPACES

0 40 80 100 Feet
1" = 80'

ALPHA ASSOCIATES, INC
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304-264-0051
www.alphainc.com

SITE PLAN
FOR
RIVERSIDE CHURCH

OWNER/DEVELOPER:
RIVERSIDE CHURCH

ADDRESS:
263 HAYDINE DRIVE,
SHENANDOAH
JUNCTION, WV 25442

PHONE:
620-243-3823

ATTN:
JENNIFER VERDUGO

REVISIONS

No.	ITEM	DATE

PROJ. NO.: 2408078.00
DATE: 02/25/2025
SHEET NO.:
C101

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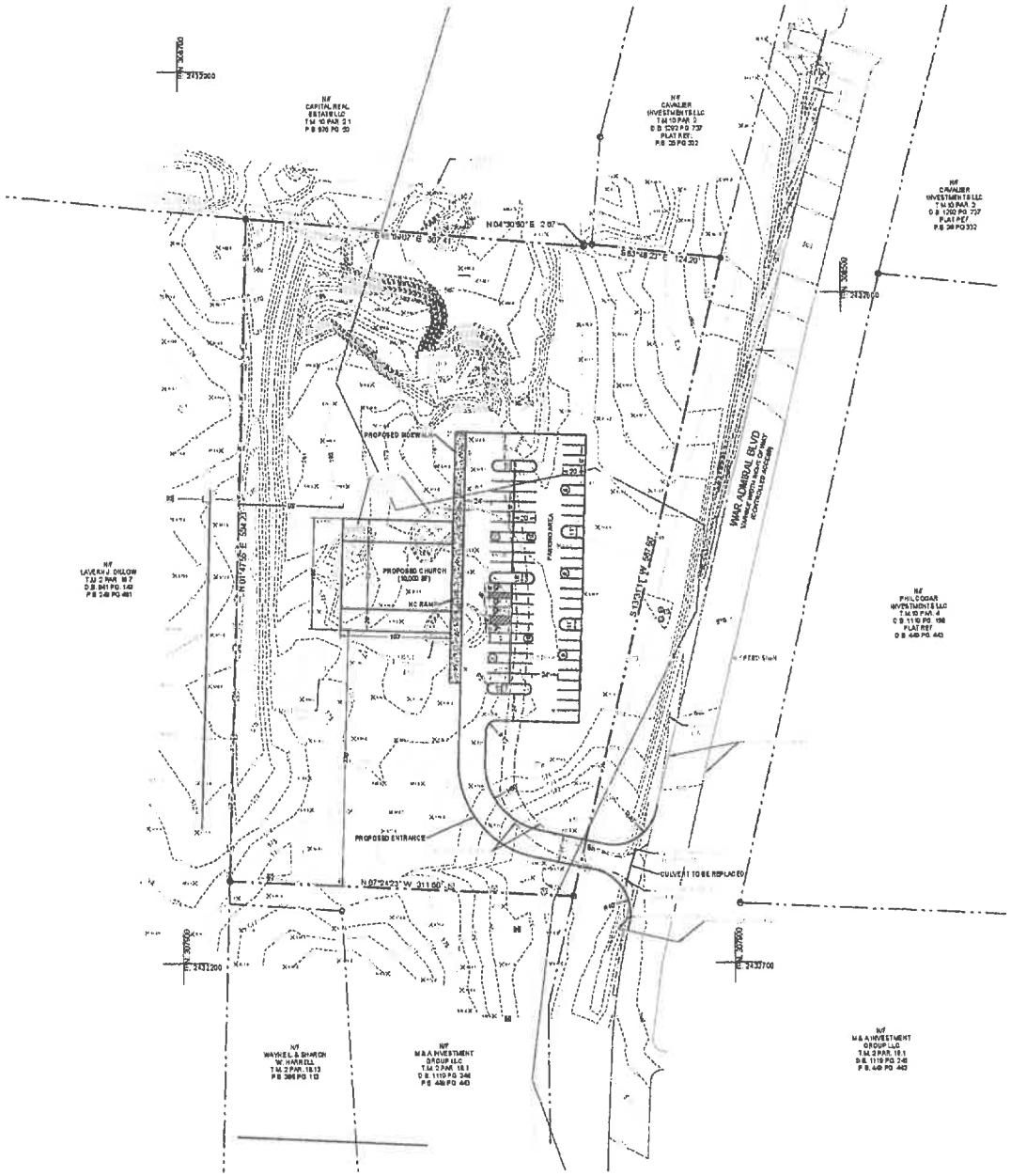
SITE PLAN
FOR
PROPOSED CHURCH

RANSON CORP. DISTRICT, T.M.10 PAR. 4 D.B. 1300 Pg. 858
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN



LEGEND

T.M.	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D.B.	DEED BOOK
PG.	PAGE NUMBER
P.B.	PLAT BOOK
N/F	NOW OR FORMERLY
	SET REBAR WITH CAP FOUND
	REBAR FOUND
	IRON PIPE FOUND
	METAL FENCE POST
	WOODEN FENCE POST
	UTILITY POLE
	SANITARY MANHOLE
	SIGN
	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVERHEAD WIRES
	WOODEN RAIL FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	SWALE
	STORM CULVERT

NOTES

PARKING - 61 STANDARD
4 HC (2 VAN)

(1) NUMBER OF PARKING SPACES

ALPHA ASSOCIATES, INC.
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304 264-8001
www.theALPHAfirm.com

SITE PLAN
FOR
RIVERSIDE CHURCH

OWNER/DEVELOPER:
RIVERSIDE CHURCH

ADDRESS:
283 HAYDINE DRIVE
SHENANDOAH
JUNCTION, WV 25442

PHONE:
520-249-3023

ATTN:
JENNIFER VERDUGO

REVISIONS

NO	ITEM	DATE

PROJ. NO.: 2408078.00
DATE: 03/25/2025
SHEET NO.:
C101

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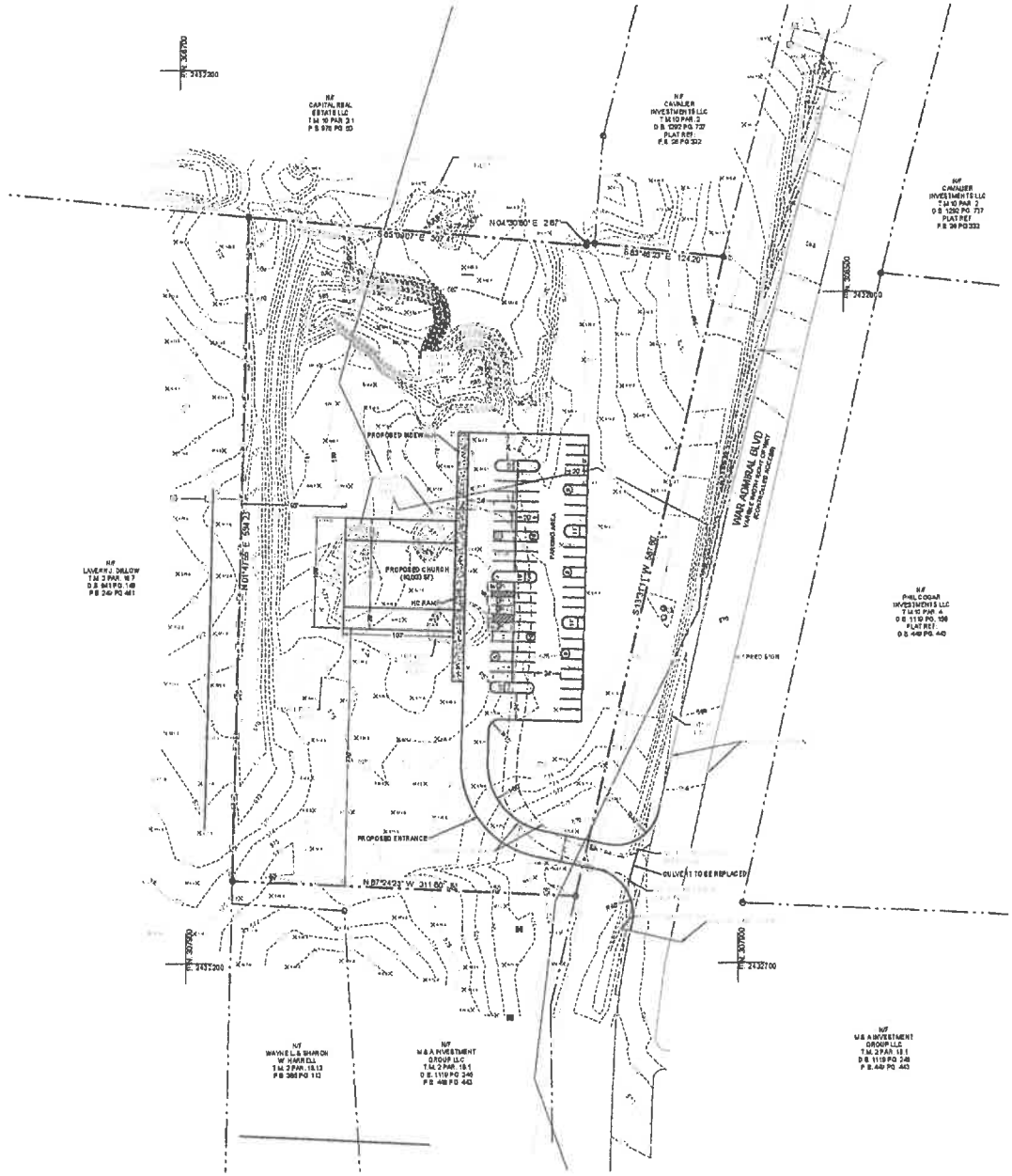
SITE PLAN
FOR
PROPOSED CHURCH

PARCEL OF PARSON CORP. DISTRICT, T.M. 10 PAR. 4 D.B. 1330 Pg. 656
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN



LEGEND

T.M.	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D.B.	DEED BOOK
PG.	PAGE NUMBER
P.B.	PLAT BOOK
N/F	NOW OR FORMERLY
●	5/8" REBAR WITH CAP FOUND
●	REBAR FOUND
●	IRON PIPE FOUND
⊠	METAL FENCE POST
⊠	WOODEN FENCE POST
⊙	UTILITY POLE
⊙	SANITARY MANHOLE
⊙	SIGN
○	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVER HEAD WIRES
	WOODEN BOARD FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	SWALE
	STORM CULVERT

NOTES

PARKING - 61 STANDARD
4 HC (2 VAN)

(1) NUMBER OF PARKING SPACES

ALPHA ASSOCIATES, INC
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304 264-0051
www.theALPHAfirst.com

SITE PLAN
FOR
RIVERSIDE CHURCH

OWNER/DEVELOPER
RIVERSIDE CHURCH

ADDRESS
783 HAYSHINE DRIVE
SHENANDOAH JUNCTION, WV 25442

PHONE:
520-243-3023

ATTN
JENNIFER VERDUGO

REVISIONS

No	ITEM	DATE

PROJ. NO.: 2408078.00
DATE: 02/25/2025
SHEET NO.:
C101

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SITE PLAN
FOR
PROPOSED CHURCH

RANSON CORP. DISTRICT, T.M.10 PAR. 4 D.B. 1330 Pg 656
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

OFFICE USE ONLY
Application # _____
Date Received: _____ Fee: _____
Application Accepted By: _____ Payment Type: _____
Comments:

APPLICANT:
NAME: Brian R. Hibbert, TRUSTEE - RIVERSIDE CHURCH
ADDRESS: [redacted] CITY/STATE KNOXVILLE, MD. ZIP: 21758
PHONE # [redacted] FAX # _____ EMAIL brianrhibbert@gmail.com

PROPERTY OWNERS:
NAME: RIVERSIDE CHURCH
ADDRESS: P.O. BOX 189 CITY/STATE KEARNEYSVILLE, WV ZIP: 25430
PHONE # [redacted] FAX # _____ EMAIL RIVERSIDECHURCHWVINFO@gmail.c
☐ **CHECK HERE IF LISTING ADDITIONAL OWNERS ON SEPARATE PAGE.**

ATTORNEY/AGENT (CHECK ONE IF APPLICABLE): ☐ **ATTORNEY** ☒ **AGENT**
NAME: ALPHA ASSOCIATES, INC.
ADDRESS: [redacted] CITY/STATE MARTINSBURG, WV ZIP: 25401
PHONE # [redacted] FAX # _____ EMAIL richard.klein@thinkalphafirst.c

SIGNATURES:
APPLICANT SIGNATURE: _____
PROPERTY OWNER SIGNATURE: _____
ATTORNEY / AGENT SIGNATURE: _____

PLEASE DIRECT CORRESPONDENCE TO: ☒ OWNER ☐ AGENT ☐ ATTORNEY

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City staff review of this application is dependent upon the accuracy of the information provided that any inaccurate or inadequate information provided by me/my firm/my agent, etc. may delay review of this application.

PLEASE NOTE: INCOMPLETE INFORMATION WILL RESULT IN REJECTION OF THIS SUBMITTAL.
FOR ALL QUESTIONS REGARDING THIS FORM AND FEES, PLEASE CALL: 304-725-1010.
ALL FEES MUST BE PAID WITH APPLICATION SUBMITTAL. PLEASE MAKE ALL CHECKS PAYABLE TO THE **CITY OF RANSON.**

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

LOCATION AND ZONING REQUEST

PROPERTY ADDRESS (FOR ZONING PURPOSES): _____

MAP AND PARCEL NUMBER(S) FOR CERTIFIED ADDRESS: RANSON CORP. DISTRICT T.M. 10 PAR 4 D.B 1330 P. 656 JEFFERSON COUNTY, W.V.

☐ **CHECK HERE IF LISTING ADDITIONAL PARCEL NUMBERS ON SEPARATE PAGE.**

CURRENT ZONING DISTRICT RANSON CORP DIST REQUESTED ZONING DISTRICT RANSON T5 TOTAL ACREAGE 5

PROPOSED USE OR REASON FOR ZONING REQUEST: Church

STATEMENT AS TO HOW REZONING REQUEST IS CONSISTENT WITH COMPREHENSIVE PLAN: REZONING TO T5 WOULD ALLOW RIVERSIDE CHURCH TO PROVIDE ~~CRITTE~~ NECESSARY SERVICES TO A RAPIDLY EVOLVING AREA SUCH AS RELIGOUS SERVICES, DAY CARE, AND COMMUNITY OUTREACH Programs.

☐ **CHECK HERE IF EXPLANATION OF USE OR CONSISTENCY WITH COMPREHENSIVE PLAN IS ON SEPARATE PAGE.**

REZONING APPLICATION CHECKLIST

The application package must consist of three (3) complete sets of all items listed below, one of which must contain the original signed forms. **Attach map(s) and other documents including the following information:**

For application to any SmartCode District:

- ☐ Topography at a maximum of 20-foot contour intervals, using USGS topography or other available topographic survey and established or approximated 100-year flood plain limits as shown on the official FEMA flood insurance maps
- ☐ Existing property lines with dimensions
- ☐ Location and widths for adjoining streets
- ☐ Existing structures
- ☐ Existing use of land
- ☐ Current zoning of land and adjoining properties
- ☐ Proposed points of connection for off-site thoroughfares
- ☐ Proposed maximum density

For application to SmartCode New Community District (SC-NC):

Information on left plus:

- ☐ Proposed community unit type(s) with their location and acreage
- ☐ Proposed designation of transect districts at interior perimeter of property to be re-zoned (1 lot deep)

For application to Transect Districts (T1-5) as part of Infill Community Plan:

Information on left plus:

- ☐ Proposed community unit type(s) with their location and acreage
- ☐ Proposed designation of transect districts throughout
- ☐ An infill land development plan and plat shall be submitted and approved as part of a rezoning application to Transect Districts, pursuant to the requirements of Sec. Ch. 19, 4.1.3.

For application to Transect Districts (T1-5) NOT as part of Infill Community Plan:

Information on left plus:

- ☐ Proposed designation of transect districts throughout
- ☐ Statement describing how the requested change enhances the surrounding neighborhood structure per Ch. 19, 1.2.

APPLICATION CONTINUED ON NEXT PAGE

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

SMARTCODE REZONING APPLICATION INSTRUCTIONS

Zoning to SmartCode Districts may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they:

1) promote health, safety, and the general welfare
2) support the implementation of the Comprehensive Plan
3) support the intent and purpose stated in Ch 19, 1.2 of the Zoning Ordinance
4) encourage the most appropriate use of land

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

1) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City.
2) Three copies of the map(s) required with the application
3) Any additional information required by the City Manager or his designee to ensure an adequate review can be completed
4) A complete description of the request

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant. A completed application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

SMARTCODE DEVELOPMENT PROCESS OVERVIEW

The following land development approvals will be required after rezoning is complete:

	SmartCode New Community	SmartCode Infill Community	Transect Districts (T1-5) not part of a Community Plan
Land development plan and plat	Applicant may elect to submit land development plan and plat for concurrent approval with rezoning request	Land development plan and plat required to be submitted for concurrent approval with rezoning request	Only required if subdivision needed
Construction Drawings	Required	Only required if subdivision needed	Only required if subdivision needed
Performance bond release and/or City inspection	Required	Only required if site improvements included	Only required if site improvements included
Final plat	Required	Only required if subdivision needed	Only required if subdivision needed
Site plan	Required	Required	***Outside of Old Town:*** Required for all development ***In Old Town:*** Only required if more than one use, equal to or greater than one acre, more than two units, or contains commercial and/or industrial development
As-Built site plans / improvement plans	Required	Only required if site improvements included	Only required if site improvements included

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing- 2nd Reading of an Ordinance 2025-04 Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia

ATTACHMENTS:

Legal_Notice Chapter 15 Personnel Policy.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

The Ranson City Council will hold a public hearing, on Tuesday, August 19, 2025 at 7 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments on an Ordinance Amending Chapter 15 - Personnel, of the Municipal Code of Ranson,

All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to August 19, 2025: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV, 25438 or cityclerk@ransonwv.us. Written comments received prior to August 19, 2025, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration - 2nd Reading of an Ordinance 2025-04 Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia

Staff presented the First reading an ordinance 2025-04 amending Chapter 15 – Personnel, of the Municipal Code of the City of Ranson on July 15, 2025. Originally adopted in 1983, much of Chapter 15 is now outdated and inconsistent with current law, best practices, and the City's newly adopted Employee Handbook.

The proposed amendments aim to modernize the code, streamline administrative processes, and ensure consistency with applicable state and federal laws. Rather than restating or duplicating the detailed provisions of the Employee Handbook within the codified code, this ordinance allows the handbook to stand as the primary source for personnel policy and procedure, while Chapter 15 provides the enabling framework and references the handbook as the governing document for day-to-day personnel administration.

ATTACHMENTS:

Ordinance 2025-04 Chapter 15 Personnel Policy.docx
Ranson_Ch_15_Proposed_Edits_6JUL (1).docx

Ordinance: 2025 - 04

AN ORDINANCE OF THE CITY OF RANSON AMENDING CHAPTER 15, ARTICLES 1 THROUGH 127, OF THE CITY CODE ENTITLED "PERSONNEL POLICIES"

WHEREAS, the City of Ranson recently adopted a comprehensive and updated Employee Handbook that reflects the current best practices in employment law, provides clear guidance for city personnel, and replaces outdated provisions previously codified in Chapter 15 of the City Code; and

WHEREAS, Chapter 15, originally adopted in 1983, contains numerous personnel policies that are now inconsistent with both the newly adopted Employee Handbook and modern legal and human resources standards; and

WHEREAS, the City finds it necessary and appropriate to streamline Chapter 15 to include only those essential provisions that are properly enacted by ordinance, while allowing the Employee Handbook to serve as the primary and authoritative source of day-to-day personnel policies and procedures; and

WHEREAS, this amendment is intended to eliminate obsolete and conflicting language, improve consistency with current employment practices, and ensure that all City employees, officials, and volunteers have access to a single, up-to-date resource for understanding the City's personnel policies.

NOW, THEREFORE, be it ordained by the City Council of the City of Ranson, by duly noticed public vote, that Chapter 15, Articles 1 through 127 of the City Code, are hereby amended and reenacted as follows

- **Chapter 15 - PERSONNEL [1]**
- **ARTICLE I. - IN GENERAL**
- **Sec. 15-1. - Employment Rules and Policies**

(a) The City Council shall prescribe the duties of all of the officers and employees of the City where not prescribed by West Virginia Code or City Charter, and it shall be the duty of all such officers and employees to perform faithfully and diligently all the duties so prescribed by these laws or Council.

(b) An Employee Handbook shall be enacted by resolution of the City Council. The Handbook shall include and govern employee rights, duties, compensation, benefits and expectations of the City.

(c) The City Manager shall, from time to time, review the Employee Handbook and recommend to Council any desirable amendments. The City Council may interpret, revise, or supplement the provisions in the Handbook by resolution as it may deem appropriate.

(d) Unless employed by individual contract, every City employee is an "at-will" employee. The Employee Handbook is a communicative device conveying the personnel policies and procedures of the City. It is not intended as an employment contract and creates no right of the employee to enforce any provision therein.

(e) The policies included in the Employee Handbook shall apply to every employee of the City, except where a policy or practice is contrary to West Virginia statute or regulation, in which case West Virginia law shall be controlled.

- **Sec. 15-2. - Equal Opportunity.**

The City of Ranson is an Equal Opportunity Employer. Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, military or veteran status or disability.

- **Sec. 15-3. - Drugfree workplace.**

The City is committed to providing a safe work environment and to fostering the health and well-being of its employees. The cognitive, emotional, and behavioral impairment that results from drug use can affect productivity, morale, and the safety of the employee and their co-workers. As part of the City's commitment to provide a safe environment for employees and to comply with the Drug-Free Workplace Act (Act) of 1988, the Drug-Free Workplace Policy is established. It shall be the policy of the City government to provide a drug-free workplace for all employees. Use of, personal possession of, or selling of illegal drugs or substances shall be strictly forbidden while in the employment of the city or when representing the city or while on city-owned property.

- **Sec. 15-4 West Virginia Ethics Act**

(a)

Every City employee is a public official governed by the provisions of the West Virginia Ethics Act. Employees shall at all times remain in strict compliance with the Act. The City Manager shall ensure each employee receives initial and annual refresher training on the provisions of the Act.

- **Sec 15-5 Employee Grievance and Bargaining Rights**

(a)

Every City employee has the right to progressively petition the chain of command in accordance with the Employee Handbook regarding perceived improper or unfair employment practices. No employee making a good faith petition shall be subject to adverse employment actions because of that petition.

(b)

The employee grievance procedure provides a sufficient opportunity for response to employee concerns. Council finds that collective bargaining complaints are inconsistent with good employer-employee communications and therefore shall not recognize or bargain with a public employee association or union.

- **ARTICLE II - POLICE DEPARTMENT**
- **Sec. 15-6 Establishment; purpose; subject to authority of mayor.**

The governing body, in order to protect person and property within the city, to preserve law and order therein, and to enforce therein the criminal laws of this state and of this city, does hereby establish the Ranson Police Department, hereafter known as the city police department. It is also established that the chief of police shall be the administrative head of the city police department and shall be subject to the supervision of the administrative authority in accordance with the West Virginia Code and the city charter. The governing body shall also provide all necessary equipment to maintain such a police department.

- **Sec. 15-7 - Police civil service established.**

All of the pertinent provisions of WVa. Code, §§ 8-14-6 through 8-14-20, 8-14-22 and 8-14-23 are hereby adopted by the council and made applicable to the police department of this city and to the nonexempt members thereof and nonexempt applicants for membership therein.

- **Sec.15-8 - Composition of department.**

(a)

The police department shall consist of the police force and the civilian employees of the department.

(b)

The police force shall consist of a chief of police and such number of captains, lieutenants, sergeants, patrol officers and special police as the governing body may from time to time authorize.

(c)

The civilian employees of the police department shall consist of such secretaries, clerks and others as the governing body may from time to time authorize.

(d)

The civilian employees of the police department shall also consist of such special school zone police officers as the governing body may from time to time authorize. Special school zone police officers shall be appointed by and serve at the will and pleasure of the chief of police.

- **Sec. 15-9 - Duties of chief of police.**

The chief of police shall faithfully perform all the duties as defined by the Ranson City Code, applicable federal and state laws, and such additional duties as may be lawfully assigned by the mayor. The chief shall be responsible for the leadership, management, supervision and operational readiness of the department, and shall ensure that all prosecutions by the department are conducted with professionalism and integrity. The chief shall ensure that department operations and activities are coordinated and aligned with the City's goals, policies, and operational standards.

- **Sec. 15-10 - Chain of command.**

The chain of command shall be the mayor and city manager, chief of police, and other members of the police department according to rank and seniority within rank.

- **Sec.15-11 – Employee Handbook and Police manual.**

Each member of the police department is an employee of the City, subject to the policies and practices included in the City's Employee Handbook, except where in conflict with West Virginia law, in which case the West Virginia law shall be controlling. Every member shall be obedient to and comply with the provisions of the city police manual applicable to the position and any other policies, rules or regulations of the police department.

- **Sec. 15-12. - Oath of office.**

All members of the city police department, before entering upon the discharge of their duties, shall take and subscribe to an oath which shall be in the form and effect as follows:

"State of West Virginia

City of Ranson to wit: I, _____ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia and the municipal code of the City of Ranson, and I will honestly and faithfully perform the duties imposed upon me under the provisions of law as a member of the Ranson Police Department, to the best of my skill and judgment."

All such oaths shall be filed and preserved in the office of the city police department.

- **Sec. 15-13. - Reimbursement agreement.**

Pursuant to the provisions of W. Va. Code, § 30-29-8, all law enforcement officers shall, before attendance at a law enforcement officers training academy, be required to enter into a written agreement with the city, which agreement shall require and specify that if such employee should voluntarily discontinue employment with the city within one year immediately following completion of such training curriculum, such employee shall be obligated to pay to the city the prorate portion of the sum of such compensation which is equal to the part of such year which the employee has chosen not to remain in the employ of the city.

Article III Bonding

- **Sec. 15-14. - Faithful performance and true accounting bonds required certain officers and employees of city.**

(a)

Every officer or employee of the City who in the course of official duties collects, receives, handles or has custody or control of City funds, negotiable instruments or securities of value in excess of $1000 at any one time, shall, before entering upon the duties of office or position and within two weeks after election or appointment, give bond, with corporate surety, payable to the City, in such amount not less than $10,000.00 as shall be determined from time to time by the City Council, and conditioned upon the faithful performance of his or her duties, a true accounting to give of all City funds, negotiable instruments and securities collected, received or handled by him or her or coming within his or her custody or control, and payment to the City; provided, that the bonds of the mayor and chief of police be in an amount not less than $10,000.00; the bonds of the city treasurer and finance director be in an amount not less than $60,000.00; the bond of the city manager be in an amount not less than $10,000.00; and the bonds of the city clerk, municipal court clerk, and municipal court judge be in an amount not less than $3,000.00.

(b)

The premiums on all such bonds shall be paid by the city.

(c)

All bonds required by this section shall be in the custody of the City Clerk, except that the bond of the City Clerk shall be in the custody of the City Manager.

First Reading: July 15, 2025

Public Hearing: August 19, 2025

Second Reading: August 19, 2025

Enacted this 19th day of August 2025

Adopted by the City Council of the City of Ranson after a 1st reading on July 15, 2025 and after a 2nd reading on August 19, 2025 by a vote of _____ in the affirmative, _____in the negative with __ abstentions.

_____

Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

- **Chapter 15 - PERSONNEL[1]**

- **ARTICLE I. - IN GENERAL**

- **Sec. 15-1. - ~~Purpose.~~ Employment Rules and Policies**

(a) The City Council shall prescribe the duties of all of the officers and employees of the City where not prescribed by West Virginia Code or City Charter, and it shall be the duty of all such officers and employees to perform faithfully and diligently all the duties so prescribed by these laws or Council.

(b) City employees are public servants, and shall serve the public in a respectful, responsive and courteous manner. Employees shall always conduct themselves in a manner which reflects credit upon the City.

(c) An Employee Handbook shall be enacted by resolution of the City Council. The Handbook shall include and govern employee rights, duties, compensation, benefits and expectations of the City.

(d) The City Manager shall, from time to time, review the Employee Handbook and recommend to Council any desirable amendments. The City Council may interpret, revise, or supplement the provisions in the Handbook by resolution as it may deem appropriate.

(e) Unless employed by individual contract, every City employee is an "at-will" employee. The Employee Handbook is a communicative device conveying the personnel policies and procedures of the City. It is not intended as an employment contract and creates no right of the employee to enforce any provision therein.

~~(f) The policies included in the Employee Handbook shall apply to every employee of the City, except where a policy or practice is contrary to West Virginia statute or regulation, in which case West Virginia law shall be controlling.~~

~~or regular designed to serve as a reference guide and working framework for department heads and supervisory personnel in the day-to-day management of the city's personnel program. Incorporated in this chapter are the objectives and operating philosophies of the city.~~

~~(b)~~

~~By documenting the city's personnel policies and procedures, this chapter should function as an important and valuable tool to aid in systematically and impartially administering policies and subsequently promoting consistency, equity, continuity and understanding. A complete understanding should exist if the employees are expected to follow the outlined policies and procedures. To create a maximum level of understanding and to better employee relations and morale, all employees should be required to read this chapter.~~

- **Sec. 15-2. - ~~Merit principles~~. Equal Opportunity.**

~~The primary principle of this personnel program is declared to be selection, evaluation, advancement, development, and compensation of employees based on merit, knowledge, skills, abilities, and performance.~~

The City of Ranson is an Equal Opportunity Employer. Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, military or veteran status or ~~handicap~~ disability.

- ~~**Sec. 15-3. - Equal opportunity.**~~

~~Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, or handicap.~~

- **Sec. 15-4. - ~~Administration.~~**

~~(a)~~

~~The city administrator shall be the administrative head of the city government and is directly responsible to the city council. The city administrator shall be the chief supervisor of city personnel, directing personnel activities, approving personnel actions, and administering personnel policies. The city administrator shall develop and effect any supplementary policies necessary to accomplish the purposes or provisions of this personnel policy. The city administrator shall be responsible for establishing and maintaining a system of official personnel records for the employees of the city containing information relating to employee merit and changes of status.~~

~~(b)~~

~~All city employees shall be governed by these policies and procedures with one exception. The police department shall be governed by these policies and procedures only where they do not conflict with civil service rules and regulations.~~

~~(Code 1983, § 9-104)~~

- **Sec. 15-3. - Drugfree workplace.**

The City is committed to providing a safe work environment and to fostering the health and well-being of its employees. The cognitive, emotional, and behavioral impairment that results from drug use can affect productivity, morale, and the safety of the employee and their co-workers. As part of the City's commitment to provide a safe environment for employees and to comply with the Drug-Free Workplace Act (Act) of 1988, the Drug-Free Workplace Policy is established. It shall be the policy of the City government to provide a drugfree workplace for all employees. Use of, personal possession of, or selling of illegal drugs or substances shall be strictly forbidden while in the employment of the city or when representing the city or while on city-owned property. ~~The City will provide, through the police department, information on drug counseling and rehabilitation and assistance programs.~~

- **Sec. 15-4 West Virginia Ethics Act ~~and City Property~~**

(a)

Every City employee is a public official governed by the provisions of the West Virginia Ethics Act. Employees shall at all times remain in strict compliance with the Act. The City Manager shall ensure each employee receives initial and annual refereshser training on the provisions of the Act.

- **Sec 15-5 Employee Grievance and Bargaining Rights**

(a)

Every City employee has the right to progressively petition the chain of command in accordance with the Employee Handbook regarding perceived improper or unfair employment practices. No employee making a good faith petition shall be subject to adverse employment actions as a result of that petition.

(b)

The employee grievance procedure provides a sufficient opportunity for response to employee concerns. Council finds that collective bargaining complaints are inconsistent with good employer-employee communications and therefore shall not recognize or bargain with a public employee association or union.

- ~~**Sec. 15-31. - Attitude and courtesy.**~~

~~City employees are expected to deal with the public in a responsive and courteous manner. Employees shall conduct themselves at all times in a manner which reflects credit upon their departments and the city government.~~

- ~~**ARTICLE II. - RECRUITMENT AND APPOINTMENT**~~
- ~~**Sec. 15-20. - Recruitment procedures.**~~

~~All employment opportunities shall be advertised in a newspaper having general circulation in the county or city and shall be published at least seven days prior to the deadline for receiving applications. In addition, other appropriate means of advertisement such as journal advertisements, posted notices, or letters to community organizations are encouraged. The manner and extent of advertising shall be suitable for the position to be filled, and relatively limited notices may be used when recruiting for part-time or temporary personnel. All advertisements of employment opportunities shall be handled by the city administrator's office. Notices of employment opportunities shall specify qualifying requirements and pay information and shall state that the city is an equal opportunity employer. All application for employment shall be taken at the city administrator's office.~~

- **Sec. 15-21. - Appointment criteria.**

Applicants for appointment shall be recruited, screened, appointed, and promoted based on job-related experience, training, skills, knowledge, and abilities, on the quality of past performance, and on general suitability to perform the work required (including such factors as physical condition and neatness of appearance, if related to the job). Applicants may be required to take appropriate medical, written and oral examinations related to the required work. Factors not considered relevant include political or religious preference, race, color, national origin, sex, age, and non-job-related handicaps. When residents and nonresidents of the city are equally qualified, the city resident shall be given first consideration. When filling vacancies which represent promotional opportunities, qualified persons already employed by the city shall be given first consideration.

- **Sec. 15-22. - Affirmative action.**

The city will, in recruitment and employee development, undertake special efforts to locate, hire, and promote qualified persons from categories which may have been previously underrepresented in the city work force and in positions and departments within the city service.

- **Sec. 15-23. - Employment of relatives.**

Employment of a relative of any member of the governing body or administrative official of the city is discouraged. No person shall be hired or assigned to work under the administrative influence or supervision of a relative. This policy shall apply to the spouse, brother, sister, parent, child, aunt, uncle, niece, nephew or grandparent of the employee and spouse.

- **Sec. 15-24. - Appointment procedure.**

Following recruitment and screening of applicants, the department head of the department with a position vacancy shall recommend appointment of the most suitable applicant to the city administrator. Appointments are subject to the approval of the city administrator, and no employee shall be promised employment, enrolled, or commence work until such approval has been given.

- **Sec. 15-25. - Probationary period.**

New employees shall serve a probationary period which allows the appointee to adjust to the new job and to prove ability to perform the work, accept and exercise responsibility, and work well with the public and fellow employees. Unless otherwise designated at the time of appointment, the normal probationary period for nonpolice employees shall be six months. The normal probationary period for police officers shall be 12 months. A probationary period may be extended for up to an additional six months. During or at the end of a probationary period, employment may be discontinued upon the initiative of the city or the employee without adverse judgment. Upon successful completion of a probationary period, the employee shall be evaluated and may be considered for salary increase. Waiver of part or all of the probationary period may be made upon approval of the city administrator.

- **Secs. 15-26—15-29. - Reserved.**

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- **ARTICLE III. - CONDITIONS OF EMPLOYMENT**

- **Sec. 15-30. - General responsibilities and conduct.**

(a)

Employees. Employees are expected to:

(1)

Report to work on time and remain on the job until the end of the work day or shift;

(2)

Perform their work conscientiously and to the best of their ability, contributing a fair day's work for their pay and carrying out assigned work duties in a timely manner;

(3)

Work well with other employees and refrain from spreading rumors or discontent or engaging in other activities which disrupt morale or work progress;

(4)

Accept additional assignments during periods of peak workloads or emergencies;

(5)

Request prior approval before taking leave or leaving the work site, and promptly report any anticipated tardiness or absence due to sickness or other cause;

(6)

Dress and conduct themselves in a manner appropriate to their work responsibilities.

(b)

Department heads and supervisors. All supervisors are expected to:

(1)

Execute administrative directives and policies, city ordinances, and legislative programs;

(2)

Deal with all employees in fair and equitable manner, upholding the principles of equal employment opportunity;

(3)

Develop and motivate employees to reach their greatest potential through continued education and training;

(4)

~~Keep employees informed of their role in accomplishing their unit's work and of conditions or changes affecting their work;~~

~~(5)~~

~~Objectively evaluate employee work performance and discuss appraisals with employees so as to achieve desired improvements;~~

~~(6)~~

~~Make every effort to resolve employee problems and grievances, consistent with organizational needs and good personnel practices;~~

~~(7)~~

~~Carry out the general responsibilities, including those set out in subsection (a) above, applicable to all employees.~~

- ~~**Sec. 15-31. - Attitude and courtesy.**~~

~~City employees are expected to deal with the public in a responsive and courteous manner. Employees shall conduct themselves at all times in a manner which reflects credit upon their departments and the city government.~~

- ~~**Sec. 15-32. - Punctuality and attendance.**~~

~~Because of the essential nature of city services, employees shall avoid unnecessary absence and tardiness. Attendance and punctuality are important employee responsibilities which may affect eligibility for merit raises and promotions. Employees are required to promptly notify their supervisors when illness prevents reporting for work or when unavoidable circumstances cause later reporting for work. If an employee is absent from such employee's job two consecutive work days without notice, it will be assumed that the employee has resigned and the employee shall forfeit any claim to terminal leave pay.~~

- ~~**Sec. 15-33. - Performance appraisal.**~~

~~Employees may expect to continue their service without a reduction in pay as long as they continue to satisfactorily perform the basic requirements of their jobs. Supervisors will continually evaluate employees' work, and employees shall obtain an understanding of their job performance and needed improvements through open communications with their job supervisors. A written appraisal shall be completed for an employee upon completion of his probationary period and at least once each year thereafter. Performance appraisals shall be used to determine whether an employee is suited for permanent employment following a probationary period, eligible for a promotion, recommended for a merit raise, or demoted. The performance evaluation process is an important means of bringing the employee and supervisor together to discuss problems, questions, work progress, and employee development objectives. Appraisals shall ordinarily be conducted approximately one year following the employees' last appraisal or major personnel status change, whichever was later. Merit raises, promotions, and the like shall reset the appraisal cycle.~~

- **Sec. 15-34. - Outside employment.**

The work of the city shall have precedence over other occupational interests of full-time employees. All outside employment for salary, wages, or commissions, including military service, and all self-employment must be reported to and approved by an employee's department head. The city recognizes the right of employees to discretionary use of their off-duty time as long as those activities do not adversely affect their city work, represent a conflict of interest, or reflect discredit upon the city. Employees are cautioned not to engage in outside work which impairs their physical or mental abilities to perform their city job responsibilities.

- **Sec. 15-35. - Volunteer emergency service.**

The city recognizes the important role of volunteer public safety services in the community and participation by some city employees in the volunteer fire and rescue services is considered desirable. Due to the essential nature of municipal services, however, every employee shall obtain the written permission of such employee's department head before becoming a member of the volunteer fire department, rescue squad, or similar service. Permission may be denied if the department head or city administrator determines that such participation would significantly impair the essential work of the department. Temporary grant-supported workers shall not normally be granted such permission. Employees whose participation is approved may be asked to limit their on-call status to times outside their normal work hours. No administrative official of the city shall serve as the chief officer of a volunteer public safety service (not retroactive).

- **Sec. 15-36. - Political activity.**

(a)

The city encourages employees to exercise their civic responsibilities by supporting and voting for candidates and issues of their choice. Employees may join or affiliate with political parties and organizations attend political meetings, exercise their freedom to vote, participate in election campaigns, and advocate political principals and policies which are compatible to the constitution and laws of the state and of the United States of America. Employees may not, however:

(1)

Engage in political activity while on duty;

(2)

Seek nomination, election, or appointment to any city political office in the city;

(3)

Solicit contributions or engage in campaign activity involving candidates for city political office in the city;

(4)

Use or threaten to use influence in any city political election;

~~(5)~~

~~Use city supplies, equipment, or facilities for political campaign purposes;~~

~~(6)~~

~~Be required to contribute funds or support for political or partisan purposes as a condition of employment, pay raise, or promotion.~~

~~(b)~~

~~Employees who desire to seek election to noncity political office may request vacation leave or leave without pay to conduct their campaigns. Employees may not continue in active employment if the city administrator determines that their candidacy significantly affects their ability to perform their work duties or conflicts with their city employment.~~

- ~~**Sec. 15-37. - Solicitations.**~~

~~No employee shall solicit pledges or contributions nor promote sales for any cause during working hours without written approval of such employee's department head or the city administrator. Employees shall not be solicited by others for pledges, contributions, or enrollments during working hours, except those programs provided by the city as fringe compensation to all regular employees. Solicitations for optional insurance programs for which the city provides the convenience of payroll deductions must take place outside the employee's duty time (i.e. during meal periods, or before or after work).~~

- ~~**Sec. 15-38. - Rest periods; breaks.**~~

~~Because of variation in work schedules and needs among departments, the city makes no attempt to define a uniform policy for rest periods or breaks in all departments or divisions. Department heads may, subject to review of the city administrator, establish appropriate restperiod practices which will best serve the city interest in the work units under their supervision. If feasible, a department head may allow up to two ten-minute rest periods per day, but circumstances may exist which make regular rest periods or coffee breaks impossible. Such rest periods are allowed entirely at the city's discretion, are not cumulative nor a right, and are subordinate to any business.~~

- ~~**Sec. 15-39. - Gifts and favors.**~~

~~No official or employee of the city shall accept any valuable gift, whether in the form of service, loan, thing, money, or promise from any person which to such employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city. No official or employee shall accept any gift, favor, or thing of value which may tend to influence such employee in the discharge of work duties or which it is reasonable to believe is offered for the purpose of enhancing the giver's interest. No official or employee shall grant in the discharge of such employee's duties any improper favor, service, or thing of value. No employee shall seek personal or financial advantage through such employee's position with the city.~~

- ~~**Sec. 15-40. - Nondiscrimination.**~~

No discrimination shall be promised, threatened, or exercised by any supervisor or employee with regard to any application to employee in matters of hiring, advancement, compensation, or treatment because of that person's sex, race, national origin, religious beliefs, political affiliation or belief, age or handicap.

- **Sec. 15-41. - Personal indebtedness.**

Employees are expected to manage their personal financial affairs so that the city will not be embarrassed by excessive or delinquent personal indebtedness of an employee. They are particularly expected to satisfy their public obligations (taxes, etc.) in a timely manner.

- **Sec. 15-42. - Safety.**

(a)

Work safety is the responsibility of all employees. All employees have the right to work in a safe occupational environment, and all employees have a duty to help create that environment.

(b)

Department heads and other supervisors are responsible for:

(1)

Providing safe work procedures, sites and equipment;

(2)

Implementing safety policies and programs;

(3)

Training employees in safe work habits and procedures;

(4)

Detecting and correcting unsafe work habits and procedures;

(5)

Investigating work accidents and promptly submitting accident reports;

(6)

Encouraging employees to report unsafe conditions and to submit suggestions for enhancing work safety.

(c)

Employees are responsible for:

(1)

Learning and maintaining safe work habits and procedures;

(2)

Maintaining equipment and work sites in a safe condition;

(3)

Using available safety equipment, such as hard hats, reflective vests, hard-toed footgear, protective clothing, eye protection, warning signs and similar equipment when appropriate;

(4)

Avoiding unsafe practices, such as wearing loose clothing, rings, bracelets, and long hair around moving machinery or working without shoring in an unsloped ditch;

(5)

Promptly reporting all accidents and injuries and assisting in investigation of same;

(6)

Reporting unsafe work conditions and practices promptly.

- **Sec. 15-43. - Hours of work.**

(a)

Because of the essential nature of city work, some city jobs must be carried out 24 hours a day, every day. Some work requires being available on standby or being called out for emergency duty, and some work requires working overtime to complete important tasks. Employees may, therefore, be asked to be available on standby, or asked to work overtime when necessary. Standard weekly hours of work are generally designated as follow:

Expand

	Employee Group	Hours Per Week
(1)	Administrative, professional	40 plus
(2)	Clerical employees	40
(3)	Police officers and dispatchers, waste treatment plant operators	40 (average)
(4)	Other employees	40

(b)

Employees working on a "task system" may be allowed to leave work after less than a full work day or week if their assigned tasks are complete.

- **Sec. 15-44. - Time records.**

Records of hours worked and leave taken shall be maintained by supervisory personnel for all employees under their supervision. Each employee shall sign or initial such records to verify their accuracy. All

employees shall be responsible for insuring that leave taken is promptly and fully reported to the person responsible for maintaining personnel leave records.

- **Sec. 15-45. - City-owned property.**

City equipment, materials, tools, and supplies shall not be taken for personal use nor removed from city property except in the conduct of official city business. No other use shall be made of city property except under policies allowing use of that property by the general public. Vehicles owned by the city shall be cared for by employees in a responsible and conscientious manner. Vehicles shall be used exclusively for city business, except that department heads and other employees on emergency call may drive vehicles home upon written approval by the city administrator or except as other use of same may be part of an explicit compensation agreement. Home storage of vehicles shall be minimized, and employees driving vehicles home to a site outside the city may be required to pay differential mileage

Sec. 15-46. - Surrender of property.

Any employee who is terminating employment, or who is suspended for a significant length of time, shall return all items of equipment, including uniforms, to the city. The city may withhold employee pay until return of such equipment.

- **Sec. 15-47. - Confidential information.**

In order to insure that no official, employee, or private citizen uses confidential information concerning the property or affairs of the city to advance the financial or private interest of such person's self or others, no employee shall, without the approval of the city administrator, disclose confidential

Sec. 15-48. - Privacy of employee records.

The state general statutes state that certain information relating to city employees is a matter of public record and that all other information is confidential and open to inspection only under certain special circumstances. The statute also establishes employee's rights to review confidential information in their personnel files.

(1)

Public record. The following information is, by law, a matter of public record:

a.

Name;

b.

Age;

c.

Date of original employment or appointment;

d.

Current position title;

e.

Current salary;

f.

Date and amount of last salary increase or decrease;

g.

Date of most recent promotion, demotion, transfer, suspension, separation, or other personnel status change;

h.

Office or department to which assigned.

This information shall be maintained in the offices of the city administrator. Any person may have access to the designated public information by oral communication from the city administrator or the administrator designee during regular office hours or by compilation in written form within two work days of their request. This information shall not be released in any manner.

(2)

Confidential information. All information in an employee's personnel file which is not designated as public is confidential and is open to inspection only in the following instances:

a.

The employee or the employee's authorized agent may examine the file except: 1. preemployment letters of reference, and 2. information concerning a medical disability which a physician does not wish divulged to a patient;

b.

A licensed physician may, with the employee's written permission, examine the records;

c.

An employee's supervisor, immediate or otherwise, may examine all material in the file;

d.

Any person acting under authority of a court order may examine an employee's file;

e.

A state or federal official may inspect personnel files if the city administrator determines such inspection to be necessary and essential to the function of the inspecting agency. No information shall be divulged for the purpose of assisting in criminal prosecution or investigation of tax liability of the employee.

(3)

Employee review. Any employee who objects to material in such employee's personnel file on grounds that it is inaccurate or misleading may seek to have the material removed from the file by requesting removal, in writing, to the city administrator. The city administrator shall have the objectionable material removed or decline its removal within ten working days, and the administrator's decision shall be final. An employee may place a written statement in such employee's personnel file relating to such material at any time and no permission is required.

- **Sec. 15-49. - Travel.**

Employees of the city will, from time to time, be involved in travel away from the city for city business, including attendance at business meetings, schools, and conferences. The following policies shall apply to such travel:

(1)

Approval. All travel is to be in accordance with the travel budget and requires prior approval by the city administrator. Requests for travel should be submitted to the city administrator on the proper request form. Travel expense account forms will be filled out and submitted with receipts to the city administrator for approval and reimbursement within five days of the last day of travel. The form used must show the detail of expenses incurred by day and will be summarized by day and by category as provided for on the form. The purpose of any travel will be defined on the report and such purpose will be sufficient to allow for a review of the necessity of such travel.

(2)

Meals. Meals expenses shall ordinarily be reimbursed only when incurred on out-of-town travel or when the meal itself is the occasion of a business meeting. In cases where an employee is on an extended trip, meal costs will be allowed on both the day left home and on the day returned from the trip to the extent that leaving and arrival time includes such time as is normally used for a particular meal.

(3)

Transportation. The most economical means of travel shall be used, taking into consideration the employee's time as well. Reimbursement for the use of employee's personal car will be at the rate of $0.275 per mile. Receipted bills for travel by airlines and other common carriers must accompany and verify the employee's expense report. Other transportation costs will be reimbursed on an incurred basis as substantiated by receipts.

(4)

Lodging. Economical lodging shall be utilized, taking into consideration the location and prevailing cost there.

- **Sec. 15-50. - Training and development.**

(a)

Job-related training. Employees are encouraged to continually improve and update their job skills through education and training. The city will attempt to assist this development for clearly job-related

training and education as follows: (1) to authorize leave with pay in order to attend classes, (2) to pay fees, tuition, and/or expenses, or (3) both subsections (1) and (2). The extent of city assistance will depend on the availability of funds and the city's needs for acquired skills. Reimbursement of fees, tuition and/or expenses may be subject to successful completion of training.

(b)

Job-required training. Supervisors may require employees from time to time to receive training. Expenses related to this training will be paid by the city. In those situations where an employee must work such employee's regular hours in addition to attending job-required training the following shall apply:

(1)

Training must be approved by the city administrator;

(2)

Compensation shall be for actual classroom hours (no travel time) beyond a 40-hour week; and

(3)

Compensation should be by compensatory time if possible, but if not, the city administrator can authorize payment on a hour-for-hour basis (no overtime pay).

- **Sec. 15-51. - Grievance procedure.**

(a)

Management intent. The city believes that its employees are its most valuable resource in providing services to the citizens of the community and that any policy relating to individuals' work benefits forms a process by which employees may bring legitimate problems or concerns to the attention of management for resolution. The city encourages employees to discuss with their supervisors ideas, concerns, misunderstandings, or complaints which significantly affect their work or conditions of employment. The city hopes that free and informal communication between employees and their supervisors will successfully resolve most problems or complaints. The grievance procedure is intended to: (1) promote better understanding of policies, practices, and procedures, (2) assure employees of fair, impartial, and prompt responses to problems without fear of reprisal, (3) promote a continuing sense of responsibility by supervisors for maintaining effective work relationships and conditions, and (4) promote the well-being of the city government so that it may deliver reliable, quality services to citizens. A copy of this grievance procedure shall be given to every new employee so that such employee may be familiar with it.

(b)

Formal procedure. Recognizing that some problems may be resolved only after a more formal process of expression, the following procedure is established to insure fair and equitable adjustment of all employee grievances. This procedure is available to all employees of the city regardless of funding and is designed to be completed within a 60-day period.

~~(c)~~

~~*Verbal discussion with supervisor.* An employee shall first report a grievance to such employee's immediate supervisor. This report should ordinarily be made within seven days of the incident or action which created the problem. Within five days following this initial report, the supervisor will meet with the employee to discuss the grievance in an attempt to resolve the problem promptly and equitably. If the employee feels that the grievance has not been properly resolved during this informal meeting, such employee may appeal in writing, if possible, to the department head.~~

~~(d)~~

~~*Appeal to department head.* An employee may request a hearing with the department head to appeal an unresolved grievance. This request must be made in writing within seven days following the meeting with such employee's supervisor. The department head shall, if possible, schedule this hearing within seven days of the request and notify both the employee and the employee's supervisor of the date, place, and time. The employee may ask one fellow employee to attend the hearing and assist such employee's presentation. At the hearing, the department head will hear all parties fully and make every effort to resolve the problem to the satisfaction of all concerned. If a mutually satisfactory solution cannot be achieved, an appeal may be made to the city administrator. The employee should request the appeal in writing through the department head ordinarily within seven days following the hearing with the department head.~~

~~(e)~~

~~*Appeal to city administrator.* An unresolved grievance may be referred to the city administrator by forwarding a written report of the facts and issues. This summary shall be forwarded by the department head upon the request of the employee or supervisor within seven days of the request; they shall have an opportunity to review the report and add any additional information. After reviewing the report the administrator shall schedule a hearing at the earliest possible date, within seven days of receipt if possible, and notify the affected parties. Following the hearing, the city administrator shall notify the affected parties of such administrator's decision. At the administrator's discretion, a special advisory committee may be appointed to make recommendations toward resolving the problem. The administrator shall issue a written decision, if possible, within ten days of the hearing.~~

~~(f)~~

~~*Appeal to city council.* An unresolved grievance may be referred to the city council: (1) by the city administrator forwarding a written report of the facts and issues to the city council, (2) by the employee requesting review by the city council within ten days of the administrator's decision, or (3) upon request of the city council by majority vote. After reviewing all of the attendant documents, the city council may in its discretion schedule a hearing and the recorder shall notify all affected parties. The city council shall notify the parties to the hearing within 30 days of the date of the hearing of its decision, and its decision in the matter shall be final.~~

~~(g)~~

~~*Discrimination cases.* Additionally, it is the policy of the city not to discriminate against any person or group in the general public, any employee, or any job applicant on the basis of sex, race, color, national~~

origin, religious beliefs, political affiliation or belief, age or handicap. Any individual or organization who feels they have been discriminated against will follow the grievance procedure set forth by the city. An unresolved grievance may be referred to the city administrator for review. If a mutually satisfactory solution cannot be achieved, a final appeal may be made to the city council. If the situation can still not be resolved, the problem will be directed to circuit court.

- **Sec. 15-52. - Collective bargaining.**

The city acknowledges the legal right of employees to form and join employee associations. However, the city feels that the employee grievance procedure provides a sufficient opportunity for response to employee concerns and that collective complaints are inconsistent with good employer-employee communications. The city considers collective job action, such as work slowdowns, sit-ins, and strikes, to be inconsistent with public service and a breach of the employment relationship.

- **Sec. 15-53. - Physical condition.**

For the safety of all employees and for the best service of the public, it is important that each employee be physically able to perform the duties of such employee's job. If an employee's work ability is impaired by a health condition, it is the employee's duty to advise such employee's supervisor. If a supervisor believes that an employee's physical condition may be doubtful, submission of a medical examination report may be required. The city may require periodic submission of medical condition reports for any employee subject to significant stress or heavy physical requirements, who has a history of health problems, or who is over age 60. If funds are available, the city may pay or share the cost of these examinations.

- **Secs. 15-54—15-59. - Reserved.**

- **ARTICLE IV. - PERSONNEL STATUS CHANGES**

- **Sec. 15-60. - Merit pay raises.**

Merit pay raises within a pay range are made in special recognition of an employee's improved work performance, improved work abilities, and/or significant work accomplishments. Merit salary increases are never granted automatically and will be limited or denied when employee productivity, attitude, or work quality need improvement or are substandard. Permanent employees will ordinarily be considered for possible merit increases at the end of their probationary period and each July 1 following successful completion of their probationary period, subject to their work performance, the limits of the pay plan, the availability of funds, and the approval of the city administrator. Department head recommendations for employee pay raises must be accompanied by a written appraisal of the employee's progress or other written justification of the proposed increase. Employees will not ordinarily be considered for full merit increases more than twice in a 12-month period.

- **Sec. 15-61. - Promotions.**

A promotion is a move to a position which has a higher pay range. In filling vacancies, first consideration shall be given to promotion of qualified employees from within the city service. In the absence of

candidates from within the city service who meet the education, training, experience, and other standards to be promoted, vacancies shall be filled by outside candidates. Qualification for promotion shall be based on job-related experience, skill, training, knowledge, ability, past performance, and general suitability for the higher position.

- **Sec. 15-62. - Transfers.**

A transfer is a lateral move from one department, division, or work unit to another without a change in pay range. Employees may be transferred temporarily or permanently from one department, division, or unit to another to allow maximum utilization of manpower, cope with peak workloads, improve work relationships, or otherwise serve the best interests of the city. Transfers to existing vacancies may be arranged upon consent of the affected supervisors and the city administrator.

- **Sec. 15-63. - Suspensions.**

A suspension is an action by the city temporarily relieving an employee of duties and responsibilities and discontinuing the employee's pay.

(1)

Disciplinary. Suspensions may be utilized as a disciplinary action to penalize an employee for misconduct, insubordination, poor work habits, or the like. The duration of such suspensions shall depend upon the seriousness of the offense.

(2)

Nondisciplinary. Suspensions may be effected to allow time for the investigation, hearing, or trial of an employee against whom an allegation of wrongdoing has been made. If the allegation proves false, the employee may be reinstated without loss of pay or benefits.

- **Sec. 15-64. - Demotions.**

A demotion is a move to a position which has a lower pay range.

(1)

Disciplinary. Demotions may be utilized as a penalty for misconduct.

(2)

Nondisciplinary. Demotions may also be utilized in such circumstances as the following:

a.

When an employee has diminished ability, such as physical or other disability, to perform such employee's former position.

b.

When an employee is discovered to be unable to satisfactorily perform such employee's job responsibilities, but appears suitable for another job.

- **Sec. 15-65. - Pay reduction.**

A pay reduction is reduction of pay within a pay range, for reasons similar to those for which a demotion may occur.

- **Sec. 15-66. - Layoff.**

A layoff is a separation from employment because of an organizational change, lack of work, lack of funds, or other change which reflects no discredit upon the employee. An effort will be made to place any employee subject to layoff in any other suitable vacant position. When a layoff or layoffs become necessary, consideration will be given to each employee's performance, seniority, and the needs of the city in determining which employees will be retained.

- **Sec. 15-67. - Resignation.**

(a)

A resignation is a voluntary termination of employment with advance notice to the city. The city has a substantial investment in the development and work of its employees, each of whom occupies an important job in the city service. Employees voluntarily resigning their position in the city service should, as a matter of responsibility and courtesy, give the city adequate notice of their plans. Adequate notice shall be considered to be:

(1)

Department heads and professionals: four calendar weeks;

(2)

Other supervisory employees: three calendar weeks;

(3)

Regular, full-time, nonsupervisory employees: two calendar weeks;

(4)

Part-time and temporary employees: one calendar week.

(b)

Employees shall forfeit a portion or all of any accumulated vacation leave payable at termination for failure to give adequate notice as indicated above. Failure to give adequate notice may also be cause for denying future reemployment with the city.

(c)

The administrator may waive the city's rights to such notice when such waiver would be in the best interests of the city.

- **Sec. 15-68. - Dismissal.**

(a)

Unsatisfactory performance. Employees who are not performing their duties satisfactorily shall be informed of the deficiencies in their performance and shall be advised of the corrective actions necessary to perform satisfactory work. Notification may be orally or in writing, but a written record of same shall be entered in the employee's personnel record. Failure to correct deficiencies in work performance may result in dismissal or other actions, in order to insure that municipal business is conducted by competent and efficient employees. The following examples relating to unsatisfactory performance of duties are nonexclusive, but representative of those considered sufficient for dismissal or other action:

(1)

Inefficiency, negligence, or incompetence in work performance;

(2)

Physical or mental incapacity to perform duties;

(3)

Careless, negligent, or improper use of city property;

(4)

Discourteous treatment of the public or other employees;

(5)

Absence without approved leave;

(6)

Improper use of sick leave privileges;

(7)

Unauthorized tardiness or absence from assigned duties;

(8)

Violation of work rules or personnel policies;

(9)

Commission of acts which are crimes under the laws of the United States, the state or any other jurisdiction.

(b)

Misconduct.

(1)

Misrepresentations in securing employment;

(2)

~~Conviction of a felony, or conviction of a misdemeanor involving moral turpitude;~~

~~(3)~~

~~Misuse of city funds;~~

~~(4)~~

~~Falsification of city records;~~

~~(5)~~

~~Reporting to work under the influence of alcohol or drugs, or partaking of drugs or alcohol while on duty or on city property, with the exception of prescription or over-the-counter medication taken to protect health and safe to use while working;~~

~~(6)~~

~~Wilful or negligent destruction of property while on duty;~~

~~(7)~~

~~Wilfully or negligently endangering the lives or property of others while on duty;~~

~~(8)~~

~~Possession of unauthorized firearms or other lethal weapons while on duty;~~

~~(9)~~

~~Abusive or brutal actions toward other employees;~~

~~(10)~~

~~Insubordination;~~

~~(11)~~

~~Engaging in incompatible employment or serving a conflicting interest;~~

~~(12)~~

~~Acceptance of gifts in exchange for the use of influence or the grant of special privilege;~~

~~(13)~~

~~Engaging in prohibited political activity;~~

~~(14)~~

~~Disclosure of confidential information;~~

~~(15)~~

~~Engaging in strikes, sick-ins, or work slowdowns.~~

(c)

Temporary and probationary employees. Temporary and probationary employees may be terminated with or without reference to deficiencies in performance or conduct, at the discretion of the city and without prior notification.

(d)

General. The enumeration above of causes, examples of causes, and/or procedures for dismissal shall not be interpreted to limit or impair the city's common law right as an employer to terminate or otherwise discipline employees in the best interests of the organization.

- **Sec. 15-69. - Reinstatement.**

Reinstatement is reemployment of an employee who was laid off or who otherwise left the city service in good standing. The pay level and benefits for a reinstated employee are subject to approval of the administrator.

- **Secs. 15-70—15-79. - Reserved.**
-
- **ARTICLE V. - CLASSIFICATION AND PAY**
- **Sec. 15-80. - Position classification plan.**

(a)

The position classification plan shall include a description of each full-time position title being utilized by the city. The city administrator is responsible for administration, maintenance and periodic updating of this plan. Employees are invited to review their position descriptions in order to enhance understanding of their jobs and assist in keeping the plan current.

(b)

The city administrator shall make or cause to be made position classification studies of individual positions or groups of positions whenever the duties and responsibilities of existing positions have significantly changed or new positions are to be created. Department heads are responsible for advising the administrator of the possible need for classification plan revisions or additions through submission of position review requests.

(c)

Position title and description revisions shall be approved by the city administrator. Creation of new position classifications shall be approved by the city council.

- **Sec. 15-81. - Pay plan.**

The pay plan is a companion to the position classification plan which assigns pay ranges to each position.

(1)

Development. Pay ranges for each classification shall be determined based on the relative responsibilities and qualifications of the various positions, the availability of employees in particular occupational categories, prevailing rates of pay for similar employment in the city area and other governmental jurisdictions, cost of living factors affecting employees, state and federal wage laws, the financial condition of the city and considerations of economic policy. These factors shall form the basis for the administrator's recommendations for a plan which is current and competitive.

(2)

Form. Each position in the pay plan shall be assigned a minimum and maximum rate of pay. The pay plan shall also designate pay step increments within each range, which shall be two percent apart and shall constitute norms for average merit pay increases.

(3)

Adoption. The pay plan must be approved by the city council. An updated pay plan will ordinarily be recommended by the city administrator as an accompaniment to the budget each year, and the administrator may recommend new plans or amendments on other occasions if deemed necessary for effective personnel administration.

- **Sec. 15-82. - Starting pay.**

(a)

Basic policy. The pay rate of an employee newly entering city employment will normally be the minimum pay for the position to which appointed.

(b)

Minimum pay/living wage. No full-time or permanent part-time employee of the city shall be paid less than $12.00 per hour. Permanent part-time employees include those employees who work regular and ongoing hours on a permanent basis, but fewer hours a week than a full-time employee. This section shall not apply to temporary employees, "as-needed" employees or causal employees who are employed on an irregular basis with no set roster or routine. Temporary, casual and as-needed employees may be paid at the rate of the federal minimum wage or at the rate set in the city's minimum pay scale, whichever amount is greater.

(c)

Above-minimum pay. The city may, when unable to attract qualified applicants at the minimum pay level for a position, when able to hire an exceptionally well-qualified applicant, or when rehiring a previous employee with valuable experience, initially compensate a new employee at a level above the minimum for the position.

- **Sec. 15-83. - Pay changes.**

(a)

Merit raises. The normal merit pay increase for an employee being recognized for improved work performance or abilities or significant work accomplishments shall be a two, four or six percent increase in pay rate. Employees who have demonstrated improvements but whose performance improvement

has not fully met expectations or goals may receive a merit pay increase of two or four percent. Employees who exhibit superior performance improvement or who attain exceptional achievements may receive a merit increase of six percent. Thus, employees can advance a maximum of three pay steps per year, based on merit. All such raises shall be subject to the availability of funds.

(b)

Pay plan adjustments. Pay plan adjustments normally have an effect upon the pay rates of all regular full-time employees, through designation of new pay ranges in the pay plan. Such adjustments have no direct relationship to other pay changes such as merit increases, and are intended to adjust the overall pay plan in recognition of labor market factors, cost of living changes, economic conditions, comparative wage rates, statutory changes, and similar factors.

(c)

Promotions. Promotions to a higher position classification shall ordinarily be accompanied by a pay increase of at least four or six percent. (Such raises shall reset the employee's annual appraisal cycle.)

(d)

Demotions. Demotions shall be accompanied by a reduction in pay.

(e)

Transfers. Transfers shall not ordinarily involve any change in pay, but may establish a new probationary period and may reset the employee's appraisal cycle if the transfer is to a significantly different type of work.

(f)

Position reevaluations. Changes in pay ranges resulting from position reclassifications shall normally result in automatic adjustment of pay to a comparable level within the new pay range, unless it is determined that excessive reductions or windfall increases would result. Position reclassifications shall constitute partial pay plan adjustments and shall not affect eligibility for merit pay increases.

(g)

Temporary appointments. Employees charged with temporarily carrying out the responsibilities of a higher position while that position is vacant may receive temporary supplemental pay in recognition of their increased responsibilities.

- **Sec. 15-84. - Overtime pay.**

(a)

Overtime work. Supervisors shall arrange the work schedules of employees in their work units in order to accomplish the required work within the standard workday and workweek. Employees shall be required to work overtime only in cases of emergency or extraordinary city need. If it shall prove necessary for an employee to work beyond the hours established for the standard workday or workweek, the employee's department head may authorize overtime work for the causes stated above. "Overtime" shall consist of

approved hours worked beyond the standard workweek (40 hours, or 160 hours for a 28-day scheduling cycle).

(b)

Compensatory time off. When an employee has worked hours beyond the standard workweek, the employee may be granted compensatory time off on an hour-for-hour basis to be taken by the employee at the earliest possible time and at a time which, in the opinion of the employee's department head, will least affect the efficient operation of the office, section, or department. Supervisors shall make every effort to compensate necessary overtime with time off, especially when the overtime results only from relatively minor extensions of workdays. Compensatory time earned shall be reported to the city administrator's office and shall not normally be allowed to accumulate beyond 20 hours.

(c)

Overtime compensation. When overtime hours have been worked and compensatory time off has not been given or is not anticipated, an eligible employee may be compensated at a rate 1½ times the employee's regular rate of pay. An employee who desires to perform extra work for which another person ordinarily would have had to be hired may voluntarily waive rights to pay beyond regular rates.

(d)

Variance. No divergence from these policies shall occur except as authorized by the city administrator, for specific reasons.

- **Sec. 15-85. - Pay periods.**

The city has 26 pay periods, pay days on every other Friday.

- **Secs. 15-86—15-89. - Reserved.**
- **ARTICLE VI. - NONSALARY COMPENSATION AND BENEFITS**
- **Sec. 15-90. - Vacation leave.**

(a)

Leave benefit; leave earning rate. Vacation leave is a benefit granted at the discretion of the city. Each full-time employee eligible for vacation leave benefits shall earn vacation leave with pay based on the number of years of service to the city.

(1)

During the first ten years of service, vacation leave will be earned at the rate of one work day for each month of service. Persons hired on or before the 15th shall earn vacation leave for that month; those hired after the 15th begin earning in the following month.

(2)

After ten years of service employees' vacation leave will be calculated monthly to the amount of 15 days off per year.

(3)

Following 20 years of service, employees' vacation leave will be calculated monthly to the amount of 20 days off per year.

(4)

Employees with 25 or more years of service will receive 25 days of vacation leave per year, calculated monthly.

(5)

Part-time employees who average at least 20 hours of work per week are entitled to two hours of vacation leave per month of employment; provided that such vacation leave shall not be used until a part-time employee has successfully completed one full year of employment. Part-time employees averaging less than 20 hours of work per week shall not be entitled to vacation leave.

(b)

Taking leave; maximum accumulation. The city believes that periodic vacations are beneficial to an employee's health and productiveness. Employees are therefore encouraged to take vacations annually. Employees may not accumulate more than 30 days of vacation leave.

(c)

Initial use of leave. Vacation leave may be taken as earned, but normally shall be approved in more than minimal amounts during an employee's first six months of employment.

(d)

Leave compensation at termination. Employees who leave the city service in good standing shall be compensated for accumulated vacation leave.

(e)

Payment to estate. Upon the death of an employee, an accumulated vacation leave shall be paid to the employee's estate.

- **Sec. 15-91. - Health leave.**

(a)

Leave privilege; earnings rate. Health leave is a privilege and benefit granted at the discretion of the city. Each full-time employee eligible for health leave shall earn health leave with pay at the rate of one work day for each month of service, in the same manner as vacation leave.

(b)

Accumulation maximum. Employees may accumulate up to 60 days of health leave. Accumulations of any amounts beyond the previous maximum shall begin on the effective date of this policy.

(c)

Leave approval; reasons for use. Health leave must be approved by the employee's department head and is subject to review by the city administrator. The administrator or department head may require physician's certificates or other evidence to verify the eligibility of health leave. Health leave with pay may be requested for absences due to the following causes: employee sickness, bodily injury, necessary medical examinations or treatment, exposure to or contraction of contagious diseases which might endanger other employees' health, quarantine, illness in the immediate family requiring care by the employee, employee's birth of a child, death of a member of the employee's proximate family (maximum three days).

(d)

Health leave not compensable. No employee shall be compensated for accrued health leave as separation pay. Employees shall lose all sick leave credit upon termination. Health leave may not be taken after an employee's last work day without medical verification. Employees terminated due to a reduction in force shall be eligible, if rehired within two years, for full restoration of previously accumulated health leave. Employees who resign in good standing and are rehired within two years shall be eligible, upon approval by the city administrator, for restoration of up to one-half of previously accumulated health leave.

- **Sec. 15-92. - Military service leave.**

(a)

Active duty. Employees shall be entitled to leave without pay for periods of active duty service with the armed forces of the United States resulting from involuntary draft or military conscription. The city administrator may approve leave without pay for a period of voluntary enlistment in the armed forces not to exceed four years. Employees granted active duty military leave shall be entitled to reemployment for a period of six months following an honorable discharge, with reinstatement of previously accumulated leave and in a position and pay level as similar as possible to the person's previous position and pay. The city administrator may, in reappointing the former employee, take into consideration the city's personnel needs and the individual's qualifications at the time of application for reemployment.

(b)

Reserve duty. Employees who are members of a reserve component of the United States armed forces or of the National Guard shall be entitled to leave for a maximum of ten working days per year for any mandatory active duty. Employees granted reserve duty military leave shall be entitled to pay consisting of the amount, if any, by which their city pay exceeds their military pay for the same period of time. All fringe benefits shall continue as usual for any employee granted reserve duty military leave.

- **Sec. 15-93. - Sending sick employees home.**

An employee who becomes ill at work should get permission from such employee's supervisor. Although a supervisor may give an employee permission to go home because of illness, the supervisor is to make sure that the employee is well enough to travel.

- **Sec. 15-94. - Work injury.**

(a)

An employee cannot draw health leave or vacation pay while on work injury leave with pay.

(b)

An employee cannot draw health leave pay and workers' compensation pay at the same time; the employee may choose to receive one or the other, but not both at the same time. An employee can draw vacation pay while being paid workers' compensation benefits if the employee so chooses.

- **Sec. 15-95. - Leave without pay.**

A city employee may be granted a leave of absence without pay for up to one year by the city administrator for reasons of personal or family illness, reserve military duty beyond ten days, completion or advancement of education, or special work experience which will enable the city to profit by the experience gained or the work performed. Employees shall not continue to receive city-paid fringe benefits nor accumulate leave benefits during such leave, but shall not ordinarily lose already accumulated benefits.

- **Sec. 15-96. - Civil leave.**

An employee called for jury duty or as a witness in a judicial proceeding of the federal or state governments or a subdivision thereof shall be granted civil leave during the required absence. Employees serving as such shall be entitled to leave at regular pay and may keep any fees received for jury duty. Employees summoned as witnesses shall be entitled to leave at regular pay. Law enforcement officers may not receive or keep any witness fees for appearing in a criminal court in connection with their official duties.

- **Sec. 15-97. - Holidays.**

(a)

Each full-time regular employee eligible for holiday benefits shall receive a day off and a regular day's pay on the following holidays to be observed by the city government:

(1)

New Year's Day;

(2)

Martin Luther King's Birthday;

(3)

Lincoln's Birthday;

~~(4)~~

~~Washington's Birthday;~~

~~(5)~~

~~Veterans' Day;~~

~~(6)~~

~~Columbus Day;~~

~~(7)~~

~~Memorial Day;~~

~~(8)~~

~~West Virginia Day;~~

~~(9)~~

~~Independence Day;~~

~~(10)~~

~~Labor Day;~~

~~(11)~~

~~Thanksgiving Day;~~

~~(12)~~

~~Christmas Day.~~

~~(b)~~

~~The holidays will be observed on the dates established in W. Va. Code, § 2-2-2. In addition, a national, state or local election throughout the city where the election is held will be recognized as a legal holiday.~~

~~(c)~~

~~If the holiday falls on a weekend, the following Monday shall be observed as the holiday. If an employee engaged in shift work is required by the work schedule to work on a holiday or the holiday falls on an employee's scheduled day off, the employee shall be given a compensatory day off as soon as possible. Employees shall not be paid for holidays in lieu of actual leave except in circumstances of city operational need and hardship approved by the city administrator. Holiday pay may be denied to employees who are absent without approved leave preceding or following a holiday.~~

- **Sec~~. 15-98. - Employee benefits.~~**

~~(a)~~

The city participates in the state workers' compensation system and provides health and life insurance.

(b)

The city may participate in the state retirement plan. However, to date the council has chosen to abstain from participation. The city does participate in a private retirement plan.

- **Sec. 15-99. - Social security.**

The city and employees participate in the federal social security program, contributing shares as required by law. Social security is government insurance to provide workers with a base income for retirement or disability; some medical and death benefits are also provided. Details of social security benefits and coverage are available from brochures furnished by the city and from the nearest office of the social security administration.

- **Secs. 15-100—15-110. - Reserved.**

- **ARTICLE VII. - PREGNANCY/CHILDBIRTH**

- **Sec. 15-111. - Leave of absence.**

Any salaried female employee who is unable to work due to pregnancy/childbirth-related disability will be entitled to use accrued sick leave just as if she were disabled by illness or injury. If the employee does not have accrued health leave, such employee may request a medical leave of absence of up to three months.

- **Sec. 15-112. - Procedure.**

As soon as an employee informs such employee's superior of the pregnancy, the superior should counsel the employee on the various policies and procedures. In addition:

(1)

By the end of the employee's fourth month of pregnancy, she must submit to her supervisor a written statement from her doctor containing the estimated date of delivery and whether or not she may continue in her present employment without placing her health in jeopardy. The supervisor will forward this slip to her file. By the end of her eighth month of pregnancy, the employee must present to her supervisor a written statement from her doctor which gives the last day she will physically be able to perform the normal responsibilities of her job. This statement will also be forwarded to her file. The employee's physician may at any time change such date upon written statement to the company. The employee is responsible for delivering this statement to her supervisor.

(2)

An employee must notify the city of the termination of such employee's pregnancy within five days; and such employee must again furnish a physician's statement setting forth the earliest date such employee is physically able to return to work. If it is not received by the end of the fourth week following delivery, the employee's health leave benefits will be suspended until proper documentation is received.

- ~~**Secs. 15-113—15-119. Reserved.**~~

- **ARTICLE ~~VIII.~~ II - POLICE DEPARTMENT**

- **Sec. ~~15-120.~~ 15-6 Establishment; purpose; subject to authority of mayor.**

The governing body, in order to protect person and property within the city, to preserve law and order therein, and to enforce therein the criminal laws of this state and of this city, does hereby establish the Ranson Police Department, hereafter known as the city police department. It is also established that the chief of police shall be the administrative head of the city police department and shall be subject to the control of mayor. The governing body shall also provide all necessary equipment to maintain such a police department.

- **Sec. ~~15-121~~.15-7 - Police civil service established.**

All of the pertinent provisions of W. Va. Code, §§ 8-14-6 through 8-14-20, 8-14-22 and 8-14-23 are hereby adopted by the council and made applicable to the police department of this city and to the nonexempt members thereof and nonexempt applicants for membership therein.

- **Sec. ~~15-122~~ 15-8 - Composition of department.**

(a)

The police department shall consist of the police force and the civilian employees of the department.

(b)

The police force shall consist of a chief of police and such number of captains, lieutenants, sergeants, patrol officers and special police as the governing body may from time to time authorize.

(c)

The civilian employees of the police department shall consist of such secretaries, clerks and others as the governing body may from time to time authorize.

(d)

The civilian employees of the police department shall also consist of such special school zone police officers as the governing body may from time to time authorize. Special school zone police officers shall be appointed by and serve at the will and pleasure of the chief of police.

- **Sec. ~~15-123~~.15-9 - Duties of chief of police.**

(a)

~~The chief of police shall keep such records and make such reports concerning the activities of the department as may be required by the governing body. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.~~

~~(b)~~

~~Whenever a vacancy occurs in the office of chief of police, the mayor may designate an acting chief of police who shall temporarily assume the duties of the chief of police.~~

- **Sec. ~~15-124~~.15-10 - Chain of command.**

The chain of command shall be the mayor **and city manager**, chief of police, and other members of the police department according to rank and seniority within rank.

- **Sec. ~~15-125~~.15-11 – Employee Handbook and Police manual.**

Each member of the police department is an employee of the City, subject to the policies and practices included in the City's Employee Handbook, except where in conflict with West Virginia law, in which case the West Virginia law shall be controlling. Every membershall be obedient to and comply with the provisions of the city police manual applicable to the position and any other rules or regulations of the police department. ~~The police manual shall be subject to amendment from time to time by the governing body or the chief of police.~~

- **Sec. ~~15-126~~15-12. - Oath of office.**

All members of the city police department, before entering upon the discharge of their duties, shall take and subscribe to an oath which shall be in the form and effect as follows:

"State of West Virginia

City of Ranson to wit: I, _____ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia and the municipal code of the City of Ranson, and I will honestly and faithfully perform the duties imposed upon me under the provisions of law as a member of the Ranson Police Department, to the best of my skill and judgment."

All such oaths shall be filed and preserved in the office of the city police department.

- **Sec. ~~15-127~~ 15-13. - Reimbursement agreement.**

Pursuant to the provisions of W. Va. Code, § 30-29-8, all law enforcement officers shall, before attendance at a law enforcement officers training academy, be required to enter into a written agreement with the city, which agreement shall require and specify that if such employee should voluntarily discontinue employment with the city within one year immediately following completion of such training curriculum, such employee shall be obligated to pay to the city the prorata portion of the sum of such compensation which is equal to the part of such year which the employee has chosen not to remain in the employ of the city.

- **Article III Bonding**

15-14 Faithful performance and true accounting bonds required of all officers and of certain agents and employees of city.

(a)

~~Every officer of the City, whether or not required by the Charter or by any other ordinance of the City or by any order of the City Council, and in addition to every City officer, every employee or agent of the City who in the course of official duties collects, receives, handles or has custody or control of City funds, negotiable instruments or securities of value in excess of $100.00 at any one time, shall, before entering upon the duties of office or position and within two weeks after election or appointment, give bond, with corporate surety, payable to the City, in such amount not less than $1,000.00 as shall be determined from time to time by the City Council, and conditioned upon the faithful performance of his or her duties, a true accounting to give of all City funds, negotiable instruments and securities collected, received or handled by him or her or coming within his or her custody or control, and payment to the City; provided, that the bonds of the mayor and chief of police be in an amount not less than $1,000.00; the bond of the city treasurer be in an amount not less than $60,000.00; the bond of the city manager be in an amount not less than $10,000.00; and the bonds of the city clerk, municipal court clerk, and municipal court judge be in an amount not less than $3,000.00; and provided further, that the bonds of deputies and assistants be in amounts not less than the bonds of their respective principals; and provided further, that during any period when two or more offices or positions are held by the same person, the bond for such person shall be in an amount not less than the highest amount required for any one of such offices or positions.~~

(b)

The premiums on all such bonds shall be paid by the city.

(c)

All bonds required by this section shall be in the custody of the City Clerk, except that the bond of the City Clerk shall be in the custody of the City Manager.

~~**Sec. 15-15. Bond required of those authorized to carry firearms.**~~

~~(a)~~

~~Each officer, employee and agent of the City who in the course of his or her official duties is authorized to carry any firearm shall, before entering upon the discharge of duties, give bond to the city, with corporate surety and in such amount as may be fixed by the city council but not less than $3,500.00, conditioned upon the faithful performance of duties and for the payment of all damages, judgments and decrees resulting from the negligent or unlawful use of such firearm by the employee or by any other person with knowledge and consent of the employee.~~

~~(b)~~

~~The City Attorney shall approve all bonds required by this section with respect to their form and legality, and the premiums shall be paid by the city. The City Manager shall approve all bonds required by this section with respect to their sufficiency unless otherwise provided at any time by the City Council.~~

AGENDA ITEM VII.8

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Community & Economic Development

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing – Resolution Confirming Intent to Apply for FEMA Hazard Mitigation Grant Program Funding for GIS Mapping of Underground Utility Infrastructure

ATTACHMENTS:

Legal_Ad_FEMA_Hazard_Mitigation_Grant (1).docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

The Ranson City Council will hold a public hearing on Tuesday, August 19, 2025, at 7:00 p.m. at Ranson City Hall, located at 312 S. Mildred Street, Ranson, WV. The purpose of the hearing is to receive public comments on a resolution proposing the city to engage in a grant program to support the GIS mapping of the city's underground utility infrastructure. This initiative will be funded through a grant from the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP)and will require the city to contribute approximately 5% of the cost.

All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to August 19, 2025: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV, 25438 or cityclerk@ransonwv.us. Written comments received prior to August 19, 2025, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.9

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2025- 12 Resolution of the City of Ranson Confirming Its Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative

Through the City's partnership with Region 9, Council of Governments, an opportunity has been identified to map Ranson's stormwater infrastructure. This mapping project will be supported through a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) award, which will cover 95 percent of the cost. The City's share of the project will be limited to 5 percent, estimated at less than $10,000, which is already accounted for in the current budget. Once completed, this will provide the City with its first comprehensive stormwater system map, an important tool for planning and community development.

ATTACHMENTS:

Legal Ad FEMA Hazard Mitigation Grant.docx
Resolution 2025 - 12 FEMA Hazard Mitigation Grant.docx
Hatfield Letter.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

The Ranson City Council will hold a public hearing on Tuesday, August 19, 2025, at 7:00 p.m. at Ranson City Hall, located at 312 S. Mildred Street, Ranson, WV. The purpose of the hearing is to receive public comments on a resolution proposing the city to engage in a grant program to support the GIS mapping of the city's underground utility infrastructure. This initiative will be funded through a grant from the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP)and will require the city to contribute approximately 5% of the cost.

All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to August 19, 2025: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV, 25438 or cityclerk@ransonwv.us. Written comments received prior to August 19, 2025, will be provided to the Ranson City Council and inserted into the official record.

Resolution 2025- 12

A RESOLUTION OF THE CITY OF RANSON CONFIRMING ITS INTENT TO APPLY FOR FUNDING THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANT PROGRAM 5% INITIATIVE

BE IT RESOLVED that the Council of the City of Ranson confirms its intent to apply for grant funding through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) 5% Initiative to assist with GIS mapping of its underground utility infrastructure.

BE IT RESOLVED that the Council of the City of Ranson authorizes Todd Wilt, City Manager to act on its behalf and sign all applicable documentation required for submission of the grant application pursuant to the provisions of the program.

BE IT FURTHER RESOLVED THAT the Council of the City of Ranson authorizes the Eastern Panhandle Regional Planning and Development Council (Region 9) to submit the request for funding on its behalf and administer any grant funding resulting from the funding request.

l, Kennith Suits, duly qualified as Mayor of the City, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council of the City of Ranson at a regular meeting held August 19, 2025 and said Resolution has been recorded in the Minutes of the Council of the City of Ranson and remains in effect as of this date.

IN WITNESS THERE OF, I affix my hand and attach the seal of the City of Ransom this 19th of August 2025.

City of Ranson

_____

Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

RANSON
AT THE CENTER OF OPPORTUNITY.

August 19, 2025

Dale Hatfield
Mitigation Project Officer
West Virginia Emergency Management Division
1700 MacCork1e Ave., SE, 6th Floor
Charleston, WV 25314

RE: FEMA Hazard Mitigation Grant Program 5% Initiative Matching Funds Commitment Letter

Dear Mr. Hatfield:

Please accept this letter as written confirmation of our intent to provide a cash matching funds contribution for the FEMA Hazard Mitigation Grant Program 5% Initiative grant request, which is being submitted in partnership with the Eastern Panhandle Regional Planning and Development Council (WV Region 9).

The scope of our portion of the grant request submission is anticipated to cost $51,353. The City of Ranson agrees to provide a cash match in the amount of $ 12,838 to match the grant request amount of $38,515. This cash match will be derived from our interna I reserves.

If you have any questions about our matching funds commitment, please do not hesitate to contact city manager, Todd Wilt by email twilt@ransonwv.us or by phone 304-724-3872

Sincerely,

Kenneth Suits, Mayor
City of Ranson, West Virginia

AGENDA ITEM VII.10

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Police

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ranson Police Department Retention & Recruitment Incentives Proposal

Mayor Suits will present proposed retention and recruitment incentives for the Ranson Police Department and request Council's approval of a $100,000 budget allocation to fund these programs for the remainder of the FY2026 budget year.

ATTACHMENTS:

Recruiting-Retention Memo to Mayor (7-21-25)Amended(8-14-25).docx

CITY OF RANSON
POLICE DEPARTMENT

700 N. Preston Street Ranson, WV 25438 304-725-2411 Fax: 304-728-5163

July 21, 2025

Mayor Suits,

Please see attached documentation regarding preliminary ideas relating to recruitment and retention. These ideas are only meant to be high-level thoughts to facilitate conversation and further research into anything we may be interested in pursuing further as a City to better attract new applicants as well as retain existing personnel. I have attached a recently made organizational chart for your reference that shows occupied positions as well as current vacancies in the department.

Please see a current starting salary and other incentive comparison with neighboring jurisdictions:

Starting Salary Comparisons		
Ranson Police Department	**Charles Town Police Department**	**Jefferson County Sheriff's Office**
$57,586 Uncertified	$56,060 Uncertified	$58,000 Uncertified
$59,026 Certified	$57461 Certified	$60,000 Certified
No Signing Bonus	$10,000 Certified - $5,000 Out of State LE Certified - $2,500 Uncertified	$5,000 Certified/Uncertified

Below is a vertical list of preliminary thoughts and ideas as referenced above:

Recruitment/Retention Ideas	
Recruitment	**Retention**
$12,000 Sign On Bonus Certified (paid via three benchmarks.)	$5,000 Referall Bonus (paid via two benchmarks.)
$6,000 Sign On Bonus Out-of-state Certified (paid via three benchmarks.)	Uniform Modernization. Class B Uniform/Load bearing vests (wellness)
$3,000 Sign On Bonus Uncertified (paid via three benchmarks)	

Please let me know if you would like a further breakdown or explanation of any of these ideas. As you know, anything we do under the retention column could also be advertised as a recruiting mechanism as well. I am available to meet and discuss further at your convenience.

Respectfully,

Robert N. Miller

_____

Robert N. Miller, Chief of Police

AGENDA ITEM VII.11

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Administrative

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Community Crisis Response Proposal

Councilor Custer has requested a discussion on Ranson's current crisis response capabilities and may propose ways to enhance the City's capacity through additional depth and resources.

ATTACHMENTS:

AGENDA ITEM VII.12

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Requests to the West Virginia DOH for Establishment and Adjustment of Speed Zones in Various City Locations

The City Council will consider two traffic safety proposals for submission to the West Virginia Division of Highways (WVDOH). The first involves maintaining a consistent 25 MPH speed limit on Mildred Street from the business district through the Leetown Road intersection. This adjustment would remove the current increase to 40 MPH before the intersection, replacing two existing signs and adding one new sign for southbound traffic entering Ranson. The second proposal requests establishing a 40 MPH speed zone beginning 1,000 feet before the Home Depot traffic light in both directions on Route 9. This area currently sees vehicles approaching at speeds between 60 and 70 MPH, creating hazardous conditions for turning and crossing traffic. Both changes are intended to improve safety, reduce the severity of accidents, and promote better traffic flow.

ATTACHMENTS:

Summary .pdf

Executive Summary

Introduction

Despite numerous studies reporting the negative impacts of increased speeds on roadways, many states have steadily raised their posted speed limits. In response to these concerns, the AAA Foundation for Traffic Safety initiated a multi-phased study to investigate the effect of posted speed limit changes on traffic safety. The first phase entailed gathering feedback from traffic engineers on how posted speed limits are set and what factors they consider in changing posted speed limits (Kim et al., 2019). The second phase, which is the subject of this report, entailed a collaborative effort with the Insurance Institute for Highway Safety (IIHS) and Humanetics Innovative Solutions to examine how vehicle crashworthiness and occupant protection degrade as impact speed increases. Towards this, three vehicle crash tests were conducted.

Methodology

Following the IIHS test protocol, the crash tests were set up and executed between October 28 and 30, 2019. The following summarizes details of the tests:

- **Test type:** Tests were conducted at a moderate overlap frontal impact crash mode. In this mode, 40% of the maximum width of the test vehicle crashed into a deformable barrier on the driver side with the forces concentrated on the driver side of the vehicle. This test setup simulates a head-on, partial-overlap crash between two vehicles of the same weight and size travelling at the same speed.
- **Crash speed:** Tests were conducted at three different impact speeds – 40 mi/h for the baseline test (Test 1) and 50 mi/h and 55.9 mi/h for two higher speeds (Test 2 and Test 3, respectively).
- **Test vehicle:** Three 2010 Honda CR-V EX vehicles were selected as they represented the average age of vehicles (11.8 years in 2019) on today's U.S. roadways and earned the top rank in crash test ratings. All three had comparable specifications including manufacture date, vehicle mileages, and drive type.
- **Barrier type:** Test vehicles were crashed into a barrier face that was fixed and composed of aluminum honeycomb materials.
- **Crash test dummy type:** This study used a Hybrid III 50th percentile male dummy positioned in the driver seat to represent an average-sized male driver. The dummy in each test was instrumented to record measures from the head, neck, chest, thighs, and legs.

Main Findings

Overall, as the crash speed increased, the additional occupant compartment deformations and higher crash energy resulted in higher peak injury measures recorded by dummy sensors over the entire body region. Key findings included the following:

Vehicle response

- The increased impact speed of 10 mi/h in Test 2 and 15.9 mi/h in Test 3 corresponded to an increase in kinetic energy of 56% and 95%, respectively, relative to Test 1.
- Test 1 had minimal occupant compartment intrusion. Test 2 resulted in some deformation of the driver side door opening and to the instrument panel and footwell (brake pedal). In contrast, the occupant compartment was significantly compromised in Test 3, narrowing the driver door opening by 4 inches and having 5 to 16 inches greater interior intrusion than in Test 1.
- In Test 1, there was minimal movement of the steering wheel (1 inch both forward and upward) because of the dummy loading the steering wheel through the airbag. In Tests 2 and 3, there was some rearward movement of the steering wheel (1 inch and 3 inches, respectively) and large upward movement (4 inches and 7 inches, respectively), which compromised the position of the airbag.

Injury measures from the dummy

- **Head:** Severe injury measurements for the dummy were observed only in Tests 2 and 3. The higher energy combined with the large upward movement of the steering wheels resulted in the dummy's head going through the deployed airbag (also known as "bottoming out"). This caused the face to make hard contact with the steering wheel rim, hub or both and produced high values on the Head Injury Criterion that are indicative of a high risk (52% – 67%) of facial fracture and severe brain injury (Consumer Information; New Car Assessment Program, 2008).
- **Neck:** Test 3 showed a high value of peak neck tension, which corresponds to a 19% risk of a serious neck injury (Consumer Information; New Car Assessment Program, 2008).
- **Chest:** Peak accelerations to the chest increased with test severity, but the maximum chest compression was similar between the three tests. There was no indication of severe chest injury in any of the tests.
- **Lower extremities:** Loads to the lower extremities and, as a result, the likelihood of fracture to the long bones in the lower leg (tibia, fibula, or both) also increased with impact speed.

According to National Highway Traffic Safety Administration (Consumer Information; New Car Assessment Program, 2008), the injury measures from the baseline test (Test 1) represent a

15% risk of serious or worse[1] *overall* injury. In contrast, the result from Test 2 indicates a 59% risk, while the result from Test 3 indicates a 78% risk of serious or worse *overall* injury.

As shown in the table below, using IIHS protocols (IIHS, 2006, 2007, 2014, 2017), only the baseline test vehicle would earn a rating of good in the overall evaluation, which is derived from the ratings for the injury measures, structure, and restraints and kinematics components. Tests 2 and 3 would earn a poor overall score, with Test 2 results heavily influenced by the elevated head injury measures, and Test 3 by elevated injury measures to vital body regions and the heavily compromised occupant compartment.

Table ES1. Vehicle crashworthiness and occupant protection ratings based on IIHS protocols

	Test 1 40 mi/h (64.4 km/h)	Test 2 50 mi/h (80 km/h)	Test 3 55.9 mi/h (90 km/h)
Overall evaluation	G	P	P
Structure	G	G	P
Restraints & Kinematics	G	A	P
Driver injury measures			
Head/neck	G	P	P
Chest	G	A	P
Left leg	G	G	A
Right leg	G	P	P

Note: The overall rating and each measurement for a vehicle's crashworthiness can be good (G; the highest rating), acceptable (A), marginal (M), or poor (P; the lowest rating).

Conclusion

These results show that the impact speeds in Tests 2 and 3 increased the kinetic energy to the level that exceeds the capacity handled by the vehicle's energy-absorbing structures. The remaining crash energy transferred to the occupant compartment and resulted in increased

[1] A score of 3 or higher on the Abbreviated Injury Scale (AIS) (Associate for the Advancement of Automotive Medicine, 1990)

injury severity in the test dummies. This implies that the survival likelihood of the driver in the Test 2 and 3 vehicles would be considerably lower than that of the Test 1 vehicle.

Speeds on the roadway are often significantly higher than those of posted speed limits and those used in crash tests. Even after accounting for braking and/or other factors that decrease impact speed, some portion of serious injury crashes in the real world occur at severities higher than those from these crash tests. Further, this study clearly shows that relatively small increases in absolute speed (5 and 10 mi/h) not only degrade the occupant survival space in vehicles with state-of-the-art crashworthiness designs but also proportionally increase the driver's injury and fatality risk.

The results and implications from the present study convey that there is a rise in occupant injury risk and compromised occupant compartment due to an increased impact speed, given other factors remaining constant. This information suggests advocating the importance of road safety improvement in speed limit policies and prioritizing safety when setting maximum speed limits should continue.

Introduction

Study Motivation and Background

In 1995, U.S. legislation repealed the 55 mph national maximum speed limit on interstate highways, an act that provided complete freedom for states to set their own speed limits. Since then, many states have steadily raised their posted speed limits.

Meanwhile, many studies (Nilsson, 2004; Vadeby and Forsman, 2018; Kibar and Tuydes-Yaman, 2020) have reported the negative impact of increasing posted speed limits on traffic safety. For example, Castillo-Manzano et al. (2019) conducted a meta-analysis to examine the effects of increasing speed limits on traffic fatalities in the United States. They examined the fatality count both on U.S. rural interstates, where speed limits were increased in 1987 and 1995, and on statewide road networks including rural interstates and found that while both counts went up, the effect was larger on the rural interstates. A study by Warner et al. (2019) also reported that on roadway segments where speed limits increased to 75 or 80 mph, the increases in fatal crashes involving speeding and driver distraction were greater than the increases in the total count of fatal crashes. In addition, Wang et al. (2018) showed that both mean speed and speed variation on urban arterials were positively associated with total crashes.

In response to these findings, as well as public concerns about the potential safety implications of such increases, the AAA Foundation for Traffic Safety (AAAFTS) initiated a multi-phase study to investigate the effect of posted speed limit changes on safety. AAAFTS completed Phase 1 in 2018, which reviewed the current practices for setting posted speed limits (Kim et al., 2019). As part of this effort, an extensive literature review was conducted and a subsequent online survey was developed and administered to traffic engineers across the nation. The survey revealed that although many respondents consider multiple factors in their decision to change posted speed limits, including crash frequency statistics and surrounding land use, the most common factor (considered by 98% of respondents) was the 85th percentile operating speed — "the speed at or below which 85 percent of the motor vehicles travel" (Federal Highway Administration, 2009). Findings from Phase 1 suggest that traffic engineers generally consider mobility more often than they do safety when changing speed limits.

To further their investigation on the impacts of posted speed limit changes on road safety, in 2019 the AAAFTS launched the second phase of their study. In collaboration with the Insurance Institute for Highway Safety (IIHS) and Humanetics Innovative Solutions, the team conducted vehicle crash tests to examine the relationship between speed and crashworthiness performance metrics. As states have steadily enacted policies increasing the maximum speed limit with 41 states currently having speed limits of 70 mph or higher, more studies on the outcomes of high speed crashes are needed.

AGENDA ITEM VII.13

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Board of Zoning Appeals- Resignation

Michael Fagan has been appointed to the Planning Commission Board and has resigned from the Board of Zoning Appeals. A legal advertisement announcing the vacancy has been published in the paper of record.

ATTACHMENTS:

BZA Opening.docx
Fagan_Resignation_.pdf

City of Ranson Board of Zoning Appeals Opening

The City of Ranson is accepting applications for an opening on its Board of Zoning Appeals with a term ending December 31, 2025. The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration. Applicants must be a resident of the City of Ranson for at least three years prior to appointment. Applicants cannot be a member of the Planning Commission. Applicants cannot hold any other elective or appointive office within the city.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form, which is available at www.ransonwv.gov. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to attention of the City Clerk at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled, with first consideration of candidates scheduled for August 19, 2025.

Michael Fagan
[redacted]
Ranson, WV 25438

July 25th, 2025

JUL 30 2025

RECEIVED

City of Ranson
312 S. Mildred St.
Ranson, WV 25438

To whom it may concern,

I am writing to resign my position on the Board of Zoning Appeals, effective immediately. This decision was driven by my desire to take on a role with the City Planning Commission.

Thank you,

Michael Fagan