CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

December 16, 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 - December 2, 2025
   Minutes 12022025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   Monthly Stat Report (November 2025).pdf 12162025.pdf
2. Community Development Status Report - November
   November 2025 CDD Report.pdf
   November 2025 Permits Issued Report.pdf
3. Public Works Status Report - November
   Dec status report.pdf
4. Finance Department Status Report - November
   November 2025 AP Council Report.pdf
   November 2025 General Fund Budget Report.pdf
   November 2025 Capital Fund Budget Report.pdf
5. Parks and Recreation Status Report - November
   December Directors Report.docx
6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Public Hearing- Ordinance 2025- 06 Second Reading of an Ordinance Approving the Annexation of Certain Real Property by Petition Pursuant to West Virginia Code §8-6-4a; Briar Run Estates Sections One, Section Two and Section Three
   Legal Ad 2025-06 Annexation 1212025.docx

2. Ordinance 2025- 06 Second Reading of an Ordinance Approving the Annexation of Certain Real Property by Petition Pursuant to West Virginia Code §8-6-4a; Briar Run Estates Sections One, Section Two and Section Three
   Ordinance 2025 -06 Annexation Briar Run.docx
   PROPERTY DESCRIPTION.docx
   20251021 - WV RANSON - 55 ACRE ANNEX EXHIBIT.pdf BRE 10212025.pdf
   Freeholders' Petition for Annexation.pdf

3. Ordinance 2025-08 First Reading Amending the Ranson Municipal Code Article 5. Subdivision & Zoning Chapter 19A § 5.9.3.A. i. Attached garages shall not extend past the face of the primary structure.

   This ordinance change was referred to the City Council for consideration from the Ranson Planning Commission.

   Ordinance 2025-08.docx

4. Consideration of Two (2) appointments to the Board of Building Code Appeals Board
   - January 1, 2026 - December 31, 2028
   - January 1, 2026 - December 31, 2028

   Building Code Appeals Board.docx
   A Ringgold _Redacted.pdf
   Scott Stewart_Redacted.pdf

5. Consideration of Two (2) appointed to the Board of Planning Commission
   - January 1, 2026- December 31, 2030 (City Managers discretion)
   - January 1, 2026- December 31, 2030

   City of Ranson Planning Commission.docx
   Lizz Klein _Redacted.pdf
   A Ringgold _Redacted.pdf
   M Kenney_Redacted.pdf

6. Consideration of Two (2) appointments to the Board of Zoning Appeals
   - January 1, 2026 - December 31, 2029
   - January 1, 2026 - December 31, 2029

   BZA Opening.docx
   A Ringgold _Redacted.pdf
   A Boyd Application_Redacted.pdf

7. Consideration of one (1) appointments to the Building Commission with the term ending December 31, 2027.

City of Ranson Building Commission.docx 2 positions 6242025.docx
Doug Davis Building Com.pdf

8. Consideration of Releasing Clay Hill Preliminary Development Agreement
   Preliminary Development Agreement .pdf
   Ordinance 186.pdf
   Planning Commission April 7.pdf
   Ranson Planning May 5 2025.pdf
   Tuesday June 17 2008.pdf

9. 2025- 23 A Resolution of the City Council of Ranson, West Virginia, Calling the 2026 Municipal Election, Authorizing City Clerk to Conduct the Municipal Election Pursuant to the General Laws of the State of West Virginia and City of Ranson; Directing City Clerk to Provide Poll Workers training, setting time and Dates for Municipal Voting and other Related Purposes.
   Resolution 2025 -23 Calling for 2026 Muncipal Election.docx
   Election Advertisement 2026.docx
   Muncipal Election 2026.pdf

10. Nomination to the Jefferson County Commission for a Vacancy on Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO).

11. Designation of Authorized Signatories for City Bank Accounts

12. Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees) - Possible Executive Session
    Proposed_Amendments_.pdf 12162025.pdf
    November_7_Request_.pdf12162025.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 - December 2, 2025

ATTACHMENTS:

Minutes 12022025.docx

CITY COUNCIL REGULAR MEETING
Minutes
December 2, 2025

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Minutes - November 18, 2025

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

2. Minutes - Special Meeting November 19, 2025

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

III. CITIZEN'S PRESENTATIONS/PETITIONS

Mark Dyck, representing Integrity Federal Services, requested a two-month deferral of the Sleepy Hollow rezoning application. The purpose of the deferral is to allow the applicant time to address environmental and traffic concerns raised by the Ranson City Council and the Ranson Planning Commission. Mr. Dyck stated that he would like the opportunity to respond to these issues before the application proceeds. Mr. Dyck informed the Mayor and Council the Sleepy Hollow development will connect to Leetown Road, Curry Road, and Mildred Street.

Colin Stein, a local farmer, emphasized the importance of water rights and the potential strain on Jefferson County's water supply.

Ryan Dager, representing the developer 4star, requested a postponement to address the council concerns and outlines their intension to build a community that respects the environment and provides safe access.

Chrissy Wimer, representing the Jefferson County Foundation, expressed her frustration that the agenda item was not postponed as previously communicated, noting that this affected attendees who stayed home and did not attend the meeting. Dr. Wimer highlighted concerns including the need for a larger buffer around the wetlands and issues related to transportation accessibility.

1. Legislative Update and Discussion – Delegate Joe Funkhouser

   Delegate Joe Funkhouser informed the Mayor and Council that it had been about a year since he last attended a council meeting and noted that concerns had arisen regarding Legislative Bill 26-60, "Lien Satisfaction," He stated that he has communicated Ranson's concerns about the bill. Delegate Funkhouser then asked the Mayor and Council if they had any additional concerns that he could help convey.

2. Charles Town Utility Board (CTUB) CIF Fee Presentation & Explanation

   John Maxy, Vice Chair of the Charlestown Utility Board, addressed concerns about utility guarantees and explained that the board's goal is to provide high-quality water and sewer services with the lowest cost while ensuring environmentally sound practices, He emphasized that growth must pay for growth. Mr. Maxy outlines that significant infrastructure is needed with an estimated cost of $135-150 million over six years, including ongoing maintenance of 45% of that cost.

   Ranson City Council discussed their concerns about how the methodology was used to determine sewer rates with a focus on rainwater impacts, System capacity and fee calculations. Sewer Fees are calculated at a higher rate than water. Mr. Maxy said there should be a Rate Hite, Councilor Colandrea ask what he meant by a Rate Hite. Mr. Maxy stated Staff has not had a pay raise with the inflation, their jobs are not easy and has to have extensive training for the job.

   Councilor Colandrea had concerns about future growth. There are two water plants, Tuscawilla and South George Street, in Charles Town. Mr. Maxy stated the new plant is being designed soon for future growth and adjustments for inflation, which was said to be 4.0 % compounded annually over five years.

Councilor Colandrea expressed concerns regarding the fairness of the Sewer Infrastructure Fees (SIF). He emphasized that Ranson residents receive sewer services exclusively through the Charles Town Utility Board (CTUB), which is the sole provider for both residents and businesses in Ranson.

Mr. Colandrea reiterated the City's focus on commercial growth and inquired whether fees could be waived for Ranson residents to match the waivers offered in Charles Town. Mr. Maxy stated that all related matters would be reviewed.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report

   Chief Polic Bobby Miller informed the Mayor and Council of three hires for the Ranson Police Department Two new officers, and one returning officer will be sworn in on Friday December 5, 2025. Officers will have their new uniforms and vests this week or next week. Chief reached out to the Jefferson County Sheriff Reserves for their assistance for the Ranson and Charles Town Parade.

2. City Manager Report

   City Manager Todd Wilt thanked all the staff for their help with Ranson Tree Lightning event. "Pizza With Santa" will be at the Ranson Civic Center December 13, 2025 11:00 AM – 2:00 PM. Employee Recognition luncheon for staff and Council members will be Friday, December 19, 2025.

   Mr. Wilt also announced that Mini-Grant applications are being accepted through December 31, 2025. Mr. Wilt asked the Council for directions on the new board members, noting that all board vacancies have been advertised in the *Spirit of Jefferson* and on the Ranson city website. Councilor Bound suggested having the candidates attend the Council meeting on December 16, 2025. Councilors Jaelyn Wratchford and Fagan requested that the candidates speak about themselves and their desire to serve on the boards, and that no questions be asked of each candidate. Mr. Wilt informed the Mayor and Council that the holiday schedule was provided for informational purposes only, as the holidays were previously approved within the employee handbook.

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Council member Fagan updated the Mayor and Council of the record-breaking food distribution Jefferson County Community Ministries did for the month of November. Ranson Elementary are looking for PASS volunteers. Ranson Health fair is scheduled for March 7, 2025 at the Ranosn Civic Center Councilor Wratchford will be assisting in a 5k Run.

VII. COUNCIL BUSINESS

1. Ordinance 2025-07 - First reading of an ordinance petition to rezone the following parcel

located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

The applicant requested that Ordinance 2025-07 regarding parcel 089000200000000, located off Cranes Lane in Ranson, be tabled for two months. Mark Dyke, representing Integrity Federal Services, requested a two-month deferral to allow time to address concerns related to environmental and transportation aspects. He stated that this additional time would allow the applicant to adequately review the issues and prepare the necessary information for Council consideration.

Council voted to Table Ordinance 2025-07 Rezoning of Sleepy Hollow for two months and be placed on the February 3, 2025 Agenda.

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

2. Proposed City Council Meeting Schedule, Calendar Year 2026

Mayor asks if the meetings could be cancelled and if there is a need for a meeting, a Special meeting could be scheduled.
June 2, 2026 – Ranson City Election
November 3, 2026 – Primary Election Day

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

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

Council went to executive session at 8:37 p.m.

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

Mayor and council came out of executive session at 8:50 PM No action taken

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

VIII. INFORMATION ONLY

1. Comcast Xfinity
   Comcast rates updates were attached for Information to the Mayor, Council and Ranson Residents.
2. City of Ranson 2025 Holiday Schedule
   Holiday calendar was approved with the Employee Handbook.

IX. ADJOURNMENT

The meeting was adjourned at 9:06 PM. The motion to adjourn was made by Councilmember Jaden Bound and seconded by Councilmember Stephanie Fagan the next Council meeting is scheduled for December 16, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Chief Of Police Status Report

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

ATTACHMENTS:

Monthly Stat Report (November 2025).pdf 12162025.pdf

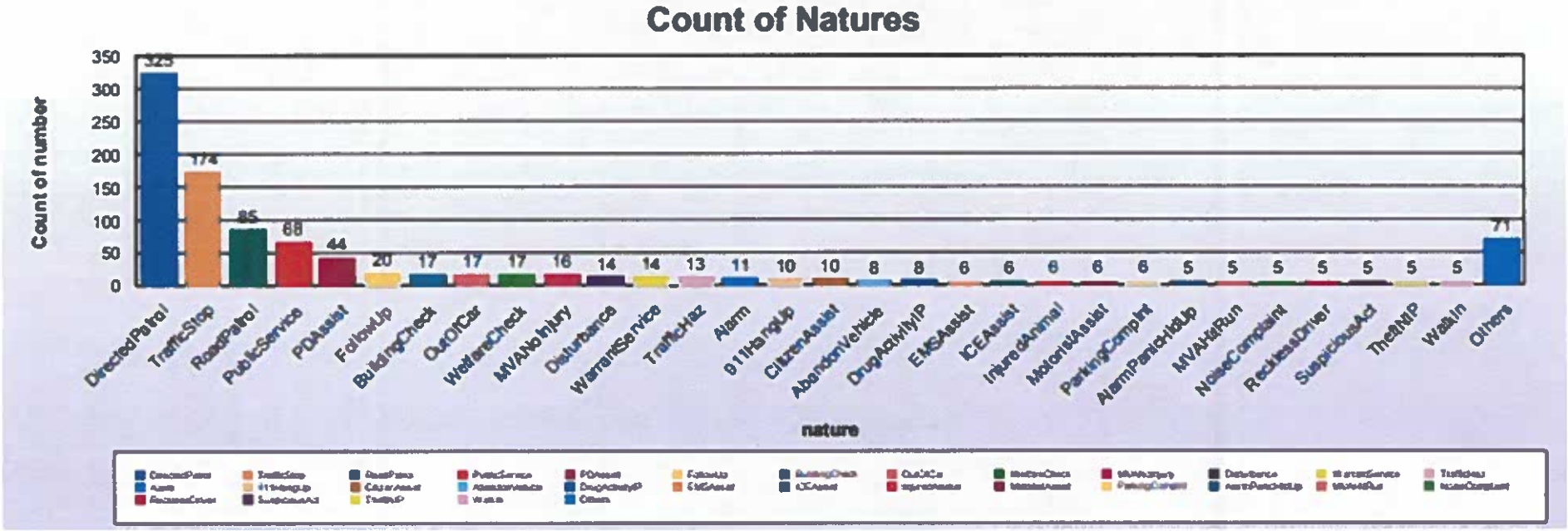
Ranson Police Department

From 11/01/2025 to 11/30/2025

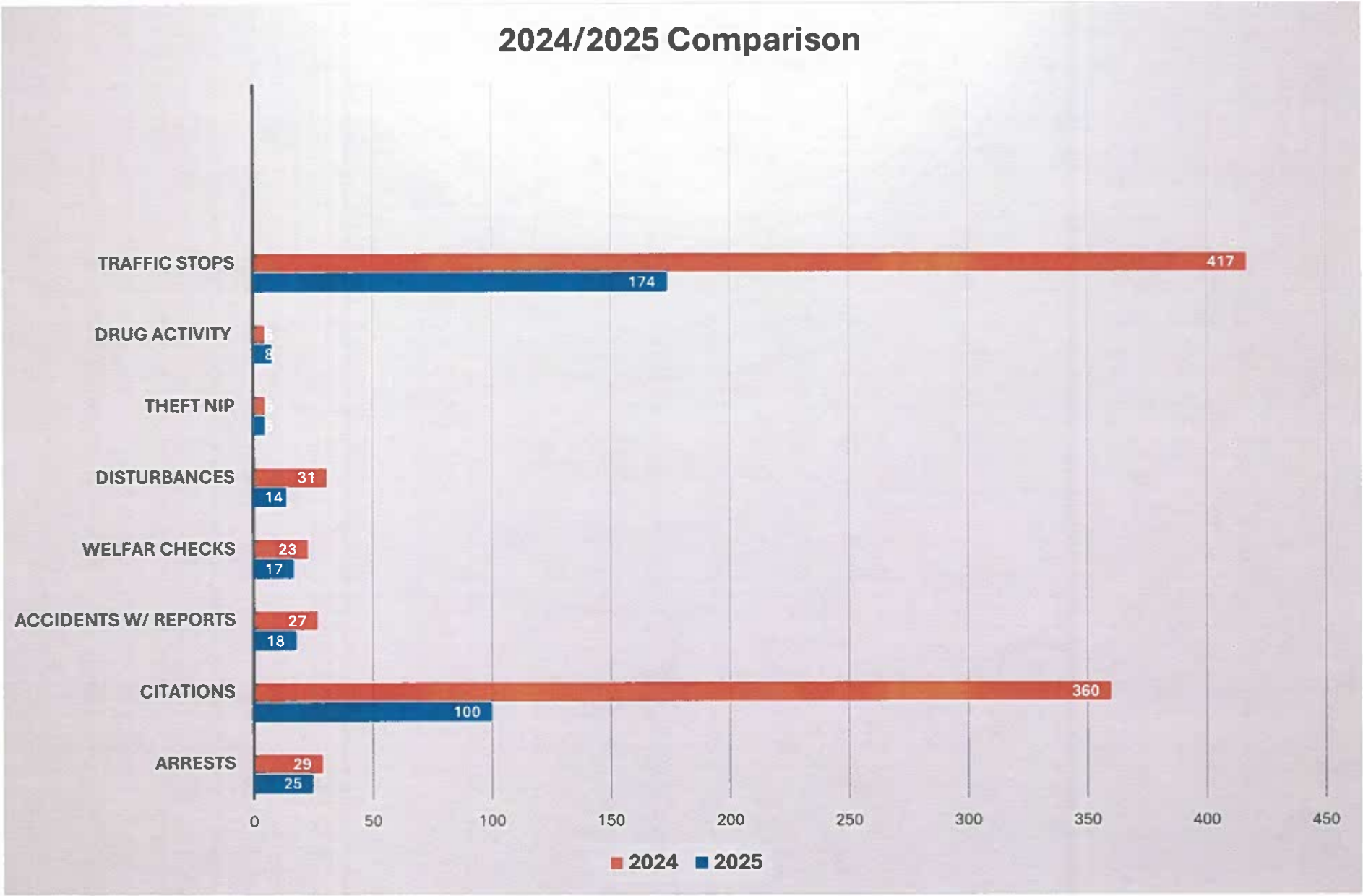
Total Number of Calls for Service : 1,007

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:	**32**	**Completed Assignments:**	**Upcoming Events:**
Total Calls for Service:	**1039**	**AAA Awards-Platinum Award Recipient**	**Dec.6th Christmas Parade**
Arrests:	**25**	**Christmas Tree Lighting**	**Dec.6th FOP Santa With A Badge**
Citations:	**100**		**Dec.13th Pizza With Santa**
Accidents w/ Report:	**18**		


2024/2025 Comparison
TRAFFIC STOPS
417
174
DRUG ACTIVITY
8
THEFT NIP
DISTURBANCES
31
14
WELFAR CHECKS
23
17
ACCIDENTS W/ REPORTS
27
18
CITATIONS
360
100
ARRESTS
29
25
0
50
100
150
200
250
300
350
400
450
2024
2025

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Community Development Status Report - November

- Community Development Report - November
- Community Development Permits - November

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

ATTACHMENTS:

November 2025 CDD Report.pdf
November 2025 Permits Issued Report.pdf

City of Ranson

Community Development Department

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

TO: Ranson City Council

FROM: Reiley Stanley, Community Development Director

RE: Community Development Department Report – November 2025

Permitting:

- Staff received 89 permit applications:
  - 63 – regular permit applications (decks, fences, etc.)
  - 17– townhome permit applications
  - 7– single family permit applications
  - 2 – rental registration applications

- Staff issued 141 permits totaling $18,962,398.96 in valuation.
  - 77 were for new homes totaling $18,393,900 in valuation.
  - Permit fees collected totaled $748,006.89.
  - U&O fees collected totaled $5,500.
  - City Service fees collected totaled $77,000.

Code Enforcement:

- Staff started 6 new code cases (property maintenance, work without a permit)

Inspections:

- Staff performed 896 permit inspections. This is 336 less than last month.
  - Patrick Coulter performed 208 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 183 inspections
  - Gary Englebert (contracted) performed 332 inspections
  - Reiley Stanley performed 173 site, sidewalk, final, and zoning inspections.
- Department Staff also performed 8 code enforcement inspections.

Planning & Zoning:

  - Rezoning for Sleepy Hollow off Cranes Lane from Rural Reserve to R-6
    - Not recommended to the City Council
  - Bond Reduction for Riverpointe Phase 4.
    - Approved. Reduction in the amount of $4,881,370.14 of a $7,171,917.39

- Site Plan for a Rockwool addition to service parts of the factory
  - Approved.

Permits Issued By Permit Type

Between 11/1/2025 & 11/30/2025

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	25-1278	189 ELLERY ST RANSON, WV 25438	$4,400.00	$44.00	$0.00	$0.00
	25-1339	1266 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1340	1264 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1341	1262 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1342	1260 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1343	1258 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1344	1256 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1345	1254 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1346	1252 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1347	325 SHORT BRANCH DR RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1348	329 SHORT BRANCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1349	317 SHORT BRANCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1350	321 SHORT BRANCH DR RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1351	5 OASIS AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1352	9 OASIS AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1353	13 OASIS AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1354	17 OASIS AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1362	431 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1363	435 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1364	439 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1365	443 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1366	447 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1367	451 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1368	455 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1369	459 PRESIDENTS POINTE AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1370	375 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1371	387 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1372	391 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00

	25-1373	72 MONROE AVE RANSON, WV 25438	$9,000.00	$90.00	$0.00	$0.00
	25-1374	80 MONROE AVE RANSON, WV 25438	$9,000.00	$90.00	$0.00	$0.00
	25-1375	395 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	25-1376	271 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	25-1377	267 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	25-1378	263 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	25-1379	259 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1380	369 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1381	365 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1382	361 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1383	353 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1384	349 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1385	443 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$11,600.00	$116.00	$0.00	$0.00
	Total Permit Type: 41		**$220,200.00**	**$2,202.00**	**$0.00**	**$0.00**
Electrical Only (C)	25-1292	N/A Charles Town , WV 25414	$12,675.00	$253.50	$0.00	$0.00
	Total Permit Type: 1		**$12,675.00**	**$253.50**	**$0.00**	**$0.00**
Electrical Only (R)	25-1394	312 E 4TH AVE RANSON, WV 25438	$3,985.00	$39.85	$0.00	$0.00
	25-1396	1330 DESTRIER ST RANSON, WV 25438	$87,665.00	$876.65	$0.00	$0.00
	Total Permit Type: 2		**$91,650.00**	**$916.50**	**$0.00**	**$0.00**
Garage (R)	25-1219	214 E 6TH AVE RANSON, WV 25438	$60,000.00	$60.00	$0.00	$0.00
	Total Permit Type: 1		**$60,000.00**	**$60.00**	**$0.00**	**$0.00**
Mechanical Only (R)	25-1327	412 W 3RD AVE RANSON, WV 25438	$15,308.00	$153.08	$0.00	$0.00
	Total Permit Type: 1		**$15,308.00**	**$153.08**	**$0.00**	**$0.00**
New Single Family (R)	25-730	371 GERRY ST RANSON, WV 25438	$327,900.00	$2,997.50	$100.00	$1,000.00
	25-773	314 GERRY ST RANSON, WV 25438	$325,000.00	$2,995.00	$100.00	$1,000.00
	25-774	322 GERRY ST RANSON, WV 25438	$336,500.00	$2,894.70	$100.00	$1,000.00
	25-775	336 GERRY ST RANSON, WV 25438	$277,500.00	$2,342.30	$100.00	$1,000.00
	25-1225	41 JOUETT ST RANSON, WV 25438	$394,000.00	$10,722.70	$100.00	$1,000.00
	25-1240	94 MONROE AVE RANSON, WV 25438	$401,000.00	$10,882.70	$100.00	$1,000.00
	25-1247	27 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$10,587.80	$100.00	$1,000.00
	25-1248	11 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$10,574.40	$100.00	$1,000.00
	25-1257	72 MONROE AVE RANSON, WV 25438	$427,000.00	$9,614.70	$100.00	$1,000.00
	25-1258	80 MONROE AVE RANSON, WV 25438	$415,000.00	$10,903.70	$100.00	$1,000.00
	25-1279	19 BRAXTON AVE RANSON, WV 25438	$326,000.00	$10,355.50	$100.00	$1,000.00
	Total Permit Type: 11		**$3,829,900.00**	**$84,871.00**	**$1,100.00**	**$11,000.00**
Renovation (C)	25-1217	211 S MILDRED ST RANSON, WV 25438	$13,900.00	$556.00	$100.00	$0.00

	Total Permit Type: 1		**$13,900.00**	**$556.00**	**$100.00**	**$0.00**
Renovation (R)	25-1328	394 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$5,500.00	$55.00	$0.00	$0.00
	25-1389	803 N REYMANN ST RANSON, WV 25438	$41,000.00	$410.00	$0.00	$0.00
	Total Permit Type: 2		**$46,500.00**	**$465.00**	**$0.00**	**$0.00**
Roof (R)	25-1361	111 W 5TH AVE RANSON, WV 25438	$42,365.96	$423.66	$0.00	$0.00
	25-1395	1330 DESTRIER ST RANSON, WV 25438	$17,200.00	$50.00	$0.00	$0.00
	Total Permit Type: 2		**$59,565.96**	**$473.66**	**$0.00**	**$0.00**
Storage Building (R)	25-1293	216 W 3RD AVE RANSON, WV 25438	$9,000.00	$90.00	$0.00	$0.00
	25-1301	34 TROUT LILY DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-1358	1152 STEED ST RANSON, WV 25438	$6,000.00	$60.00	$0.00	$0.00
	Total Permit Type: 3		**$19,500.00**	**$195.00**	**$0.00**	**$0.00**
Temporary Structure (C)	25-1319	139 RACETRACK ST RANSON, WV 25438	$1,500.00	$100.00	$0.00	$0.00
	25-1387	Brickyard Circle Ranson, WV 25438	$0.00	$50.00	$0.00	$0.00
	Total Permit Type: 2		**$1,500.00**	**$150.00**	**$0.00**	**$0.00**
Townhouse (R)	25-1187	312 PRESIDENTS POINTE AVE RANSON, WV 25438	$159,000.00	$9,729.65	$50.00	$1,000.00
	25-1188	316 PRESIDENTS POINTE AVE RANSON, WV 25438	$159,000.00	$9,731.40	$50.00	$1,000.00
	25-1189	308 PRESIDENTS POINTE AVE RANSON, WV 25438	$159,000.00	$9,729.65	$50.00	$1,000.00
	25-1190	304 PRESIDENTS POINTE AVE RANSON, WV 25438	$159,000.00	$9,729.65	$50.00	$1,000.00
	25-1192	300 PRESIDENTS POINTE AVE RANSON, WV 25438	$159,000.00	$9,729.65	$50.00	$1,000.00
	25-1200	369 HUNTWELLWEST BLVD RANSON, WV 25438	$296,000.00	$10,577.80	$100.00	$1,000.00
	25-1205	365 HUNTWELLWEST BLVD RANSON, WV 25438	$292,000.00	$10,567.50	$100.00	$1,000.00
	25-1206	361 HUNTWELLWEST BLVD RANSON, WV 25438	$291,000.00	$10,567.50	$100.00	$1,000.00
	25-1211	357 HUNTWELLWEST BLVD RANSON, WV 25438	$269,000.00	$10,383.90	$100.00	$1,000.00
	25-1212	353 HUNTWELLWEST BLVD RANSON, WV 25438	$300,000.00	$10,377.40	$100.00	$1,000.00
	25-1213	349 HUNTWELLWEST BLVD RANSON, WV 25438	$286,000.00	$10,377.40	$100.00	$1,000.00
	25-1232	237 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1234	241 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	25-1235	245 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1236	249 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1237	253 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1238	257 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1249	419 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1250	413 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1251	411 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00

	25-1252	417 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1253	415 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1254	409 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1255	407 17TH AVE RANSON, WV 25438	$200,000.00	$9,682.00	$50.00	$1,000.00
	25-1256	405 17TH AVE RANSON, WV 25438	$200,000.00	$9,683.80	$50.00	$1,000.00
	25-1259	395 HUNTWELLWEST BLVD RANSON, WV 25438	$278,000.00	$10,374.30	$100.00	$1,000.00
	25-1260	391 HUNTWELLWEST BLVD RANSON, WV 25438	$292,000.00	$10,567.50	$100.00	$1,000.00
	25-1261	387 HUNTWELLWEST BLVD RANSON, WV 25438	$303,000.00	$10,577.00	$100.00	$1,000.00
	25-1262	383 HUNTWELLWEST BLVD RANSON, WV 25438	$268,000.00	$10,383.90	$100.00	$1,000.00
	25-1263	379 HUNTWELLWEST BLVD RANSON, WV 25438	$282,000.00	$10,381.90	$100.00	$1,000.00
	25-1270	375 HUNTWELLWEST BLVD RANSON, WV 25438	$294,000.00	$10,577.80	$100.00	$1,000.00
	25-1271	309 HUNTWELLWEST BLVD RANSON, WV 25438	$303,000.00	$10,422.50	$100.00	$1,000.00
	25-1272	305 HUNTWELLWEST BLVD RANSON, WV 25438	$309,000.00	$10,563.00	$100.00	$1,000.00
	25-1273	301 HUNTWELLWEST BLVD RANSON, WV 25438	$295,000.00	$10,383.90	$100.00	$1,000.00
	25-1275	297 HUNTWELLWEST BLVD RANSON, WV 25438	$313,000.00	$10,381.90	$100.00	$1,000.00
	25-1276	293 HUNTWELLWEST BLVD RANSON, WV 25438	$327,000.00	$10,572.00	$100.00	$1,000.00
	25-1280	10 UNITED MEWS RANSON, WV 25438	$159,000.00	$9,773.15	$50.00	$1,000.00
	25-1281	14 UNITED MEWS RANSON, WV 25438	$159,000.00	$9,773.15	$50.00	$1,000.00
	25-1282	22 UNITED MEWS RANSON, WV 25438	$159,000.00	$9,773.15	$50.00	$1,000.00
	25-1283	18 UNITED MEWS RANSON, WV 25438	$159,000.00	$9,773.15	$50.00	$1,000.00
	25-1285	263 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1286	267 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1287	271 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1288	275 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,741.20	$50.00	$1,000.00
	25-1294	452 17TH AVE RANSON, WV 25438	$200,000.00	$9,745.60	$50.00	$1,000.00
	25-1295	450 17TH AVE RANSON, WV 25438	$200,000.00	$9,628.70	$50.00	$1,000.00
	25-1296	448 17TH AVE RANSON, WV 25438	$200,000.00	$9,745.60	$50.00	$1,000.00
	25-1297	446 17TH AVE RANSON, WV 25438	$200,000.00	$9,628.70	$50.00	$1,000.00
	25-1298	444 17TH AVE RANSON, WV 25438	$200,000.00	$9,749.10	$50.00	$1,000.00
	25-1299	442 17TH AVE RANSON, WV 25438	$200,000.00	$9,628.70	$50.00	$1,000.00
	25-1300	440 17TH AVE RANSON, WV 25438	$200,000.00	$9,745.60	$50.00	$1,000.00
	25-1303	240 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1304	244 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1305	248 SWAN FIELD AVE RANSON, WV 25438	$0.00	$9,621.65	$50.00	$1,000.00
	25-1306	252 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1307	256 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,628.40	$50.00	$1,000.00

	25-1308	260 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	25-1310	259 HUNTWELLWEST BLVD RANSON, WV 25438	$285,000.00	$10,374.30	$100.00	$1,000.00
	25-1311	271 HUNTWELLWEST BLVD RANSON, WV 25438	$285,000.00	$10,550.70	$100.00	$1,000.00
	25-1312	267 HUNTWELLWEST BLVD RANSON, WV 25438	$292,000.00	$10,577.00	$100.00	$1,000.00
	25-1313	263 HUNTWELLWEST BLVD RANSON, WV 25438	$273,000.00	$10,383.90	$100.00	$1,000.00
	25-1322	341 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,744.70	$50.00	$1,000.00
	25-1323	345 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1324	349 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-1325	353 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-1326	357 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	Total Permit Type: 66		**$14,564,000.00**	**$657,059.30**	**$4,350.00**	**$66,000.00**
Wall or Fence (C)	25-1355	112 S REYMANN ST RANSON, WV 25438	$0.00	$210.35	$0.00	$0.00
	25-1390	Whispering Brook Lane Ranson, WV 00000	$0.00	$206.50	$0.00	$0.00
	Total Permit Type: 2		**$0.00**	**$416.85**	**$0.00**	**$0.00**
Wall or Fence (R)	25-1222	138 PETERS AVE RANSON, WV 25438	$3,200.00	$25.00	$0.00	$0.00
	25-1317	1341 STALLION ST RANSON, WV 25438	$3,200.00	$25.00	$0.00	$0.00
	25-1321	217 N FAIRFAX BLVD RANSON, WV 25438	$600.00	$25.00	$0.00	$0.00
	25-1330	40 SHERMAN AVE RANSON, WV 25438	$7,000.00	$50.00	$0.00	$0.00
	25-1356	429 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$5,200.00	$25.00	$0.00	$0.00
	25-1360	203 E PARK AVE RANSON, WV 25438	$8,500.00	$85.00	$0.00	$0.00
	Total Permit Type: 6		**$27,700.00**	**$235.00**	**$0.00**	**$0.00**
Total	**Total Permits: 141**		**$18,962,398.96**	**$748,006.89**	**$5,550.00**	**$77,000.00**

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 - November

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

ATTACHMENTS:

Dec status report.pdf

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:11/13/2025 - 12/10/2025 Order By Status, Location

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

Status: Complete

6283	Visitors Center - Nancy	Storage space - back		10/31/2025		$0.00
Medium	Keith Pierson			32	12/2/2025	
Paving				10/31/2025 3:10:12 PM	12/2/2025	
please put a fresh coat of paint on the Santa mailboxes. Mailboxes can be put up after November 5th.			painted and installed			
Debbie McClure						
6288	Civic Center			11/4/2025		$0.00
Medium				14	11/18/2025	
Laborer				11/4/2025 1:18:56 PM	11/18/2025	
please provide 5 guys (maybe more) to help unload and palletize food drive donations. (per Todd)						
Debbie McClure						
6300	PD VEHICLE			11/16/2025		$0.00
Medium	Robert Hawkins			16	12/2/2025	
Vehicle Maintenance				11/16/2025 6:54:04 AM	12/2/2025	
oil change and the driver's side rear tire is leaking air.			oil change complete at 43231. next service at 48231. rear brake replaced pads and rotors.			
Chuck Lynch						
6301	Mildred St. And 3TH Ave			11/16/2025		$0.00
Medium	Robert Hawkins			1	11/17/2025	
Signage				11/16/2025 10:27:07 PM	11/17/2025	
please put the following on the message boards:Tree LightingSat. Nov. 296pm to 8pm						
Debbie McClure						
6306	PD VEHICLE	Car27 Dodge Durango		11/22/2025		$0.00
Medium	Robert Hawkins			17	12/9/2025	
Vehicle Maintenance				11/22/2025 10:41:14 AM	12/9/2025	
oil change			Oil Change complete at 9700 next service at 14700			
Chuck Lynch						
6311	PD VEHICLE	PD UNIT #22 2022		11/29/2025		$0.00
Medium	Robert Hawkins			10	12/9/2025	
Vehicle Maintenance				11/29/2025 7:02:18 AM	12/9/2025	
oil change, check the brakes (squeaking) and tires are dry rotting			Service complete at 19374. next service at 24374. checked brakes and have good pad left front and rear.			
Chuck Lynch						
6314	PD VEHICLE			12/2/2025		$0.00
Medium	Robert Hawkins			6	12/8/2025	
Water Leaks				12/2/2025 7:03:37 AM	12/8/2025	
Oil change. Watson said if you want to contact him directly, he can bring it down.			Oil change complete at 19990 next service at 24990. Right rear tire leaking REPAIR AT CREAMERS AUTO			
Chuck Lynch						
6315	Streets			12/2/2025		$0.00
Medium	Keith Pierson				12/2/2025	
				12/2/2025 8:24:29 AM	12/2/2025	
trim tree on 13th and reyman			trimmed tree off roadway			

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:11/13/2025 - 12/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6316	PD. STATION			12/2/2025			$0.00
Medium	Keith Pierson				12/2/2025		
				12/2/2025 8:26:30 AM	12/2/2025		
exhaust fan in bathroom not w orking			installed new exhaust fan				
6317	Park - Marcus Football			12/2/2025			$0.00
Medium	Keith Pierson				12/2/2025		
				12/2/2025 8:29:43 AM	12/2/2025		
toilet leaking			tightened spud not leaking				
6318	Streets			12/2/2025			$0.00
Medium	Keith Pierson				12/2/2025		
				12/2/2025 8:31:47 AM	12/2/2025		
load up up all decorations for feistival			loaded all decorations up				
6319	Public Works Building			12/2/2025			$0.00
Medium	Keith Pierson				12/2/2025		
				12/2/2025 8:33:09 AM	12/2/2025		
reorganize and clean up pole barn			reorganized and cleaned up				
6320	PW EQUIPMENT			12/2/2025			$0.00
Medium	Keith Pierson				12/2/2025		
				12/2/2025 8:34:30 AM	12/2/2025		
put all salt boxes and brine tanks on trucks			all trucks ready for snow				
6321	PD VEHICLE	PD UNIT #21 2021		12/3/2025			$0.00
Medium	Robert Hawkins				12/3/2025		
				12/3/2025 10:16:27 AM	12/3/2025		
oil change and tire repair			oil change at 41651 next service at 46651. fixed tire and put spare back in car				
Robert Haw kins							
6326	PD VEHICLE	PD UNIT #6 2013		12/5/2025			$0.00
Medium	Robert Hawkins			3	12/8/2025		
				12/5/2025 1:23:00 PM	12/8/2025		
Needs oil change							
Robert Haw kins			oil change complete at 135884 next service at 140884. needs front brakes pads and rotors				
6334	PW EQUIPMENT			12/10/2025			$0.00
Medium					12/10/2025		
				12/10/2025 1:29:47 PM	12/10/2025		
install new rear light on salt boxs			Installed new rear lights on both salt spreaders and wired				

Count: 16 Work Orders	**Avg. Age of WO's 6**	**Total for Complete**	**0**	**$0.00**
Count: 16 Work Orders	**Avg. Age of WO's** 6	**Grand Total**	0	$0.00

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Finance Department Status Report - November

Staff is providing the following items for your review:

· Accounts Payable Council Report for November 2025

· General Fund Budget Report through November 2025

· Capital Improvement Fund Budget Report through November 2025

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

ATTACHMENTS:

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

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	11/10/25	PD HOLSTERS X9	GENERAL FUND	POLICE DEPARTMENT	1,745.80
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,959.72
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	2,239.72
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	2,772.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	336.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	560.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	540.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	396.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	216.00
	11/10/25	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	218.32
	11/10/25	PD BADGES X6	GENERAL FUND	POLICE DEPARTMENT	263.48
				TOTAL:	11,247.04
7-ELEVEN	11/10/25	LYNCH FUEL 10/21/25	GENERAL FUND	POLICE DEPARTMENT	60.66
	11/10/25	MICHAEL FUEL 9/29/25	PARKS & RECREATION	Parks & Recreation	57.50
				TOTAL:	118.16
84 LUMBER	11/10/25	PW BLDG DOORS X20, HINGES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	31,272.68
	11/10/25	PW BLDG SHAFT WALL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	3,793.47
				TOTAL:	35,066.15
8X8, INC	11/04/25	PHONES OCT 25	GENERAL FUND	CITY HALL	505.92
				TOTAL:	505.92
AC&T CO INC	11/10/25	P&R PT CRANES LN 9/15/25	PARKS & RECREATION	Parks & Recreation	176.00
	11/10/25	P&R PT LANCE SLUSHER 9/15/	PARKS & RECREATION	Parks & Recreation	176.00
	11/10/25	P&R PT WEST END PARK 9/15/	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	528.00
ADOBE CREATIVE CLOUD	11/10/25	EB ADOBE SUB 10/26-11/25/2	GENERAL FUND	CITY ADMINISTRATION	26.73
				TOTAL:	26.73
ADVANCE AUTO PARTS	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	10.74
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	28.15
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	7.46
				TOTAL:	46.35
AFLAC	11/04/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	11/04/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	11/04/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	11/04/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	11/04/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	11/04/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,290.18
AMAZON.COM	11/10/25	ADMIN BINDERS X6	GENERAL FUND	CITY ADMINISTRATION	75.98
	11/10/25	ADMIN NOTEBKS/PRINTER RIBB	GENERAL FUND	CITY ADMINISTRATION	26.33
	11/10/25	P&R BASKETBALLS /HEATERS	GENERAL FUND	PLANNING & ZONING	69.99
	11/10/25	P&R BASKETBALLS /HEATERS	GENERAL FUND	PLANNING & ZONING	35.99
	11/10/25	ADMIN NOTEBKS/PRINTER RIBB	GENERAL FUND	CITY HALL	49.99
	11/10/25	PD BODY CAMERA MOUNT X10	GENERAL FUND	POLICE DEPARTMENT	299.90
	11/10/25	PD TASER HOLSTERS X10	GENERAL FUND	POLICE DEPARTMENT	129.00
	11/10/25	PW FIRE BARRIER 1 CASE	GENERAL FUND	STREETS & TRANSPORT	63.98
	11/10/25	P&R BASKETBALLS /HEATERS	PARKS & RECREATION	Parks & Recreation	47.24
	11/10/25	P&R BASKETBALLS /HEATERS	PARKS & RECREATION	Parks & Recreation	188.96
	11/10/25	XMAS PRDE 25' CANDY CNS X1	PARKS & RECREATION	TOURISM & EVENTS	89.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/10/25	XMAS PRD 25' DECOR/POPPERS	PARKS & RECREATION	TOURISM & EVENTS	153.92
	11/10/25	TREE LHT 25' CANDY CANES X	PARKS & RECREATION	TOURISM & EVENTS	219.80
	11/10/25	TREE LHT 25' HAT/GLOVES	PARKS & RECREATION	TOURISM & EVENTS	361.91
	11/10/25	TREE LHT 25' HAT/GLOVES	PARKS & RECREATION	TOURISM & EVENTS	35.97
	11/10/25	XMAS PRDE 25' BANNERS X16	PARKS & RECREATION	TOURISM & EVENTS	63.96
	11/10/25	XMAS PRDE 25' BANNERS X16	PARKS & RECREATION	TOURISM & EVENTS	63.96
				TOTAL:	1,976.86
AMERICAN EXPRESS - MERCH FEES	11/05/25	OCT2025 AMEX TRANSACTION F	GENERAL FUND	CITY HALL	11.68
				TOTAL:	11.68
APPLE VALLEY TIRE LLC.	11/10/25	P&Z #21 TIRES X1/SENSORS X	GENERAL FUND	PLANNING & ZONING	131.67
	11/10/25	P&Z #21 TIRES X1/SENSORS X	GENERAL FUND	PLANNING & ZONING	260.00
	11/10/25	PW #15 TIRES X4	GENERAL FUND	STREETS & TRANSPORT	162.00
	11/10/25	PW #12 TIRES X2	GENERAL FUND	STREETS & TRANSPORT	82.35
	11/10/25	PW #1 TIRES X4	GENERAL FUND	STREETS & TRANSPORT	162.00
	11/10/25	PW TRAILER TIRE REPAIR X1	GENERAL FUND	STREETS & TRANSPORT	29.75
				TOTAL:	827.77
APPLE VALLEY WASTE	11/10/25	PW P/U SEP 25	GENERAL FUND	STREETS & TRANSPORT	861.15
				TOTAL:	861.15
AUTO ZONE	11/10/25	PW SHOP TPMS TOOL X1	GENERAL FUND	STREETS & TRANSPORT	249.99
	11/10/25	PW SMARTSTRAPS X2	GENERAL FUND	STREETS & TRANSPORT	29.09
				TOTAL:	279.08
BCN TELECOM INC	11/26/25	INTERNET NOV 25	GENERAL FUND	CITY HALL	531.24
	11/26/25	INTERNET NOV 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	11/26/25	INTERNET NOV 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	11/26/25	INTERNET NOV 25	PARKS & RECREATION	Parks & Recreation	149.40
	11/26/25	INTERNET NOV 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BERKELEY CLUB BEVERAGES, INC	11/10/25	CH WATER X6 8/28/25	GENERAL FUND	CITY HALL	51.99
	11/10/25	CH WATER X3 9/25/25	GENERAL FUND	CITY HALL	29.49
	11/10/25	PD WATER X4 7/31/25	GENERAL FUND	POLICE DEPARTMENT	36.99
	11/10/25	PD WATER X2 8/28/25	GENERAL FUND	POLICE DEPARTMENT	21.99
	11/10/25	PD WATER X3 9/25/25	GENERAL FUND	POLICE DEPARTMENT	29.49
	11/10/25	PW WATER X8 7/31/25	GENERAL FUND	STREETS & TRANSPORT	66.99
	11/10/25	PW WATER X4 8/28/25	GENERAL FUND	STREETS & TRANSPORT	36.99
				TOTAL:	273.93
BOYD'S GUTTERING AND HAULING	11/10/25	PW BLDG GUTTERS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,088.00
				TOTAL:	2,088.00
BP	11/10/25	PORTNER FUEL 10/4-24/25	GENERAL FUND	POLICE DEPARTMENT	224.05
	11/10/25	MCBRIDE FUEL 9/30-10/30/25	GENERAL FUND	POLICE DEPARTMENT	336.86
	11/10/25	HOSBY-BROWN FUEL 10/1-22/2	GENERAL FUND	POLICE DEPARTMENT	217.83
	11/10/25	CUSTER FUEL 9/30-10/24/25	GENERAL FUND	POLICE DEPARTMENT	318.27
	11/10/25	WATSON FUEL 9/30-10/29/25	GENERAL FUND	POLICE DEPARTMENT	413.12
				TOTAL:	1,510.13
BREEZY HR INC	11/10/25	HR CONSULTING 10/20-11/20/	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	11/07/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/21/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
				TOTAL:	707.30
BURR PARK LIBERTY	11/10/25	LYNCH FUEL 9/30-10/28/25	GENERAL FUND	POLICE DEPARTMENT	198.37
	11/10/25	LUTMAN FUEL 10/10-21/25	GENERAL FUND	POLICE DEPARTMENT	84.75
				TOTAL:	283.12
BWI AIRPORT	11/10/25	WILT ICMA CONF AIRPORT PRK	GENERAL FUND	CITY ADMINISTRATION	80.00
				TOTAL:	80.00
CANVA	11/10/25	YEARLY SUB OCT 25	PARKS & RECREATION	Parks & Recreation	120.00
				TOTAL:	120.00
CAPITAL ELECTRIC	11/04/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	222.85
	11/04/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	15.41
	11/04/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	5.75
				TOTAL:	244.01
CHARLES TOWN UTILITIES GENERAL FUND	11/10/25	WATER 8/15-9/15/25	GENERAL FUND	CITY HALL	163.37
	11/10/25	WATER 8/15-9/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	11/10/25	WATER 8/15-9/15/25	GENERAL FUND	STREETS & TRANSPORT	238.28
	11/10/25	WATER 8/15-9/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	11/10/25	WATER 8/15-9/15/25	GENERAL FUND	STREET LIGHTS	56.16
	11/10/25	P&R WATER 8/15-9/15/25	PARKS & RECREATION	Parks & Recreation	261.34
	11/10/25	P&R WATER 8/15-9/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	11/10/25	CVB WATER 8/15-9/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	11/10/25	MF SEWER 8/30-9/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	974.27
CHATGPT SUBSCRIPTION	11/10/25	WILT OPEN AI SUB 10/25	GENERAL FUND	CITY ADMINISTRATION	21.40
	11/10/25	2025 ANNUAL SIDE BAR TECH	GENERAL FUND	CITY ADMINISTRATION	199.92
				TOTAL:	221.32
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	11/18/25	CH COPY CONT 11/1-30/25	GENERAL FUND	CITY HALL	34.73
				TOTAL:	34.73
CONSTANT CONTACT	11/10/25	EMAILS OCT 25	PARKS & RECREATION	Parks & Recreation	131.00
				TOTAL:	131.00
CREAMERS TIRE & AUTO SERVICE CENTER	11/10/25	PD #12 MOUNT 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	64.00
	11/10/25	PD #12 MOUNT 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	64.00
	11/10/25	PD #12 MOUNT 4 TIRES	GENERAL FUND	POLICE DEPARTMENT	85.10
	11/10/25	PD#13 MOUNT TIRE X1	GENERAL FUND	POLICE DEPARTMENT	38.85
				TOTAL:	251.95
DEPARTMENT OF TAX & REVENUE	11/21/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,016.00
	11/21/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	284.00
	11/21/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,164.00
	11/21/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,003.00
				TOTAL:	9,467.00
DIGITAL DOCUMENT SOLUTIONS	11/26/25	1&3 FLR COP OVG 9/24-9/25	GENERAL FUND	CITY HALL	2,664.70
				TOTAL:	2,664.70
DIRTY GIRL	11/18/25	CLEANING 10/24-11/9/25	GENERAL FUND	CITY HALL	800.00
	11/18/25	CLEANING 10/24-11/9/25	GENERAL FUND	POLICE DEPARTMENT	350.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/18/25	CLEANING 10/24-11/9/25	GENERAL FUND	STREETS & TRANSPORT	250.00
	11/18/25	CLEANING 10/24-11/9/25	PARKS & RECREATION	Parks & Recreation	1,000.00
	11/18/25	CLEANING 10/24-11/9/25	PARKS & RECREATION	Parks & Recreation	200.00
	11/18/25	CLEANING 10/24-11/9/25	PARKS & RECREATION	Parks & Recreation	600.00
				TOTAL:	3,200.00
DIVISION OF JUSTICE AND COMMUNITY SERV	11/18/25	RM RECERT 10/24-11/7/25	GENERAL FUND	POLICE DEPARTMENT	750.00
				TOTAL:	750.00
DOLLAR TREE	11/10/25	MONSTER BASH CANDY X68	PARKS & RECREATION	TOURISM & EVENTS	340.50
	11/10/25	FALL FEST 25' BATTERIES	PARKS & RECREATION	TOURISM & EVENTS	9.54
	11/10/25	FALL FEST 25' PAINT/BRUSHE	PARKS & RECREATION	TOURISM & EVENTS	75.25
	11/10/25	FALL FEST 25' CRAFTS/PUMPK	PARKS & RECREATION	TOURISM & EVENTS	97.25
	11/10/25	FALL FEST 25' CRAFT SUPPLI	PARKS & RECREATION	TOURISM & EVENTS	47.25
	11/10/25	XMAS PRDE 25' CANDY CANES	PARKS & RECREATION	TOURISM & EVENTS	300.00
				TOTAL:	869.79
ETS CORPORATION	11/03/25	OCT2025 MERCH FEES - MGO C	GENERAL FUND	CITY HALL	3,521.32
				TOTAL:	3,521.32
FACEBOOK	11/10/25	P&R SKILLS&DRILLS AD 9/17/	PARKS & RECREATION	Parks & Recreation	86.18
	11/10/25	CVB CAREER FAIR AD 9/24-29	PARKS & RECREATION	Parks & Recreation	36.63
	11/10/25	CVB ADS 9/28-10/26/25	PARKS & RECREATION	Parks & Recreation	129.81
	11/10/25	CVB ADS 9/28-10/26/25	PARKS & RECREATION	Parks & Recreation	39.67
	11/10/25	CVB ADS 9/28-10/26/25	PARKS & RECREATION	Parks & Recreation	195.65
	11/10/25	CVB ADS 9/28-10/26/25	PARKS & RECREATION	Parks & Recreation	34.87
				TOTAL:	522.81
FIRST CITIZEN BANK & TRUST CO	11/04/25	P&Z COPIER LEASE OCT 25	GENERAL FUND	CITY HALL	247.00
				TOTAL:	247.00
FISHER AUTO PARTS INC	11/10/25	PD #13 NEW BELT & WIPERS	GENERAL FUND	POLICE DEPARTMENT	20.89
	11/10/25	PD #13 NEW BELT & WIPERS	GENERAL FUND	POLICE DEPARTMENT	28.26
	11/10/25	PD #13 BRK PD SET/BRAKE RO	GENERAL FUND	POLICE DEPARTMENT	71.99
	11/10/25	PD #13 BRK PD SET/BRAKE RO	GENERAL FUND	POLICE DEPARTMENT	127.72
	11/10/25	PD #13 DRIVE BELT ASSEMBLY	GENERAL FUND	POLICE DEPARTMENT	79.69
	11/10/25	PD #13 SERPENTIN BELT X1	GENERAL FUND	POLICE DEPARTMENT	20.89
	11/10/25	PW #12 BRAKE PAD SET X1	GENERAL FUND	STREETS & TRANSPORT	102.24
	11/10/25	PW #12 CLPR GRS/BRAKE PAD	GENERAL FUND	STREETS & TRANSPORT	21.02
	11/10/25	PW #12 CLPR GRS/BRAKE PAD	GENERAL FUND	STREETS & TRANSPORT	102.24
	11/10/25	SHOP OIL TANK X1	GENERAL FUND	STREETS & TRANSPORT	199.99
	11/10/25	PW #4 BATTERY	GENERAL FUND	STREETS & TRANSPORT	160.95
				TOTAL:	935.88
FRONTIER	11/06/25	CH FAX LINE NOV 25	GENERAL FUND	CITY HALL	149.14
	11/06/25	CH FIRE ALARM NOV 25	GENERAL FUND	CITY HALL	147.98
	11/18/25	CH ELEVATOR NOV 25	GENERAL FUND	CITY HALL	96.69
	11/26/25	TRIFECTA ALARM NOV 25	GENERAL FUND	CITY HALL	191.42
	11/26/25	PD FAX LINE NOV 25	GENERAL FUND	POLICE DEPARTMENT	202.92
				TOTAL:	788.15
FRONTIER AIRLINE	11/10/25	WILT 2025 ICMA CONF TRAVEL	GENERAL FUND	CITY ADMINISTRATION	191.94
				TOTAL:	191.94
HARBOR FREIGHT TOOLS	11/10/25	PW MAGNET/ MAGNET TRAYS X2	GENERAL FUND	STREETS & TRANSPORT	43.96
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	21.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	21.99
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	9.99
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	4.99
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	14.98
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	32.99
	11/10/25	PW MAGNETIC TOOL MAT X2	GENERAL FUND	STREETS & TRANSPORT	49.98
				TOTAL:	200.87
HOME DEPOT	11/10/25	MAYORS DOOR PUTTY	GENERAL FUND	CITY HALL	23.94
	11/10/25	CH DOOR KNOB/LOCK INSTALL	GENERAL FUND	CITY HALL	56.44
	11/10/25	PD SHELVES	GENERAL FUND	POLICE DEPARTMENT	838.78
	11/10/25	PD SHELVES	GENERAL FUND	POLICE DEPARTMENT	24.96
	11/10/25	PD TOTES X30/HANGERS X60	GENERAL FUND	POLICE DEPARTMENT	201.56
	11/10/25	PD TOTES X30/HANGERS X60	GENERAL FUND	POLICE DEPARTMENT	14.94
	11/10/25	PW NAILS X25	GENERAL FUND	STREETS & TRANSPORT	10.98
	11/10/25	PW SAW BLADES X2	GENERAL FUND	STREETS & TRANSPORT	72.94
	11/10/25	PW CAULK GUN X1	GENERAL FUND	STREETS & TRANSPORT	19.98
	11/10/25	PW WORK LIGHTS/ EXT CORDS	GENERAL FUND	STREETS & TRANSPORT	165.94
	11/10/25	PW WORK LIGHTS/ EXT CORDS	GENERAL FUND	STREETS & TRANSPORT	172.10
	11/10/25	TREE LHT 25' ZIP TIES X15	GENERAL FUND	STREETS & TRANSPORT	87.44
	11/10/25	PW BLACKTOP PATCH X5	GENERAL FUND	STREETS & TRANSPORT	119.85
	11/10/25	TREE LHT 25' ZIP TIES X7 P	GENERAL FUND	STREETS & TRANSPORT	92.47
	11/10/25	PW CONCRETE X3/GLOVES X500	GENERAL FUND	STREETS & TRANSPORT	30.56
	11/10/25	PW UTILITY KNIVES X3	GENERAL FUND	STREETS & TRANSPORT	19.97
	11/10/25	PW RATCHET SET X1	GENERAL FUND	STREETS & TRANSPORT	24.97
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	9.97
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	20.97
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	7.98
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	5.47
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	21.87
	11/10/25	PW TOOLS/BATTERIES/GLOVES	GENERAL FUND	STREETS & TRANSPORT	7.97
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	20.97
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	39.97
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	15.90
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	7.50
	11/10/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	9.96
	11/10/25	PW PLASTIC DIP/ IMPACT BIT	GENERAL FUND	STREETS & TRANSPORT	10.98
	11/10/25	PW PLASTIC DIP/ IMPACT BIT	GENERAL FUND	STREETS & TRANSPORT	4.47
	11/10/25	PW PLASTIC DIP/ IMPACT BIT	GENERAL FUND	STREETS & TRANSPORT	9.97
	11/10/25	PW WINTER GLOVES/TRASHBAGS	GENERAL FUND	STREETS & TRANSPORT	59.52
	11/10/25	PW WINTER GLOVES/TRASHBAGS	GENERAL FUND	STREETS & TRANSPORT	195.79
	11/10/25	PW BLDG WIRE CONNECTORS X4	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	16.60
	11/10/25	PW BLDG WING NUT PLUGS X9	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	60.10
	11/10/25	PW BLDG BATTERIES/SCREWS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	179.00
	11/10/25	PW BLDG BATTERIES/SCREWS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	24.38
	11/10/25	PW BLDG DOOR BOLTS X24	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	35.96
	11/10/25	PW BLDG FIRE BLK FOAM/INSU	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	24.84
	11/10/25	PW BLDG FIRE BLK FOAM/INSU	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	79.98
	11/10/25	P&R NUTS X10/BOLTS X10	PARKS & RECREATION	Parks & Recreation	5.50
	11/10/25	P&R NUTS X10/BOLTS X10	PARKS & RECREATION	Parks & Recreation	26.50
	11/10/25	FALL FEST STORAGE BOXES X4	PARKS & RECREATION	Parks & Recreation	16.32
	11/10/25	P&R LANCE SLUSHER FLOOD LI	PARKS & RECREATION	Parks & Recreation	44.97
	11/10/25	XMAS FLOAT PAINT X20	PARKS & RECREATION	TOURISM & EVENTS	161.78
	11/10/25	XMAS FLOAT WOOD2X10X12 X2	PARKS & RECREATION	TOURISM & EVENTS	39.72
				TOTAL:	3,142.73

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HOME TEAM PEST DEFENSE	11/10/25	CH PEST CONTROL OCT 25	GENERAL FUND	CITY HALL	273.80
				TOTAL:	273.80
IAPE	11/10/25	CUSTER PROP/EVIDENCE MNGT	GENERAL FUND	POLICE DEPARTMENT	425.00
				TOTAL:	425.00
INDEPENDENT FIRE CO	11/04/25	STIPEND PROGRAM SUPPORT	GENERAL FUND	CONT TO COMMISSIONS	35,000.00
				TOTAL:	35,000.00
INTERNAL REVENUE SERVICE	11/07/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,416.36
	11/07/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	755.47
	11/21/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,878.45
	11/21/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	2,776.77
	11/07/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,365.39
	11/07/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	473.30
	11/21/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,371.36
	11/19/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	1,141.37
	11/21/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	1,556.61
	11/07/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,722.52
	11/07/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	110.68
	11/21/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,723.92
	11/19/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	266.91
	11/21/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	364.04
	11/21/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	11/21/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	11/21/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	258.35
	11/21/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	60.40
	11/07/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	574.53
	11/07/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	187.98
	11/21/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	517.65
	11/19/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	67.14
	11/21/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	536.54
	11/07/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	134.36
	11/07/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	43.96
	11/21/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	121.06
	11/19/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	15.70
	11/21/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	125.48
	11/21/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	62.00
	11/19/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	33.56
	11/21/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	14.50
	11/19/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	7.86
	11/07/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	926.68
	11/07/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	158.01
	11/21/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	903.92
	11/19/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	134.28
	11/21/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	208.96
	11/07/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	216.72
	11/07/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	36.95
	11/21/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	211.40
	11/19/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	31.40
	11/21/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	48.87
	11/07/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	11/21/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	11/19/25	Social Security Payable	GENERAL FUND	CITY HALL	134.28
	11/07/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	11/21/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/19/25	Medicare Payable	GENERAL FUND	CITY HALL	31.40
	11/07/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,574.77
	11/07/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	127.31
	11/21/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,309.36
	11/19/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	436.41
	11/21/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	124.15
	11/07/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	836.02
	11/07/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	29.77
	11/21/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	773.96
	11/19/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	102.05
	11/21/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	29.03
	11/07/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,623.00
	11/21/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,591.67
	11/19/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	335.70
	11/21/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	686.96
	11/07/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	379.57
	11/21/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.25
	11/19/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	78.50
	11/21/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	160.66
				TOTAL:	70,019.25
INTERNATIONAL CODE COUNCIL	11/10/25	RS BLD CODES & STNDRD TEST	GENERAL FUND	PLANNING & ZONING	160.00
				TOTAL:	160.00
JACQUELINE C SHADLE, COUNTY CLERK	11/18/25	P&Z PLAT BK 10/21/25	GENERAL FUND	PLANNING & ZONING	1.50
				TOTAL:	1.50
JEFFERSON COUNTY COMMUNITY MINISTRIES	11/06/25	COMMUNITY PROGRAM SUPPORT	GENERAL FUND	CONT TO COMMISSIONS	5,000.00
				TOTAL:	5,000.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	11/18/25	CAD/MOBILE 8/6-9/5/25	GENERAL FUND	POLICE DEPARTMENT	457.25
				TOTAL:	457.25
JEFFERSON COUNTY SOLID WASTE AUTHORITY	11/18/25	YARD WASTE OCT 25	GENERAL FUND	STREETS & TRANSPORT	598.19
				TOTAL:	598.19
JEFFERSON COUNTY CVB	11/06/25	HOTEL TX COLLECT OCT 25	GENERAL FUND	INVALID DEPARTMENT	21,173.92
				TOTAL:	21,173.92
JEFFERSON PUBLISHING CO. INC	11/10/25	BOARD ZNG APPEALS OPENING	GENERAL FUND	CITY ADMINISTRATION	13.68
	11/10/25	BLD COMM OPEN POSITIONS 9/	GENERAL FUND	CITY ADMINISTRATION	26.94
	11/10/25	NPH SPEC EXCP VIDEO LOT 9/	GENERAL FUND	PLANNING & ZONING	53.42
	11/10/25	NPH RIVERPNT PH 4 10/9/25	GENERAL FUND	PLANNING & ZONING	44.43
	11/10/25	NPH 665 NPORT AVE 10/16/2	GENERAL FUND	PLANNING & ZONING	45.22
	11/10/25	NPH CRANES LN REZONE 125AC	GENERAL FUND	PLANNING & ZONING	51.78
	11/10/25	FIN STMT/FY25 PUR VENDOR 1	GENERAL FUND	CITY HALL	1,152.90
				TOTAL:	1,388.37
JEFFERSON SECURITY BANK	11/07/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	665.00
	11/21/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	690.00
				TOTAL:	1,355.00
JOHN HANCOCK	11/07/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,364.54
	11/21/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,324.17
	11/07/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47
	11/21/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/07/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	993.61
	11/21/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	150.59
	11/07/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	11/21/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	11/07/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	443.41
	11/21/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	399.73
	11/07/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	443.41
	11/21/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	399.73
	11/07/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	11/21/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	11/07/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	11/21/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	11/07/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	11/21/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	11/07/25	457b payment	GENERAL FUND	CITY HALL	511.84
	11/21/25	457b payment	GENERAL FUND	CITY HALL	511.84
	11/07/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,388.82
	11/21/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,392.13
	11/07/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,388.82
	11/21/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,392.13
	11/07/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	11/21/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	11/07/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	11/21/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
				TOTAL:	41,827.59
JOLEE'S CONSIGNMENT	11/10/25	FALL FEST 25' PRIZES	PARKS & RECREATION	TOURISM & EVENTS	22.47
				TOTAL:	22.47
KEVIN LANCASTER	11/26/25	LANCASTER FUEL REIMBURSE	GENERAL FUND	POLICE DEPARTMENT	67.56
				TOTAL:	67.56
KIMLEY - HORN AND ASSOCIATES INC.	11/18/25	FY26 GEN SVC OCT 25	GENERAL FUND	PLANNING & ZONING	5,557.92
	11/18/25	MILDRED DESIGN OCT 25	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	29,366.83
				TOTAL:	34,924.75
LABOR LAW COMPLIANCE CENTER	11/10/25	COMBO LABOR LAW POSTERS X5	GENERAL FUND	CITY HALL	169.46
				TOTAL:	169.46
LEAF	11/10/25	ST COPIER OCT 25	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	123.00
LIBERTY	11/10/25	WHITE FUEL 10/15/25	GENERAL FUND	STREETS & TRANSPORT	24.82
				TOTAL:	24.82
LINCOLN FINANCIAL GROUP	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	339.50
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,192.41
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	656.00
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	11/04/25	NOV LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,325.54
LOWE'S	11/10/25	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	19.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/10/25	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.98
				TOTAL:	44.96
LYFT	11/10/25	WILT IMCA TRAVEL 10/26/25	GENERAL FUND	CITY ADMINISTRATION	12.82
	11/10/25	WILT IMCA TRAVEL 10/27/25	GENERAL FUND	CITY ADMINISTRATION	12.70
	11/10/25	WILT IMCA TRAVEL 10/28/25	GENERAL FUND	CITY ADMINISTRATION	21.70
	11/10/25	WILT IMCA TRAVEL 10/29/25	GENERAL FUND	CITY ADMINISTRATION	19.83
	11/10/25	WILT IMCA TRAVEL 10/29/25	GENERAL FUND	CITY ADMINISTRATION	6.19
	11/10/25	WILT IMCA TRAVEL 10/30/25	GENERAL FUND	CITY ADMINISTRATION	6.49
				TOTAL:	79.73
MARONDA HOMES OF VIRGINIA LLC	11/18/25	25-979 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,272.90
	11/18/25	25-979 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
	11/18/25	25-981 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,235.60
	11/18/25	25-981 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
	11/18/25	25-978 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,257.40
	11/18/25	25-978 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
	11/18/25	25-977 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,235.60
	11/18/25	25-977 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
	11/18/25	25-976 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	617.80
	11/18/25	25-976 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.00
	11/18/25	25-980 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	1,257.40
	11/18/25	25-980 PERMIT REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
	11/18/25	25-979 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
	11/18/25	25-981 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
	11/18/25	25-978 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
	11/18/25	25-977 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
	11/18/25	25-976 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
	11/18/25	25-980 PERMIT REFUND	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	1,000.00
				TOTAL:	13,426.70
MARRIOTT	11/10/25	WILT 2025 ICMA HOTEL	GENERAL FUND	CITY ADMINISTRATION	1,613.43
				TOTAL:	1,613.43
MATTHEW W. ANDERSON, PE, PLLC	11/10/25	INSPECTIONS 9/22-26/25	GENERAL FUND	PLANNING & ZONING	1,000.00
	11/10/25	INSPECTIONS 9/29-10/3/25	GENERAL FUND	PLANNING & ZONING	1,000.00
	11/10/25	INSPECTIONS 10/8-10/25	GENERAL FUND	PLANNING & ZONING	1,000.00
	11/10/25	INSPECTIONS 10/14-17/25	GENERAL FUND	PLANNING & ZONING	1,500.00
	11/10/25	INSPECTIONS 10/23-24/25	GENERAL FUND	PLANNING & ZONING	1,000.00
				TOTAL:	5,500.00
MCP INSPECTIONS	11/04/25	INSPECTIONS 10/20-31/25	GENERAL FUND	PLANNING & ZONING	4,100.00
	11/04/25	INSPECTIONS 10/20-31/25	GENERAL FUND	PLANNING & ZONING	2,500.00
	11/18/25	INSPECTIONS 11/3-14/25	GENERAL FUND	PLANNING & ZONING	2,400.00
	11/18/25	INSPECTIONS 11/3-14/25	GENERAL FUND	PLANNING & ZONING	3,050.00
				TOTAL:	12,050.00
METLIFE	11/03/25	NOV 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	347.43
	11/03/25	NOV 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	327.66
	11/03/25	NOV 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	159.59
	11/03/25	NOV 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,268.29
	11/03/25	NOV 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	939.20
	11/03/25	NOV 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	97.47
				TOTAL:	3,139.64
MICHAELS	11/10/25	FALL FEST 25' DECOR/PRIZES	PARKS & RECREATION	TOURISM & EVENTS	23.07

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	23.07
MID ATLANTIC ENTRY MD, LLC	11/10/25	PD NEW GATE MOTOR & INSTAL	CAPITAL IMPROVEMEN	PUBLIC SAFETY	12,311.00
				TOTAL:	12,311.00
ORIENTAL TRADING COMPANY	11/10/25	TREE LHT 25' GIFT BAGS X20	PARKS & RECREATION	TOURISM & EVENTS	72.69
				TOTAL:	72.69
PANSCH INVESTIGATIONS LLC	11/18/25	PRE EMP POLY	GENERAL FUND	POLICE DEPARTMENT	320.00
	11/18/25	PRE EMP POLY	GENERAL FUND	POLICE DEPARTMENT	320.00
				TOTAL:	640.00
PAYMENTECH - MERCH FEES	11/04/25	OCT2025 TYLER CITY CC FEES	GENERAL FUND	CITY HALL	447.23
				TOTAL:	447.23
PEAC SOLUTIONS	11/26/25	PD COPY LEAS 11/5-12/4/25	GENERAL FUND	POLICE DEPARTMENT	416.87
				TOTAL:	416.87
PEIA	11/04/25	NOV 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	3,310.50
	11/04/25	NOV 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	6,264.90
	11/04/25	NOV 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,448.92
	11/04/25	NOV 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	19,419.70
	11/04/25	NOV 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,182.80
	11/04/25	NOV 2025 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	11/04/25	NOV 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,510.04
				TOTAL:	52,158.66
PITNEY BOWES PURCHASE POWER	11/26/25	POSTAGE NOV 25	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
R&L LANDSCAPES, INC.	11/04/25	LANDSCAPE NOV 25	GENERAL FUND	POLICE DEPARTMENT	166.66
	11/04/25	LDSCPE/REPLMNT/N FF	GENERAL FUND	STREETS & TRANSPORT	15,900.00
	11/04/25	BRIAR RUN POND 10/2&16/25	GENERAL FUND	STREETS & TRANSPORT	600.00
	11/04/25	LANDSCAPE NOV 25	GENERAL FUND	STREETS & TRANSPORT	8,321.50
	11/04/25	LANDSCAPE NOV 25	PARKS & RECREATION	Parks & Recreation	1,475.00
	11/04/25	LANDSCAPE NOV 25	PARKS & RECREATION	Parks & Recreation	291.66
				TOTAL:	26,754.82
RANSON POST OFFICE	11/10/25	PD 10-42 RTRN POSTAGE 9/30	GENERAL FUND	POLICE DEPARTMENT	10.05
				TOTAL:	10.05
RCS SECURITY	11/10/25	CH FIRE MONT 11/1/25-1/31/	GENERAL FUND	CITY HALL	66.00
	11/10/25	CVB BLD 9/8/25 REPLCD DR S	PARKS & RECREATION	Parks & Recreation	174.70
	11/10/25	CC SVC CALL 10/16/25 GRD W	PARKS & RECREATION	Parks & Recreation	190.00
	11/10/25	CC FIRE MONT 11/1/25-1/31/	PARKS & RECREATION	Parks & Recreation	66.00
	11/10/25	CC CELL COMM/MONT 11/1/25-	PARKS & RECREATION	Parks & Recreation	36.00
	11/10/25	CC CELL COMM/MONT 11/1/25-	PARKS & RECREATION	Parks & Recreation	54.00
				TOTAL:	586.70
SAMS CLUB	11/10/25	FALL FEST 25' CANDY, DECOR	PARKS & RECREATION	TOURISM & EVENTS	369.72
	11/10/25	FALL FEST 25' CANDY/PUMPKI	PARKS & RECREATION	TOURISM & EVENTS	358.22
				TOTAL:	727.94
SCPDC	11/04/25	MY GOV OCT 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHEETZ	11/10/25	ARMSTRONG FUEL 10/2/25	GENERAL FUND	CITY ADMINISTRATION	48.37
	11/10/25	COULTER FUEL 10/14/25	GENERAL FUND	PLANNING & ZONING	41.82
	11/10/25	SIGULINSKY FUEL 10/6-26/25	GENERAL FUND	POLICE DEPARTMENT	78.20
	11/10/25	MILLER FUEL 10/8-26/25	GENERAL FUND	POLICE DEPARTMENT	196.23
	11/10/25	LUTMAN FUEL 10/2/25	GENERAL FUND	POLICE DEPARTMENT	43.75
	11/10/25	SEALANDER FUEL 10/3-27/25	GENERAL FUND	POLICE DEPARTMENT	336.63
	11/10/25	LANCASTER FUEL 10/3-25/25	GENERAL FUND	POLICE DEPARTMENT	293.44
	11/10/25	DIX FUEL 10/22-24/25	GENERAL FUND	STREETS & TRANSPORT	177.00
	11/10/25	HARDER FUEL 9/30-10/29/25	GENERAL FUND	STREETS & TRANSPORT	718.22
	11/10/25	SMITH FUEL 10/6/25	GENERAL FUND	STREETS & TRANSPORT	84.00
	11/10/25	COOK FUEL 10/3-30/25	GENERAL FUND	STREETS & TRANSPORT	226.57
	11/10/25	HAWKINS FUEL 10/16-27/25	GENERAL FUND	STREETS & TRANSPORT	96.40
	11/10/25	W SILVEOUS FUEL 10/6-22/25	GENERAL FUND	STREETS & TRANSPORT	181.71
				TOTAL:	2,522.34
SOUTHERN STATES	11/10/25	GRASS SEED X50 LBS	GENERAL FUND	STREETS & TRANSPORT	89.99
	11/10/25	PW PROPANE	GENERAL FUND	STREETS & TRANSPORT	19.53
	11/10/25	FALL FEST 25' STRAW X8	PARKS & RECREATION	TOURISM & EVENTS	70.00
				TOTAL:	179.52
SOUTHWEST AIRLINE	11/10/25	WILT 2025 ICMA CONF TRAVEL	GENERAL FUND	CITY ADMINISTRATION	187.48
	11/10/25	WILT PERSONAL CHARGE	GENERAL FUND	CITY ADMINISTRATION	187.48
	11/10/25	WILT PERSONAL CHARGE	GENERAL FUND	CITY ADMINISTRATION	187.48
				TOTAL:	562.44
SUNOCO	11/10/25	ARMSTRONG FUEL 10/2/25	GENERAL FUND	CITY ADMINISTRATION	27.01
	11/10/25	SEALANDER FUEL 10/9/25	GENERAL FUND	POLICE DEPARTMENT	55.60
	11/10/25	DIX FUEL 10/2-15/25	GENERAL FUND	STREETS & TRANSPORT	149.04
	11/10/25	LONGERBEAM FUEL 9/30-10/30	GENERAL FUND	STREETS & TRANSPORT	164.30
	11/10/25	WHITE FUEL 10/17/25	GENERAL FUND	STREETS & TRANSPORT	81.01
	11/10/25	COOK FUEL 9/30/25	GENERAL FUND	STREETS & TRANSPORT	69.99
				TOTAL:	546.95
TARGET	11/10/25	FALL FEST 25' CANDY, PRIZE	PARKS & RECREATION	TOURISM & EVENTS	37.46
				TOTAL:	37.46
TAXBANDITS.COM	11/10/25	CITY 941 FILINGS FY26	GENERAL FUND	CITY HALL	21.42
	11/10/25	P&R 941 FILINGS FY26	PARKS & RECREATION	Parks & Recreation	21.42
				TOTAL:	42.84
TEK ADVISORS LLC	11/04/25	COMP MAINT NOV 25	GENERAL FUND	CITY HALL	6,656.58
	11/04/25	COMP MAINT NOV 25	GENERAL FUND	CITY HALL	1,068.75
	11/04/25	COMP MAINT NOV 25	GENERAL FUND	POLICE DEPARTMENT	142.50
	11/04/25	COMP MAINT NOV 25	PARKS & RECREATION	Parks & Recreation	99.61
				TOTAL:	7,967.44
TIMOTHY P. STRANKO, ESQ	11/18/25	LEGAL RETAINER NOV 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TOP TIER SOLAR SOLUTIONS LLC	11/18/25	25-1277 PERMIT1/2 RFND	GENERAL FUND	NON-DEPARTMENTAL	194.19
				TOTAL:	194.19
TRACTOR SUPPLY	11/10/25	PW WATER X5 CASES	GENERAL FUND	STREETS & TRANSPORT	27.45
	11/10/25	PW STOVE PIPE/CRIMP/JACK	GENERAL FUND	STREETS & TRANSPORT	41.98
	11/10/25	PW STOVE PIPE/CRIMP/JACK	GENERAL FUND	STREETS & TRANSPORT	24.99
	11/10/25	PW STOVE PIPE/CRIMP/JACK	GENERAL FUND	STREETS & TRANSPORT	69.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/10/25	CC VOLLEYBALL POLE PINS X1	PARKS & RECREATION	Parks & Recreation	6.99
	11/10/25	CC VOLLEYBALL POLE PINS X1	PARKS & RECREATION	Parks & Recreation	55.92
	11/10/25	CC VOLLEYBALL POLE PINS X1	PARKS & RECREATION	Parks & Recreation	15.92
				TOTAL:	243.24
TRAVELOCITY	11/10/25	WILT ACCOUNT FEE	GENERAL FUND	CITY ADMINISTRATION	12.94
				TOTAL:	12.94
TROPHIES "R" US, INC.	11/10/25	COUNCIL PLAQUES X5	GENERAL FUND	CITY ADMINISTRATION	39.95
	11/10/25	COUNCIL PLAQUES X5	GENERAL FUND	CITY ADMINISTRATION	39.95
	11/10/25	COUNCIL PLAQUES X5	GENERAL FUND	CITY ADMINISTRATION	39.95
	11/10/25	COUNCIL PLAQUES X5	GENERAL FUND	CITY ADMINISTRATION	39.95
	11/10/25	COUNCIL PLAQUES X5	GENERAL FUND	CITY ADMINISTRATION	51.94
	11/10/25	CUSTER COUNCIL PLAQUE	GENERAL FUND	CITY ADMINISTRATION	27.95
				TOTAL:	239.69
TRUIST MERCHANT SERVICES	11/17/25	OCT2025 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	255.76
				TOTAL:	255.76
TSYS MERCHANT SOLUTIONS	11/18/25	PSI PYMT PORTAL SEP 2025	GENERAL FUND	CITY HALL	50.00
	11/18/25	PSI PYMT PORTAL OCT 2025	GENERAL FUND	CITY HALL	50.00
				TOTAL:	100.00
UBER	11/10/25	WILT IMCA TRAVEL 10/25/25	GENERAL FUND	CITY ADMINISTRATION	22.97
	11/10/25	WILT IMCA TRAVEL 10/29/25	GENERAL FUND	CITY ADMINISTRATION	67.00
				TOTAL:	89.97
UNITED WAY OF THE EASTERN PANHANDLE	11/06/25	TEEN COURT REMIT OCT 25	GENERAL FUND	POLICE DEPARTMENT	300.17
				TOTAL:	300.17
US BANK	11/10/25	OCT2025 PCARD STMT PMT	GENERAL FUND	NON-DEPARTMENTAL	90,308.29
				TOTAL:	90,308.29
VISION SERVICE PLAN	11/04/25	NOV 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	59.32
	11/04/25	NOV 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	67.20
	11/04/25	NOV 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.67
	11/04/25	NOV 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	258.65
	11/04/25	NOV 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	188.57
	11/04/25	NOV 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	633.92
WALMART	11/10/25	PD ORDERSTORE CANCELLED	GENERAL FUND	POLICE DEPARTMENT	2.97-
	11/10/25	PD HANDSOAPX1	GENERAL FUND	POLICE DEPARTMENT	9.96
	11/10/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	11.98
	11/10/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	2.97
	11/10/25	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	25.92
	11/10/25	FALL FEST 25' PRIZES	PARKS & RECREATION	TOURISM & EVENTS	63.76
	11/10/25	FALL FEST 25' TABLE CLOTHS	PARKS & RECREATION	TOURISM & EVENTS	29.70
				TOTAL:	141.32
WEIS	11/10/25	WILT FUEL 10/25/2025	GENERAL FUND	CITY ADMINISTRATION	52.05
	11/10/25	SIGULINSKY FUEL 9/30-10/29	GENERAL FUND	POLICE DEPARTMENT	253.02
				TOTAL:	305.07
WEST VIRGINIA AMERICAN WATER	11/10/25	MF IRRIGATION WTER 9/3-10/	PARKS & RECREATION	Parks & Recreation	879.82
	11/10/25	MF WATER 9/3-10/1/25	PARKS & RECREATION	Parks & Recreation	114.28

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	994.10
WINCHESTER EQUIPMENT COMPANY	11/10/25	PW TRACTOR STABILIZER	GENERAL FUND	STREETS & TRANSPORT	230.50
				TOTAL:	230.50
WINCHESTER PSYCHOLOGICAL ASSESSMENT, L	11/18/25	PRE EMP PSYCH EVALUATION	GENERAL FUND	POLICE DEPARTMENT	250.00
	11/18/25	PRE EMP PSYCH EVALUATION	GENERAL FUND	POLICE DEPARTMENT	250.00
				TOTAL:	500.00
WV STATE POLICE	11/18/25	RM LODGE/MEALS 10/27-31/2	GENERAL FUND	POLICE DEPARTMENT	250.00
	11/18/25	RM LODGE/MEALS 10/27-31/2	GENERAL FUND	POLICE DEPARTMENT	260.00
				TOTAL:	510.00
WV STATE TREASURER'S OFFICE	11/04/25	OCT2025 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	2,337.42
				TOTAL:	2,337.42
**PAYROLL EXPENSES	11/01/2025 - 11/30/2025		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,166.70
			GENERAL FUND	CITY ADMINISTRATION	29,631.29
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,541.42
			GENERAL FUND	PLANNING & ZONING	36,708.49
			GENERAL FUND	CITY HALL	22,638.96
			GENERAL FUND	POLICE DEPARTMENT	117,560.93
			GENERAL FUND	STREETS & TRANSPORT	66,594.79
			PARKS & RECREATION	Parks & Recreation	22,484.50
				TOTAL:	302,327.08

========== FUND TOTALS ==========	
001 GENERAL FUND	729,117.82
201 CAPITAL IMPROVEMENT	85,252.84
900 PARKS & RECREATION	36,372.23
GRAND TOTAL:	850,742.89

TOTAL PAGES: 13

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Ranson, WV
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 11/01/2025 THRU 11/30/2025

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 11/01/2025 THRU 11/30/2025

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2026
General Fund Budget
November 2025 Financials

41.67% through Budget Year

	Current Budget FY2026 11-18-2025	Year to Date	Budget Balance	% of Budget Received
FY25 Carryover Fund Balance	*3,983,532*	*3,983,532*	-	100%
Revenue Summary				
Taxes	5,573,588	2,763,007	(2,810,581)	50%
Fines & Forfeitures	250,000	65,796	(184,204)	26%
Licenses & Permits	906,000	365,729	(540,271)	40%
Intergovernmental	525,000	2,499	(522,501)	0%
Miscellaneous	66,500	30,295	(36,205)	46%
Total Revenues	***11,304,620***	***7,210,857***	***(4,093,763)***	***64%***
Expenditure Summary				
Mayor's Office	18,310	6,962	11,348	38%
City Council	74,800	29,096	45,704	39%
City Administrator	603,515	194,324	409,191	32%
Police Judge's Office	51,300	9,841	41,459	19%
Contribution to Commissions	368,000	40,000	328,000	11%
Regional Development Authority	9,400	9,399	1	100%
Planning & Zoning	1,182,650	366,187	816,463	31%
Elections	11,500	70	11,430	1%
City Hall	1,307,000	499,003	807,998	38%
Contribution/Transfer	1,200,160	-	1,200,160	0%
Contingency	960,452	-	960,452	0%
Police Department	3,096,950	950,456	2,146,494	31%
Streets Department	1,446,550	571,780	874,770	40%
Street Lights	130,000	39,704	90,296	31%
Parks & Recreation	594,033	454,522	139,511	77%
Convention & Visitor's Bureau	250,000	110,489	139,511	44%
Total Expenditures	***11,304,620***	***3,281,833***	***8,022,787***	***29%***
Revenue Over Expenses		***3,929,024***		

FY 2026 General Fund Budget Revenues

Account Number	*Description*	*Current Budget FY2026 11-18-2025*	*FY2026 Q1*	*Oct-25*	*Nov-25*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY25 Carryover Fund Balance	3,983,532	3,983,532	-	-	3,983,532	-	*100%*
001.301.100	Ad Valorem Tax Current Year	1,743,738	743,067	213,711	46,629	1,003,406	740,332	*58%*
001.301.102	Property Tax Prior Years	125,000	30,445	13,264	15,645	59,354	65,646	*47%*
001.301.106	Supplemental Taxes	50,000	10,144	4,869	3,930	18,944	31,056	*38%*
001.302.100	Tax Penalties and Interest	20,000	2,965	1,307	1,581	5,853	14,147	*29%*
001.303.100	Gas and Oil Severance Tax Current Year	13,600	-	13,545	-	13,545	55	*100%*
001.304.100	Utility Tax	300,000	54,088	49,942	16,242	120,272	179,728	*40%*
001.305.100	Business & Ocupation Tax	2,750,000	42,375	1,089,585	169,346	1,301,307	1,448,693	*47%*
001.306.100	Wine and Liquor Tax	70,000	-	18,160	-	18,160	51,840	*26%*
001.307.100	Animal Tax	1,250	929	149	111	1,188	62	*95%*
001.308.100	Hotel/Motel Tax	500,000	111,841	42,348	66,790	220,979	279,021	*44%*
001.320.100	Fines, Fees, and Court Costs	250,000	42,241	12,540	10,910	65,691	184,309	*26%*
001.321.100	Parking Tickets	-	50	5	50	105	(105)	*N/A*
001.325.100	Business Licenses	30,000	9,107	1,010	825	10,942	19,058	*36%*
001.326.100	Building Permits	750,000	169,720	82,724	73,711	326,156	423,844	*43%*
001.328.100	Franchise Tax	45,000	-	-	11,247	11,247	33,753	*25%*
001.329.100	Rental Registration	1,000	160	400	20	580	420	*58%*
001.330.100	IRP Fees	80,000	3,867	7,488	5,449	16,804	63,196	*21%*
001.369.100	Contributions from Other Funds (Sales Tax)	500,000	-	-	-	-	500,000	*0%*
001.374.100	Payroll Reimbursement	25,000	1,762	-	737	2,499	22,501	*10%*
001.380.100	Interest Gained on Investments	25,000	2,382	7,226	7,179	16,786	8,214	*67%*
001.382.100	Refunds & Rebates	25,000	211	3,750	3,305	7,267	17,733	*29%*
001.383.100	Sale of Fixed Asset	5,000	-	-	-	-	5,000	*0%*
001.386.100	Insurance Claim	5,000	3,058	-	-	3,058	1,942	*61%*
001.389.100	Accident Reports	5,000	1,120	400	320	1,840	3,160	*37%*
001.399.100	Miscellaneous	1,000	1,000	73	-	1,073	(73)	*107%*
001.399.102	Yard Sale Fees	250	170	20	10	200	50	*80%*
001.399.103	Fingerprint Fee	250	50	20	-	70	180	*28%*
	Total Revenues	***11,304,620***	***5,214,285***	***1,562,535***	***434,038***	***7,210,857***	***4,093,763***	***64%***

FY 2026 General Fund Budget Expenditures

Account Number	Description	Current Budget FY2026 11-18-2025	FY2026 Q1	Oct-25	Nov-25	Year to date	Budget Balance	Percent of Budget Expended
409 - Mayor's Office								
001.409.101	Mayor Salary	12,000	3,000	1,000	1,000	5,000	7,000	42%
001.409.104	Mayor FICA	960	230	77	77	383	578	40%
001.409.214	Mayor Travel	2,750	942	-	-	942	1,808	34%
001.409.226	Mayor Insurance Bonds	100	-	-	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	-	-	500	0%
001.409.341	Mayor Departmental Supplies	1,500	638	-	-	638	862	43%
001.409.568	Mayor Contributions	500	-	-	-	-	500	0%
	Total	**18,310**	**4,809**	***1,077***	***1,077***	***6,962***	***11,348***	***38%***
410 - City Council								
001.410.101	City Council Salary (6 members)	60,000	14,167	4,583	4,167	22,917	37,083	38%
001.410.104	City Council FICA	4,800	1,084	351	319	1,753	3,047	37%
001.410.214	City Council Travel	7,500	3,276	-	-	3,276	4,224	44%
001.410.230	City Council Contracted Services	500	-	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	2,000	512	-	638	1,150	850	57%
	Total	**74,800**	**19,038**	**4,934**	**5,124**	**29,096**	**45,704**	**39%**
412 - City Administration Office								
001.412.103	City Administration Salary (4 FT employees)	343,000	71,870	19,484	29,631	120,985	222,015	35%
001.412.104	City Administration FICA	26,765	5,729	1,558	2,324	9,611	17,154	36%
001.412.105	City Administration Insurance	94,000	17,354	5,732	3,941	27,028	66,972	29%
001.412.106	City Administration Retirement	33,500	6,660	1,948	1,686	10,294	23,206	31%
001.412.211	City Administration Phone	1,500	129	43	43	215	1,285	14%
001.412.214	City Administration Travel	7,500	1,728	2,683	-	4,411	3,089	59%
001.412.220	City Administration Ads/Legal Publications	2,500	-	41	-	41	2,459	2%
001.412.221	City Administration Training	5,000	2,388	-	-	2,388	2,612	48%
001.412.222	City Administration Dues and Subscriptions	3,500	469	1,106	21	1,597	1,903	46%
001.412.223	City Administration Professional Services	25,000	567	189	189	945	24,055	4%
001.412.226	City Administration Insurance and Bonds	250	-	-	-	-	250	0%
001.412.230	City Administration Contracted Services	20,000	-	-	-	-	20,000	0%
001.412.341	City AdminIstration Supplies and Materials	5,000	2,021	342	237	2,600	2,400	52%
001.412.343	City Administration Gas Oil Tires	1,500	199	75	-	274	1,226	18%
001.412.345	City Administration Uniforms	2,000	-	-	-	-	2,000	0%
001.412.353	City Administration Computer Software	32,500	13,908	-	27	13,935	18,565	43%
	Total	**603,515**	**123,022**	***33,201***	***38,101***	***194,324***	***409,191***	***32%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 11-18-2025*	*FY2026 Q1*	*Oct-25*	*Nov-25*	*Year to date*	*Budget Balance*	*Percent of Budget Expended*
416 - Police Judge's Office								
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	5,700	1,900	1,541	9,141	15,859	37%
001.416.104	Police Judge FICA	2,000	436	145	118	699	1,301	35%
001.416.211	Police Judge/Court Phone	5,000	-	-	-	-	5,000	0%
001.416.213	Police Judge/Court Utilities	5,000	-	-	-	-	5,000	0%
001.416.215	Police Judge/Court Building Maintenance/Repairs	2,500	-	-	-	-	2,500	0%
001.416.219	Police Judge/Court Equip Rentals	3,500	-	-	-	-	3,500	0%
001.416.223	Police Judge Professional Services	7,000	-	-	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	-	-	300	0%
001.416.341	Police Judge/Court Supplies	1,000	-	-	-	-	1,000	0%
	Total	**51,300**	**6,136**	***2,045***	***1,659***	***9,841***	***41,459***	***19%***
424 - Contributions								
001.424.568	*Contributions - Dispersed*							
	PANTRAN	15,000	-	-	-	-	15,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	-	-	200,000	0%
	Independent Fire Dept	54,000	-	35,000	-	35,000	19,000	65%
	Citizen Fire Dept.	14,000	-	-	-	-	14,000	0%
	Charles Town Library	5,000	-	-	-	-	5,000	0%
	Jefferson County P&R - Fireworks	5,000	-	-	-	-	5,000	0%
	Mini-Grant Program	50,000	-	-	-	-	50,000	0%
	Community Sponsorship	25,000	-	-	5,000	5,000	20,000	20%
	Total	**368,000**	***-***	***35,000***	***5,000***	***40,000***	***328,000***	***11%***
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 11-18-2025*	*FY2026 Q1*	*Oct-25*	*Nov-25*	*Year to date*	*Budget Balance*	*Percent of Budget Expended*
437 - Planning and Zoning								
001.437.103	Planning and Zoning Salary (7 FT employees)	501,000	97,627	28,257	36,341	162,225	338,775	32%
001.437.104	Planning and Zoning FICA	40,150	7,768	2,231	2,877	12,876	27,274	32%
001.437.105	Planning and Zoning Insurance	134,000	21,353	7,030	7,030	35,413	98,587	26%
001.437.106	Planning and Zoning Retirement	45,500	8,676	2,512	2,512	13,701	31,799	30%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	307	-	367	674	4,326	13%
001.437.110	Planning and Zoning Fringe Benefits	750	500	-	-	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	197	66	66	329	1,671	16%
001.437.214	Planning and Zoning Travel	3,000	-	-	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	260	12	272	228	54%
001.437.218	Planning and Zoning Postage	5,000	-	-	1,428	1,428	3,572	29%
001.437.220	Planning and Zoning Legal Publications	4,000	749	195	187	1,132	2,868	28%
001.437.221	Planning and Zoning Training	10,000	125	160	40	325	9,675	3%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	505	-	-	505	995	34%
001.437.223	Planning and Zoning Professional Services	400,000	89,341	28,033	15,550	132,923	267,077	33%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	26	2	-	27	973	3%
001.437.341	Planning and Zoning Supplies and Materials	10,000	537	106	42	684	9,316	7%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	256	173	42	471	2,029	19%
001.437.345	Planning and Zoning Uniforms	3,500	-	-	-	-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	1,621	540	540	2,702	10,298	21%
	Total	**1,182,650**	**229,587**	***69,565***	***67,035***	***366,187***	***816,463***	***31%***
438 - Elections								
001.438.220	Elections Advertising	750	27	-	44	70	680	9%
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**	**-**	**44**	**70**	**11,430**	**1%**

FY 2026 General Fund Budget Expenditures

Account Number	Description	Current Budget FY2026 11-18-2025	FY2026 Q1	Oct-25	Nov-25	Year to date	Budget Balance	Percent of Budget Expended
440 - City Hall								
001.440.103	City Hall Salary (4 FT employees)	270,000	70,312	20,473	22,639	113,424	156,576	42%
001.440.104	City Hall FICA	21,500	5,648	1,645	1,810	9,102	12,398	42%
001.440.105	City Hall Insurance	72,000	14,944	4,911	4,911	24,767	47,233	34%
001.440.106	City Hall Retirement	27,000	7,031	2,047	2,047	11,126	15,874	41%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	-	-	5,000	0%
001.440.211	City Hall Telephone	25,000	5,267	1,869	1,869	9,005	15,995	36%
001.440.212	City Hall Printing	7,500	189	2,995	-	3,184	4,316	42%
001.440.213	City Hall Utilities	25,000	3,673	994	163	4,830	20,170	19%
001.440.214	City Hall Travel	2,000	-	-	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	3,113	80	159	3,352	11,648	22%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	25	-	-	25	475	5%
001.440.218	City Hall Postage / Meter	7,000	1,143	200	222	1,565	5,435	22%
001.440.219	City Hall Building and Equipment Rents	11,000	2,354	854	760	3,968	7,032	36%
001.440.220	City Hall Advertising / Legal Publications	5,000	188	1,153	-	1,341	3,659	27%
001.440.221	City Hall Training	5,000	58	-	-	58	4,942	1%
001.440.222	City Hall Dues and Subscriptions	10,000	2,126	-	-	2,126	7,874	21%
001.440.223	City Hall Professional Services	100,000	13,500	4,500	4,500	22,500	77,500	23%
001.440.224	City Hall Audit Costs	40,000	-	-	-	-	40,000	0%
001.440.226	City Hall Insurance and Bonds (Travelers)	298,500	144,291	3,836	-	148,127	150,374	50%
001.440.230	City Hall Contracted Services	160,000	43,712	9,607	9,559	62,878	97,122	39%
001.440.232	City Hall Bank Charges	65,000	18,336	2,959	4,417	25,712	39,288	40%
001.440.341	City Hall Supplies and Materials	30,000	4,406	301	654	5,361	24,639	18%
001.440.343	City Hall Oil, Gas & Tires	500	-	-	-	-	500	0%
001.440.345	City Hall Uniforms	2,000	-	-	-	-	2,000	0%
001.440.353	City Hall Computer Software	100,000	44,749	-	-	44,749	55,251	45%
001.440.570	City Hall Miscellaneous Fees	2,000	1,804	-	-	1,804	196	90%
	Total	**1,307,000**	**386,868**	***58,423***	***53,711***	***499,003***	***807,998***	***38%***
444 - Contributions to Other Funds								
1.444.566	Contributions to Others Funds							
	Municipal Capital Improvement	1,200,160	-	-	-	-	1,200,160	0%
	Total	**1,200,160**	**-**	**-**	**-**	**-**	***1,200,160***	***0%***
699 - Contingencies								
1.699.000	Contingencies	960,452	-	-	-	-	960,452	0%
	Total	**960,452**	**-**	**-**	**-**	**-**	***960,452***	***0%***

FY 2026 General Fund Budget Expenditures

Account Number	Description	Current Budget FY2026 11-18-2025	FY2026 Q1	Oct-25	Nov-25	Year to date	Budget Balance	Percent of Budget Expended
700 - Police								
001.700.103	Police Salary (19 FT Officers & 2 FT Admin + RR)	1,750,000	366,254	102,165	106,713	575,133	1,174,867	33%
001.700.104	Police FICA	145,500	32,553	8,867	9,343	50,763	94,737	35%
001.700.105	Police Insurance	442,000	70,433	22,139	22,139	114,711	327,289	26%
001.700.106	Police Retirement	163,500	34,154	9,547	9,562	53,263	110,237	33%
001.700.108	Police Overtime / Extra Help	150,000	40,188	9,187	10,847	60,223	89,777	40%
001.700.110	Police Fringe Benefits	4,750	2,750	-	-	2,750	2,000	58%
001.700.211	Police Telephone	7,500	1,328	436	436	2,199	5,301	29%
001.700.212	Police Printing	500	-	-	-	-	500	0%
001.700.213	Police Utilities	22,500	2,358	1,130	513	4,002	18,498	18%
001.700.214	Police Travel	10,000	115	510	-	625	9,375	6%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	47	47	2,453	2%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	30,000	10,165	695	41	10,902	19,098	36%
001.700.218	Police Postage	1,000	71	10	-	81	919	8%
001.700.219	Police Building and Equipment Rents	7,000	1,268	417	417	2,102	4,898	30%
001.700.220	Police Advertising / Legal Publication	3,000	-	-	-	-	3,000	0%
001.700.221	Police Training	10,000	1,125	1,175	-	2,300	7,700	23%
001.700.222	Police Dues and Subscriptions	1,500	-	-	-	-	1,500	0%
001.700.223	Police Professional Services	32,500	730	-	2,508	3,238	29,262	10%
001.700.226	Police Insurance and Bonds	200	-	-	-	-	200	0%
001.700.230	Police Contracted Services	30,000	5,789	1,595	1,193	8,577	21,423	29%
001.700.233	Police Investigation Fees	1,000	-	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	100,000	5,419	2,922	2,638	10,979	89,021	11%
001.700.341	Police Supplies and Materials	25,000	1,216	1,217	644	3,076	21,924	12%
001.700.343	Police Gas Oil Tires	75,000	8,645	3,111	3,753	15,508	59,492	21%
001.700.345	Police Uniforms	50,000	5,161	11,676	-	16,837	33,163	34%
001.700.353	Police Software	31,000	13,141	-	-	13,141	17,859	42%
	Total	**3,096,950**	**602,863**	***176,799***	***170,794***	***950,456***	***2,146,494***	***31%***

FY 2026 General Fund Budget Expenditures

Account Number	Description	Current Budget FY2026 11-18-2025	FY2026 Q1	Oct-25	Nov-25	Year to date	Budget Balance	Percent of Budget Expended
750 - Streets								
001.750.103	Streets Salary (10 FT employees)	683,000	192,202	49,595	66,090	307,887	375,113	45%
001.750.104	Streets FICA	54,000	15,393	3,929	5,228	24,551	29,450	45%
001.750.105	Streets Insurance	229,000	54,433	17,967	17,967	90,366	138,634	39%
001.750.106	Streets Retirement	66,000	16,774	4,860	4,860	26,493	39,507	40%
001.750.108	Streets Overtime / Extra Help	17,500	503	21	505	1,030	16,470	6%
001.750.110	Streets Fringe Benefits	2,500	2,500	-	-	2,500	-	100%
001.750.211	Streets Telephone	6,750	1,495	498	498	2,492	4,258	37%
001.750.213	Streets Utilities	10,000	1,864	566	306	2,736	7,264	27%
001.750.214	Streets Travel	1,000	-	-	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	-	-	-	5,000	0%
001.750.216	Streets Maintenance / Repair Equipment	15,000	473	260	-	734	14,266	5%
001.750.217	Streets Maintenance / Repair Vehicles	20,000	914	386	-	1,300	18,700	7%
001.750.219	Streets Building and Equipment Rents	5,000	404	230	123	758	4,242	15%
001.750.221	Streets Training	2,500	168	-	-	168	2,333	7%
001.750.222	Streets Dues	500	-	-	-	-	500	0%
001.750.223	Streets Professional Services	500	-	-	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	-	-	300	0%
001.750.230	Streets Contracted Services	216,000	31,606	27,187	10,569	69,362	146,638	32%
001.750.341	Streets Supplies and Materials	65,000	15,910	7,328	4,247	27,485	37,515	42%
001.750.343	Streets Gas Oil Tires	30,000	6,792	4,361	1,279	12,431	17,569	41%
001.750.345	Streets Uniforms	10,000	-	-	-	-	10,000	0%
001.750.353	Streets Software	7,000	1,488	-	-	1,488	5,512	21%
	Total	**1,446,550**	**342,920**	***117,188***	***111,672***	***571,780***	***874,770***	***40%***
751 - Street Lights								
001.751.213	Street Lights - Utilities	130,000	29,065	10,582	56	39,704	90,296	31%
	Total	**130,000**	**29,065**	***10,582***	***56***	***39,704***	***90,296***	***31%***
900 - Parks & Recreation								
001.900.568	Parks & Recreation Pass through Hotel Tax	250,000	55,921	21,174	33,395	110,489	139,511	44%
001.900.568.001	Parks & Recreation Operational Contribution	344,033	-	-	344,033	344,033	0	100%
	Total	***594,033***	**55,921**	***21,174***	***377,428***	***454,522***	***139,511***	***77%***
901 - Convention & Visitors Bureau (CVB)								
001.901.568	CVB Pass through Hotel Tax	250,000	55,921	21,174	33,395	110,489	139,511	44%
	Total	**250,000**	**55,921**	***21,174***	***33,395***	***110,489***	***139,511***	***44%***
	Total Expenses	***11,304,620***	***1,865,576***	***551,163***	***865,051***	***3,281,833***	***8,022,787***	***29%***
	Revenue Over Expenses	***-***	***3,348,708***	***1,011,373***	***(431,013)***	***3,929,024***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - November 30, 2025
41.67% through Budget Year

	FY26 CURRENT BUDGET 9-16-25	*FY2026 Q1*	*OCT 2025*	*NOV 2025*	*YEAR TO DATE*	*BUDGET BALANCE*	*% Budget Rcvd/Spent*
Carryover Balance	10,802,346	10,802,346	-	-	10,802,346	-	100%
201.350.100 City Service Fees	300,000	119,000	68,000	14,000	201,000	99,000	67%
201.369.100 Contributions from Other Funds	722,602	-	-	-	-	722,602	0%
201.376.000 Table Games Income	190,000	36,376	14,631	19,628	70,635	119,365	37%
201.380.100 Interest Income	85,000	13,974	22,692	21,053	57,720	27,280	68%
201.381.100 Capital Reimbursements	-	-	96	-	96	(96)	-
201.397.100 Video Lottery Income	650,000	45,924	81,542	48,313	175,779	474,221	27%
TOTAL REVENUES	***12,749,948***	***11,017,621***	***186,961***	***102,994***	***11,307,576***	***1,442,372***	***89%***
EXPENDITURES							
Bank Charges	250	37	-	-	37	213	15%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES							
Computer Replacement Program (201-975.459.001)	100,000	-	-	-	-	100,000	0%
Condemnation of Properties (201-975.459.002)	25,000	-	-	-	-	25,000	0%
Total - General Government	*125,250*	*37*	-	-	*37*	*125,213*	*0%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES							
3 Patrol Vehicles (201-976.459.001)	168,000	-	-	-	-	168,000	0%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	-	-	-	-	75,000	0%
Three In-Car Camera Systems (201-976.459.002)	37,500	-	-	-	-	37,500	0%
Three CAD units (201-976.459.002)	10,000	-	-	-	-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-	-	-	-	8,000	0%
Radios (201-976.459.003)	15,000	-	-	-	-	15,000	0%
Radars (201-976.459.003)	7,500	-	-	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	-	-	-	-	15,000	0%
Existing Police Dept Improvements (201-976.459.005)	100,000	-	12,311	6,908	19,219	80,781	19%
New Police Department Building (201-976.459.005)	750,000	-	-	-	-	750,000	0%
Total - Public Safety	*1,186,000*	-	*12,311*	*6,908*	*19,219*	*1,166,781*	*2%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - November 30, 2025
41.67% through Budget Year

	FY26 CURRENT BUDGET 9-16-25	FY2026 Q1	OCT 2025	NOV 2025	YEAR TO DATE	BUDGET BALANCE	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES							
Street Construction & Repairs							
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	-	-	-	1,300,000	0%
Stormwater Engineering/Repairs							
SWM/Engineering & Construction	50,000	-	-	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	300,000	-	29,367	-	29,367	270,633	10%
Miscellaneous Other Capital Projects							
City Hall Roof (201-977.459.011)	20,000	-	-	-	-	20,000	0%
Trifecta Place (201-977.459.013)	500,000	-	-	-	-	500,000	0%
PW Capital Budget Items							
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	-	-	-	-	300,000	0%
Alley Construction & Preservation (201-977.459.002)	50,000	1,000	-	-	1,000	49,000	2%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	96	-	-	96	49,904	0%
Street Light Replacement (201-977.459.005)	75,000	16,777	-	-	16,777	58,223	22%
2 Ford Trucks (201-977.459.006)	138,000	85,721	864	2,024	88,609	49,391	64%
Large Dump Truck (201-977.459.008)	39,676	29,133	-	-	*29,133*	10,543	73%
Equipment (201-977.459.009)	75,000	-	-	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	405,637	102,654	35,487	16,899	155,040	250,597	38%
Total - Streets & Transportation	*3,403,313*	*235,381*	*65,718*	*18,923*	*320,021*	*3,083,292*	*9%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES							
Civic Center Improvements (201-979.459.001)	40,000	-	-	-	-	40,000	0%
Flowing Springs Trail (201-979.459.008)	600,000	-	-	-	-	600,000	0%
Marcus Fields Improvements (201-979.459.002)	815,000	40,040	1,200	-	41,240	773,760	5%
Total - Parks & Recreation	*1,455,000*	*40,040*	*1,200*	-	*41,240*	*1,413,760*	*3%*
Contingencies	6,580,385	-	-	-	-	6,580,385	0%
TOTAL EXPENSES	***6,169,563***	***275,458***	***79,229***	***25,831***	***380,517***	***5,789,046***	***6%***
REVENUES OVER EXPENSES	***6,580,385***	***10,742,163***	***107,732***	***77,163***	***10,927,058***		

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 - November

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

ATTACHMENTS:

December Directors Report.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams y W

Ranson Parks and Recreation Board
Directors Report
Nov/Dec

Meetings

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

Events

- Harvest Pointe Church
- Christmas Parade
- Tree Lighting
- Pizza with Santa
- Pet Photos with Santa
- Staff Lunch
- Adult Soccer
- Pickleball/Wildwood Middle School Pickleball Club
- Various Parties
- Red Cross Blood Drive
- Travel Soccer
- Travel Basketball
- Project Linus
- Girl Scout Meetings
- Basketball Skills and Drills Camp
- Frederick Baptist Basketball
- Travel volleyball
- Business Collective Meeting
- Harvest Pointe Christmas Eve Diner

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

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

ATTACHMENTS:

Legal Ad 2025-06 Annexation 1212025.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

NOTICE OF PUBLIC HEARING - The Ranson City Council will hold a public hearing on December 16, 2025, at 7:00 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments to Ordinance 2025-06 An Ordinance of the Ranson City Council, Authorizing and Approving the Annexation by Petition of Certain Property, commonly known as Briar Run Estates, Phases One, Two and Three into the City of Ranson Pursuant to West Viriginia Code §8-6-4a. Documents are available during regular office hours of 8:00 am – 4:00 pm weekdays, excluding holidays at City Hall. All persons are invited to attend and make comments about the proposal.

If you cannot attend but wish to comment, you may use the mailing process, and it must be received at the following address prior to December 16, 2025: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV 25438 or emailing at cityclerk@ransonwv.us Written Comments received prior to December 16, 2025, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

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

Property owners from the Briar Run Community (Phases 1, 2, and 3) have submitted a petition to the City of Ranson requesting the annexation of approximately 134 homes into the city. First reading of the petition took place at the Ranson City Council meeting on November 4, 2025.

ATTACHMENTS:

Ordinance 2025 -06 Annexation Briar Run.docx
PROPERTY DESCRIPTION.docx
20251021 - WV RANSON - 55 ACRE ANNEX EXHIBIT.pdf BRE 10212025.pdf
Freeholders' Petition for Annexation.pdf

Ordinance 2025-06

AN ORDINANCE AUTHORIZING AND APPROVING THE ANNEXATION BY PETITION OF CERTAIN PROPERTY, COMMONLY KNOWN AS BRIAR RUN ESTATES, PHASES ONE, TWO, AND THREE, INTO THE CITY OF RANSON 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 55.786 acres, the Briar Run Estates subdivision, 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, WEST VIRGINIA, that the territory described in the annexation petition and more particularly described by the following metes and bounds:

BEING A 55.786 ACRE TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

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 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 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 FOR AN NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;*

THENCE, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD 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 FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, THE EAST LINE OF ESTATES, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD AND ALONG 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 THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. *NORTH 73°59'53" WEST, A DISTANCE OF 367.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
2. *SOUTH 05°34'29" WEST, A DISTANCE OF 295.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
3. *SOUTH 70°40'57" EAST, A DISTANCE OF 318.65 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*

THENCE, ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, AND THE EAST LINE OF ESTATES THE FOLLOWING SIX (6) COURSES AND DISTANCES:

1. *SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
2. *SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
3. *SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
4. *SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*
5. *SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;*

6. *SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE POINT OF BEGINNING, AND CONTAINING 55.786 ACRES OR 2,430,050 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).

Together with the annexation plat attached hereto and incorporated herein by reference, is hereby annexed into the corporate limits of the City of Ranson pursuant to the provisions of West Virginia Code §8-6-4a.

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

First Reading: November 4, 2025

Public Hearing: December16, 2025

Second Reading: December 16, 2025

Enacted this 16th day of December 2025

Adopted by the City Council of the City of Ranson after a 1st reading on November 4, 2025 and a 2nd reading on December 16, 2025, by a vote of ____ in the affirmative, ___ in the negative with __ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

AFFIX CITY SEAL:

_____
Darla Armstrong, City Clerk

PROPERTY DESCRIPTION

BEING A 55.786 ACRE TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

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 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 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 FOR AN NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD 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 FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, THE EAST LINE OF ESTATES, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD AND ALONG 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 THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. NORTH 73°59'53" WEST, A DISTANCE OF 367.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°34'29" WEST, A DISTANCE OF 295.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. SOUTH 70°40'57" EAST, A DISTANCE OF 318.65 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, AND THE EAST LINE OF ESTATES THE FOLLOWING SIX (6) COURSES AND DISTANCES:

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

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

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

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

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

6. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 55.786 ACRES OR 2,430,050 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).

GRAPHIC SCALE IN FEET

100 0 50 100 200

1" = 100' @ 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)



ANNEXATION EXHIBIT OF
55.786 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	10/21/2025	110894001	1 OF 2

Copyright © 2025
Kimley-Horn and Associates, Inc.
All rights reserved

DWG NAME: K:\SNA_SURVEY\110894001_WV_CITY OF RANSON\DWG\110894001_WV_CITY OF RANSON SURVEY EXHIBIT.DWG PLOTTED BY: PERKINS, AARON 10/21/2025 10:28 AM LAST SAVED: 10/21/2025 10:26 AM

PROPERTY DESCRIPTION

BEING A 55.786 ACRE (2,430,050 SQUARE FEET) TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

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 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 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 FOR AN NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD 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 FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, THE EAST LINE OF ESTATES, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, DEPARTING THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD AND ALONG 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 THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. NORTH 73°59'53" WEST, A DISTANCE OF 367.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°34'29" WEST, A DISTANCE OF 295.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 70°40'57" EAST, A DISTANCE OF 318.65 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, AND THE EAST LINE OF ESTATES THE FOLLOWING SIX (6) COURSES AND DISTANCES:

1. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 55.786 ACRES OR 2,430,050 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).

PARCEL COUNT	
PARCEL #	OWNER INFORMATION
1	BRIAR RUN ESTATES PHASE 1 (14/75)
2	BRIAR RUN ESTATES PHASE 2 (15/69)
3	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	138

Copyright © 2025
Kimley-Horn and Associates, Inc.
All rights reserved

ANNEXATION EXHIBIT OF
55.786 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.
	ARP	JLJ	10/21/2025	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 10/21/2025 10:29 AM LAST SAVED 10/21/2025 10:29 AM

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

Hon. Keith D. Pierson, Mayor
Mr. Todd Wilt, City Manager
City Council Members Anderson, Stroud, Suits, Custer, Colandrea, McDaniel
312 S. Mildred Street
Ranson WV, 25438

Introduction

The homeowners of the Briar Run Estates Homeowner's Association formally seek Voluntary Annexation into the City of Ranson.

History/Background

WHEREAS, Briar Run Estates, is the first three phases of the Briar Run housing development, constructed between 1997 and 2000, consisting of 134 homes on approximately 1/3 acre lots and is surrounded by other properties and roadways currently within the City of Ranson, all those having been annexed into City of Ranson within the last twenty years.

WHEREAS, Briar Run Estates is fully within the current City of Ranson Urban Growth Boundary, established in 2015.

WHEREAS, Briar Run Estates' road system consists of four main roads: Thumper Drive, Cottontail Drive, Briar Run Drive and Oak Lee Drive and nine cul-de-sacs. The main roads connect two entrances on Flowing Springs Road with the Potomac Marketplace, Route 9 and Fairfax Boulevard.

WHEREAS, Briar Run Estates' road system has, since 2006, been unfairly burdened by the traffic generated by the growth, commercial business and residential development choices made and approved by the City of Ranson through its Comprehensive Plan, Zoning Ordinance and Urban Growth Boundary.

WHEREAS, Briar Run Estates resident volunteers have conducted two traffic counts, exhibits attached, which demonstrate that on typical weekend and week days 2100 to 2200 vehicles pass through Briar Run Estates within a 10 hour period. This data conservatively extrapolates to well over 3,000 vehicles per day. Vehicle types include cars, vans, pickup trucks with trailers, box trucks, dump trucks, tractor-trailers and vehicles bearing the signage of the City of Ranson and the City of Charles Town. A subsequent City of Ranson traffic survey verified the Briar Run Estates data.

WHEREAS, External traffic has been imposed on Briar Run Estates' roads by land development decisions made by the City of Ranson in 2006 and following years without providing for an alternate roadway for county-level traffic.

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

WHEREAS, No other subdivision roadways in Jefferson County are used as a short-cut road access to City of Ranson property, parks, and recreational field facilities.

WHEREAS, The external traffic has tended to exceed the 25 mph speed limit appropriate for residential roadways and consistently ignore stop signs at intersections. Briar Run Estates has had to fund the construction of 6 speed humps and signage in 2017 in order to lessen the speed of through vehicles, without the support of either the City of Ranson Police or Jefferson County Sheriff's Office to enforce speed limits and stop signs.

WHEREAS, Briar Run Estates private roads serve school buses which transport City of Ranson students to local schools.

WHEREAS, The City of Ranson has approved Presidents Pointe, which in its first two phases consists of over 350 residential units. Its roadway system is served by a single collector road, Presidents Pointe Avenue, which is intended to connect the traffic circle at Oak Lee Drive with Flowing Springs Road. The City of Ranson has allowed the developer to construct the roadway in phases, as it adds additional residential units. The result of this policy is to give the residents of Presidents Pointe' if they are traveling to destinations north and east in the county or Maryland, no alternative but to use the roadways of Briar Run Estates to connect to Flowing Springs Road. Currently, the schedule for the completion of Presidents Pointe Avenue is entirely up to the developer and the housing market. Neither the developer or the City know what year that will be.

WHEREAS, Additional residential development approved by Jefferson County at Aspen Green along Flowing Springs Road and Old Country Club Road will add hundreds of trips per day to traffic to and from Potomac Marketplace and through Briar Run Estates.

WHEREAS, Briar Run Estates has researched with Freedom of Information Act requests and with voluntary cooperation of City of Ranson staff and officials which suggest Briar Run Estates has literally been forgotten or overlooked.

WHEREAS, The City of Ranson in 2006 annexed the 66 units of Briar Run Phase 4, which has the same housing density and road structure as Briar Run Estates. In 2008, the City of Ranson developed one of the two storm water management areas of Briar Run Phase 4 into a city park and maintains both areas. In 2022, the City of Ranson repaved all of roadways of Briar Run Phase 4 including through roads and cul-de-sacs[1].

WHEREAS, The West Virginia Department of Highways cannot provide maintenance of the Briar Run Estates road system due to the expiration of the, so called, "Orphan Roads" legislation in 1999.

---

[1] Briar Run Phase 4 has 3,995 feet (.75 mi) of 25 feet wide roadway. Approximately two-thirds (65%) of that roadway connects to Briar Run Estates and serves through traffic similarly to Briar Run Estates. Briar Run Estates has approximately 7,714 feet (1.5 mi) of 25 feet wide roadway. More than half (55%) of that roadway serves through traffic.

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

WE THEREFORE, Submit the attached signed petition of 86 of the 134 homeowners (64%) who support this voluntary request for annexation.

Respectfully,

Briar Run Estates Owners Association, Inc., Board of Directors

Joseph Bosco, President
Judy Ott, Vice President
Barbara Sobol, Secretary

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

We, the undersigned, being freeholders of property situated within the area of proposed annexation, hereby petition the City Council of the City of Ranson, Jefferson County, West Virginia, asking said Council to annex additional territory to the City of Ranson pursuant to the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia, as amended. The precise additional territory sought to be annexed to the City of Ranson is the territory shown on the attached map or plat and further described by courses and distances, as shown upon said plat as required by law.

We petition the City Council of the City of Ranson to proceed to annex the said territory – known as Briar Run Estates (BRE) in Jefferson County, West Virginia, in which there are 134 property owners -- and to take all acts required by law to effect such annexation under the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia.

To this end, we propose the following conditions and understandings:

1. The City of Ranson will take ownership of the following common areas, including:
    a. all roads and rights-of-way, including through roads and cul-de-sacs, six (6) speed humps,
    b. All traffic control signage at intersections and roadsides,

2. The City of Ranson will maintain the above common areas, including:
    a. snow removal and ice treatment per City of Ranson standards of all through roads and cul-de-sacs,
    b. timely paving repair and repaving of all through roads and cul-de-sacs,
    c. preservation and restriping of stop lines at all intersections,

3. The City of Ranson will include the above roads and rights-of-way in the coverage of their liability insurance protection and hold the homeowners of Briar Run Estates harmless.

4. The City of Ranson will assume the lease agreement which Briar Run Estates has with Potomac Edison to provide light fixtures and illumination or provide equivalent street lighting at no additional charge to Briar Run Estates homeowners.

5. The City of Ranson will provide police protection, emergency response and traffic monitoring services. The City Council of the City of Ranson will formally resolve to patrol roads to enforce stop signs, a 25 mph speed limit and install a radar-equipped speed monitor on Cottontail Drive.

6. The City Council of the City of Ranson will formally resolve to request that the WVDOH include in land development north of Briar Run Estates a connecting roadway from the intersection of Flowing Springs Road and Old Country Club Road to the Potomac Marketplace; and that the roadway be designed for county-level traffic separate from residential curb cuts.

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

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 16	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 Hoberg	DENISE HOBERG	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 Piviratto	TRACY PIVIRATTO	63 Flopsy Ct Ranson, WV 25438	54
1-13-25		EDYTA SIMMONS	55 Mopsy Ct. Lot 43	43
1-13-25	Eric Wright	Eric Wright	188 Thumper Drive	46
1/14/25	Piper Schellenberg	Piper Schellenberg	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 Lee 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	120
1-31		Debra McCandish	80 Flopsy Ct	52
1/31	Diane Keener	Diane Keener	77 Flopsy 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		Lynn Tal	58 Cottontail CT	05
0/18/25		Hermin Reyno	12 Cotton Tail 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)

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	Carol Holmes	Carol Holmes	53 Thumper Dr	35
1-12-25	[signature]	Tommy Stephens	41 Bugs Ct	08
1/31/2025	[signature]	DAVID ENRIGHT	43 COTTONTAIL COURT	18
2-1-25	[signature]	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)

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
1/11/25		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.co
2/3/25	SW	Stacey Wilson	57 Cottontail Drive staceyjcetts1996@gmail
2/3/25		Corrina A. Ricketts	48 Cottontail Drive Ranson, WV 25438
2/3/25		Amanda Buckner	34 Cottontail Dr Ranson WV 254...

77
32
31
26
30
29

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
1/11/2024	Vicki Reeves	Vicki Reeves	#71 571 Oak Lee 71
1/11/25	David Wilson	Don Wilson	602 LOT 69
1/11/25	Roxanne Hodge	David Roxanne Hodge	607 Oak Lee #73
1/11/25	[illegible]	michael Kaetzel	663 OAK Lee #76
1/11/25	[illegible]	BRIAN JOZVES	748 OAK LEE #64
1/11/25	[illegible]	Keith A McDonald	770 OAK LEE #63
1/11/25	[illegible]	Brandon Webber	636 Oak Lee #67
1/11/25	Mary Smith	Mary Smith	645 Oak Lee #75
1-12-25	[illegible]	Rebecca Dingus	619 Oak Lee #68
1/12/25	[illegible]	JEREMY WALKER	751 OAK LEE DR #61
1/12/25	[illegible]	Christina Maynore	582 Oak Lee Dr #70
1/14/25	[illegible]	Ingrid Andrade	591 Oak Lee Dr #72

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	[signature]	Kathleen M. Hartis	15 Rex Dr #116
1/21/25	[signature]	Elisa R. Fox	191 Mcgregor Drive #112
1-21-25	[signature]	Shawn Cloud	189 McGregor Dr. #113
1/22-25	[signature]	Barry Anderson	14 Rex Dr. #114
1-25-25	[signature]	Michael Stone	156 McGregor Dr. #109
1/25/25	[signature]	Donald Bellefeuille	110 McGregor Dr. #106
1/25/25	[signature]	Robert Kaltenbaugh	35 McGregor Dr #128
2/1/25	[signature]	KAREN C DAVIS	124 McGregor Dr #107
2/2/25	[signature]	David Keiling	28 Rex drive #115
2/2/25	[signature]	Victor Kolbay	133 Mcgregor Dr. #133
2-19-25	[signature]	Joseph Barton	178 Mcgregor dr #170
2/09/25	[signature]	MIRIAM BARTON	178 Mcgregor Dr. #110

Area E

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 8 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		Kristina Sanchez	28 Roger Ct. Lot 85
1/12/25		Mark Manton	583 Oak Lee Dr Lot 122
1/12/25	Kendra Peck	Kendra Peck	904 Oak Lee Dr Lot 91
1-12-25		Abraham Ybarra	861 Oak Lee Dr Lot 121
1-12-25	Linda D 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 Matiesen	74 Roger Lot 88
1/18/25		Leonard E. Hayden	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	[signature]	SEAN HANIGAN	17 HARE CT LOT 100
1/18/25	[signature]	Robert Miller	16 Hare CT Lot 102
1/18/25	[signature]	[illegible]	19 Hare Ct. Lot 101
1/18/25	[signature]	Laurel A. Breyer	922 Oak Lee LOT 92
1/18/25	[signature]	MICHAEL McDONALD III	111 McGregor Dr. LOT 132
1/21/25	[signature]	Barbarann Ellis	919 Oak Lee Dr. LOT 124
1/20/25	[signature]	NANA L FRYE	93 Briar Run Dr Lot 97
1/22/25	[signature]	Michael R. Dion	107 Briar Run Drive Lot 96
1/26/25	[signature]	Joseph S. Bosco	140 McGregor Dr LOT 108
1/30/25	[signature]	JASON HILLS	80 BRIAR RUN DR LOT 125
2/10/25	[signature]	Kim Poe	166 Briar Run Dr LOT 126

Area G

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-08 First Reading Amending the Ranson Municipal Code Article 5. Subdivision & Zoning Chapter 19A § 5.9.3.A. i. Attached garages shall not extend past the face of the primary structure.

This ordinance change was referred to the City Council for consideration from the Ranson Planning Commission.

1st reading for ordinance 2025-08. This ordinance change was brought by Councilor Colandrea. This ordinance was approved at the Ranson Planning Commission on December 1, 2025. removing the requirement of 19A. 5.9.3.A.I Attached garages shall not extend past the face of the primary structure.

ATTACHMENTS:

Ordinance 2025-08.docx

Ordinance 2025-08 - First Reading Amending the Ranson Municipal Code, Chapter 19A Smart Code, Article 5. Subdivision & Zoning, Section 5.9 Vehicle Access and Parking, Part 5.9.3 Location of Vehicle Parking, Sub-part a,i

AN ORDINANCE to amend and reenact certain portions of Chapter 19A of the Ranson Municipal Code as more specifically set forth below.

WHEREAS, the Ranson Planning Commission, during duly noticed public proceedings on December 1, 2025 found that certain text amendments to the Ranson zoning ordinance described below are consistent with the 2024 Ranson Comprehensive Plan; and,

WHEREAS City Council finds that the proposed amendments are in the best interests of the city and,

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, Chapter 19A of the Ranson Municipal Code is amended as follows:

Section 1. Codified Code Edit(s)

Chapter 19-A Smart Code
Article 5. Subdivision & Zoning
Section 5.9 Vehicle Access and Parking

- 5.9.3 Location of Vehicle Parking
  a. All off-street parking shall be located on the lot in accordance with the zoning allocation in accordance with Tables 11 – 14.
     ~~i. Attached garages shall not extend past the face of the primary structure.~~
     ii. If a garage is recessed less than 2 feet from the front of the structure a covered porch no less than 6 feet in depth shall be required.
  b. Open parking areas shall be masked from public frontage (principal and secondary) by a building or streetscreen pursuant to section 5.6.6.c.

Section 2. Administrative Provisions

A. The provisions of this Ordinance hereby are declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reasons by any court of competent jurisdiction, such declaration shall not affect any portion of the Ordinance other than said part *or* portion thereof.

B. **Repeal.** All ordinances in conflict with this Ordinance are hereby repealed.
C. **Effective Date.** This Ordinance shall become effective immediately upon final adoption and enactment.

Adopted by the City Council of the City of Ranson after a 1st reading on December 16, 2025 and after a 2nd reading on _____, by a vote of ____ in the affirmative, ___ in the negative with ___ abstentions.

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointments to the Board of Building Code Appeals Board

- January 1, 2026 - December 31, 2028
- January 1, 2026 - December 31, 2028

This is for a vacant 2-year term which commenced January 1, 2026 and expires on December 31, 2028. Staff has advertised the position.

The requirements for the position are outlined as follows:

- Board of Building Code Appeals shall consist of five individuals appointed by the city council whc are qualified by experience and training to pass on matters pertaining to building construction.
- Members may not be employees of the city.

ATTACHMENTS:

Building Code Appeals Board.docx
A Ringgold _Redacted.pdf
Scott Stewart_Redacted.pdf

City of Ranson Building Code Appeals Board

The City of Ranson is seeking applicants for Two (2) openings on the Building Code Appeals Board. For the terms of January 1, 2026 ending December 31, 2028 The Building Code Appeals Board assists the city in considering appeals of decisions made by Ranson building officials and other matters related to Ranson building code enforcement. To be eligible for appointment, applicants must meet the following criteria: Must be a qualified resident of the City of Ranson. Must have experience and training relevant to building construction and be qualified to review and make decisions on building-related matters. Members cannot be employees of the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Board must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention 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 December 16, 2025

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Antoinettte Ringgold

[redacted]
Ranson, WV 25438-1810

Telephone Home: [redacted] **Email:** arxssc@[redacted]

Occupation: Retired **Employer:**

Do you reside in the City Limits of Ranson? **Yes** [X] **No** [ ] **If so, how long?** ___23 years

Political Affiliation: **Republican** [ ] **Independent** [ ] **Democrat** [X] **Other** [ ]

Education: **Elementary** [ ] **High School** [ ] **College** [ ] **Graduate School** [X]

Degrees/Majors/Course of Study:
A.A. Liberal Arts
A.S. Health Information Management

Please list Certifications, Licenses, or other Vocational Training received:
RHIT – Medical Certification 23 years

Please list volunteer and other community experience (list by date):
Current – Treasurer: NAACP and Jefferson County African American Cultural and Heritage Festival
Jefferson County Democratic Executive Committee
2023 - PWM – OES

If appointed, could you meet: **Mornings** [X] **Afternoons** [X] **Evenings** [ ]

If appointed, could you meet: **Mon.** [ ] **Tues.** [ ] **Wed.** [ ] **Thurs.** [X] **Fri** [ ]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[X]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[X]	[ ]	Cultural Activities	[X]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades

		Public Relations Development	X		Budgeting	X		Economic
		Transportation			Youth		X	Health Issues
X		Volunteer Service		X	Aging Issues			Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

2	Planning Commission		Convention/Visitors Bureau
1	Board of Zoning Appeals		Parks and Recreation Comm.
	Police Civil Service Comm.	3	Building Code Appeals Board
	Building Commission	4	Council At- Large

What Board, Commission or Committee have you served (or are serving) on?
JCDEC – JCAACHF - NAACP

References

Name: George Rutherford	**Phone No** [redacted]
Name: Brenda Gaskins	**Phone No** [redacted]

Please explain why you are a good candidate for the position:

I have served on many committees for 25 plus years in a leadership role assisting with problem solving, managing the budget for annual events in the capacity of being the Treasurer for both the NAACP and the JCAACHF. I can work independently and able to comply with time sensitive projects. I am a team player and work well with others in decision making processes. I value my time commitment along with achieving positive results to any project I'm responsible for to ensure the end results are for community growth and improvements for all.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Scott Stewart

Address: [redacted]

Telephone Home: [redacted]

Occupation: Retired **Employer:** Self

Do you reside in the City Limits of Ranson? Yes ☐ No ☒ **If so, how long?** _____

Political Affiliation: Republican ☒ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:
Auto Body / Welding

Please list volunteer and other community experience (list by date):

If appointed, could you meet: Mornings ☒ Afternoons ☒ Evenings ☒

If appointed, could you meet: Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri. ☒

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☐	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☐	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ Planning Commission	☐ Convention/Visitors Bureau
☒ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☐ Police Civil Service Comm.	☒ Building Code Appeals Board (Currently on Board)
☐ Building Commission	☐ Council At- Large

What Board, Commission or Committee have you served (or are serving) on?

References

Name:	**Phone No.:**
Name:	**Phone No.:**

Please explain why you are a good candidate for the position:

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointed to the Board of Planning Commission

- January 1, 2026- December 31, 2030 (City Managers discretion)
- January 1, 2026- December 31, 2030

ATTACHMENTS:

City of Ranson Planning Commission.docx
Lizz Klein _Redacted.pdf
A Ringgold _Redacted.pdf
M Kenney_Redacted.pdf

City of Ranson Planning Commission

The City of Ranson is accepting applications for One (1) positions on the Planning Commission for a term beginning January 1, 2026 and ending December 31, 2029. The Planning Commission is composed of five individuals and serves as an advisory body responsible for reviewing and making recommendations on land use, development, and zoning matters. Members must be residents of the municipality and possess knowledge and experience related to municipal development. At least three-fifths of the members must have resided in Ranson for a minimum of three years prior to nomination, appointment, and confirmation. One member of the Commission must be a current City Council member or their designer, appointed by the City Council, and one member must be appointed by the City Manager to represent the administrative department, in accordance with W. Va. Code § 8A-2-3(d). The council member's term on the Commission shall coincide with their term in office. The remaining three members shall be nominated and confirmed by City Council and must not be employed by the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled with the first consideration at the Ranson Council meeting December 16, 2025

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Lizz Klein

Address: [redacted] **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: [redacted]

Do you reside in the City Limits of Ranson? Yes [X] No [ ] **If so, how long?** 3.5 years

Political Affiliation: Republican [ ] Independent [X] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [ ] College [X] Graduate School [ ]

Degrees/Majors/Course of Study: B.S in advertising. Minors in marketing & dance performance

Please list Certifications, Licenses, or other Vocational Training received:
Food Manager's License

Please list volunteer and other community experience (list by date):
NOV. 30 - organized Trunk of Cheer

If appointed, could you meet: Mornings [X] Afternoons [X] Evenings [X]

If appointed, could you meet: Mon. [X] Tues. [X] Wed. [X] Thurs. [X] Fri. [X]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[X]	[ ]	Recreation	[X]	[X]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades
[ ]	[ ]	Public Relations	[ ]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[X]	Youth	[ ]	[ ]	Health Issues
[X]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

[X]	**Planning Commission**	[ ]	**Convention/Visitors Bureau**
[ ]	**Board of Zoning Appeals**	[ ]	**Parks and Recreation Comm.**
[ ]	**Police Civil Service Comm.**	[ ]	**Building Code Appeals Board**
[ ]	**Building Commission**	[ ]	**Council At- Large**

What Board, Commission or Committee have you served (or are serving) on?

References

Name:	Andy Colandrea (Ranson City Council) [redacted]
Name:	Donnie Fisher (Jefferson county Planning commission)

Please explain why you are a good candidate for the position: As a Ranson resident + small business owner, I believe in this area and the people in it. I took a chance on them by opening Wild and Wonderful Play Cafe - a space welcoming all families - + get to see firsthand how friendly + optimistic they are. I want this area to succeed and I want people to love living here. I saw the potential years ago when we moved here and want to share my love for this community to future residents by leaving a lasting mark on the planning + development.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Antoinettte Ringgold

[redacted]
Ranson, WV 25438-1810

Telephone Home: [redacted] **Email:** arxssc@[redacted]

Occupation: Retired **Employer:**

Do you reside in the City Limits of Ranson? **Yes** [X] **No** [ ] **If so, how long?** ___23 years

Political Affiliation: **Republican** [ ] **Independent** [ ] **Democrat** [X] **Other** [ ]

Education: **Elementary** [ ] **High School** [ ] **College** [ ] **Graduate School** [X]

Degrees/Majors/Course of Study:
A.A. Liberal Arts
A.S. Health Information Management

Please list Certifications, Licenses, or other Vocational Training received:
RHIT – Medical Certification 23 years

Please list volunteer and other community experience (list by date):
Current – Treasurer: NAACP and Jefferson County African American Cultural and Heritage Festival
Jefferson County Democratic Executive Committee
2023 - PWM – OES

If appointed, could you meet: **Mornings** [X] **Afternoons** [X] **Evenings** [ ]

If appointed, could you meet: **Mon.** [ ] **Tues.** [ ] **Wed.** [ ] **Thurs.** [X] **Fri** [ ]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[X]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[X]	[ ]	Cultural Activities	[X]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades

		Public Relations Development	X		Budgeting	X		Economic
		Transportation			Youth		X	Health Issues
X		Volunteer Service		X	Aging Issues			Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

2	Planning Commission		Convention/Visitors Bureau
1	Board of Zoning Appeals		Parks and Recreation Comm.
	Police Civil Service Comm.	3	Building Code Appeals Board
	Building Commission	4	Council At- Large

What Board, Commission or Committee have you served (or are serving) on?
JCDEC – JCAACHF - NAACP

References

Name: George Rutherford	**Phone No** [redacted]
Name: Brenda Gaskins	**Phone No** [redacted]

Please explain why you are a good candidate for the position:

I have served on many committees for 25 plus years in a leadership role assisting with problem solving, managing the budget for annual events in the capacity of being the Treasurer for both the NAACP and the JCAACHF. I can work independently and able to comply with time sensitive projects. I am a team player and work well with others in decision making processes. I value my time commitment along with achieving positive results to any project I'm responsible for to ensure the end results are for community growth and improvements for all.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

RECEIVED DEC 2025 By

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Matthew James Kenney

Address: [redacted] Ranson WV **Zip:** 25438

Telephone Home: **Email:** [redacted]

Occupation: [redacted] Employer **Employer:** [redacted]

Do you reside in the City Limits of Ranson? Yes ☒ No ☐ If so, how long? 6 yrs

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☒ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

N/A

Please list Certifications, Licenses, or other Vocational Training received:

Graduate of an executive level leadership development course

Please list volunteer and other community experience (list by date):

2021-2222: Volunteer with Citizens Fire Co.

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☒

If appointed, could you meet: Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri. ☒

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☒	☐	Recreation	☒	☐	Business Management	☐	☒	Urban Concerns
☐	☒	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☐	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☒ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☒ Police Civil Service Comm.	☐ Building Code Appeals Board
☐ Building Commission	☒ Council At- Large

What Board, Commission or Committee have you served (or are serving) on?

None

References

Name: Patrick Huber	**Phone No.:** [redacted]
Name: Margaret Fake	**Phone No.:** [redacted]

Please explain why you are a good candidate for the position: I am a good candidate for this position as I am one who doesn't tout the proverbial party line." when it comes to public policy. I intend to work for the people and as such, represent the people's best interests as a whole, and I am always "constitutionally" conscious of how those policies fair against that standard of liberty.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointments to the Board of Zoning Appeals

- January 1, 2026 - December 31, 2029
- January 1, 2026 - December 31, 2029

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.

The requirements for the position are outlined as follows:

- 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

ATTACHMENTS:

BZA Opening.docx
A Ringgold _Redacted.pdf
A Boyd Application_Redacted.pdf

City of Ranson Board of Zoning Appeals Opening

The City of Ranson is accepting applications for Two (2) opening on its Board of Zoning Appeals with a term of January 1, 2026- December 31, 2029, 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.gov 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 the first consideration at the Ranson City Council meeting December 16, 2025.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Antoinettte Ringgold

[redacted]
Ranson, WV 25438-1810

Telephone Home: [redacted] **Email:** arxssc@[redacted]

Occupation: Retired **Employer:**

Do you reside in the City Limits of Ranson? **Yes** [X] **No** [ ] **If so, how long?** ___23 years

Political Affiliation: **Republican** [ ] **Independent** [ ] **Democrat** [X] **Other** [ ]

Education: **Elementary** [ ] **High School** [ ] **College** [ ] **Graduate School** [X]

Degrees/Majors/Course of Study:
A.A. Liberal Arts
A.S. Health Information Management

Please list Certifications, Licenses, or other Vocational Training received:
RHIT – Medical Certification 23 years

Please list volunteer and other community experience (list by date):
Current – Treasurer: NAACP and Jefferson County African American Cultural and Heritage Festival
Jefferson County Democratic Executive Committee
2023 - PWM – OES

If appointed, could you meet: **Mornings** [X] **Afternoons** [X] **Evenings** [ ]

If appointed, could you meet: **Mon.** [ ] **Tues.** [ ] **Wed.** [ ] **Thurs.** [X] **Fri** [ ]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[X]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[X]	[ ]	Cultural Activities	[X]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades

		Public Relations Development	X		Budgeting	X		Economic
		Transportation			Youth		X	Health Issues
X		Volunteer Service		X	Aging Issues			Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

2	Planning Commission		Convention/Visitors Bureau
1	Board of Zoning Appeals		Parks and Recreation Comm.
	Police Civil Service Comm.	3	Building Code Appeals Board
	Building Commission	4	Council At- Large

What Board, Commission or Committee have you served (or are serving) on?
JCDEC – JCAACHF - NAACP

References

Name: George Rutherford	**Phone No** [redacted]
Name: Brenda Gaskins	**Phone No** [redacted]

Please explain why you are a good candidate for the position:

I have served on many committees for 25 plus years in a leadership role assisting with problem solving, managing the budget for annual events in the capacity of being the Treasurer for both the NAACP and the JCAACHF. I can work independently and able to comply with time sensitive projects. I am a team player and work well with others in decision making processes. I value my time commitment along with achieving positive results to any project I'm responsible for to ensure the end results are for community growth and improvements for all.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Amy L. Boyd

Address: [redacted] **Zip: 25438**

Telephone Home: [redacted] **Email:** [redacted]

Occupation [redacted] **Employer: Town of Shepherdstown**

Do you reside in the City Limits of Ranson? Yes ☒ No ☐ **If so, how long? _21 years___**

Political Affiliation: Republican ☒ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☒ No degree Graduate School ☐

Degrees/Majors/Course of Study:
Accounting (no degree)

Please list Certifications, Licenses, or other Vocational Training received:
International Institute of Municipal Clerks Certifications

Please list volunteer and other community experience (list by date):
Relay for Life – currently

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☒

If appointed, could you meet: Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri. ☒

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☒	☐	Recreation	☒	☐	Business Management	☐	☐	Urban Concerns
☒	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☒	☐	Environment	☒	☐	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☐	Economic Development
☒	☐	Transportation	☐	☐	Youth	☐	☒	Health Issues
☐	☒	Volunteer Service	☐	☒	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☒ **Board of Zoning Appeals**	☐ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? Board of Zoning Appeals

References

Name: Christie Kave	**Phone No.:** [redacted]
Name: Cheryl Roberts	**Phone No.:** [redacted]

Having served on the Board of Zoning Appeals for the past 13 years, I believe I am well qualified to continue serving the City of Ranson through the renewal of my term. During this time, I have developed a strong understanding of the City's zoning ordinances and the importance of balancing regulatory requirements with the needs of residents.

I am genuinely committed to helping residents and approaching each matter fairly, thoughtfully, and with careful consideration of its impact on the community. I am grateful for the opportunity to continue serving and remain committed to doing my part in support of the City of Ranson and its residents.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of one (1) appointments to the Building Commission with the term ending December 31, 2027.

These vacancies have arisen due to resignations prior to the end of existing terms. Consistent with State law, staff has advertised the position and has recently received the included application in response to the vacancy announcement.

The criteria for appointments to the BUILDING COMMISSIONERS are outlined in accordance with Ranson City Code Sec. 20-4

- No more than two-thirds of the total number of members of the board of each commission shall be from the same political party; and
- No member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state, any county or political subdivision thereof, or any political party; and
- All members shall be residents of the municipality

1) Motion to Appoint Applicant to a term on the Board of Building Commissioners, term ending December 31, 2027
2) Second in support of the same
3) Discussion
4) Vote

ATTACHMENTS:

City of Ranson Building Commission.docx 2 positions 6242025.docx
Doug Davis Building Com.pdf

City of Ranson Building Commission - Open Positions

The City of Ranson is accepting applications for one opening on the Ranson Building Commission. One term will expire on December 31, 2027. This Commission is responsible for overseeing the construction, maintenance, and, when necessary, the acquisition and disposal of city buildings and properties. Its duties include ensuring that projects meet quality standards, managing budgets, and complying with applicable regulations. To be eligible for appointment, applicants must meet the following criteria: no more than two-thirds of the Commission's members may belong to the same political party; members may not hold any office or employment under the United States government, the state, any county or political subdivision, or any political party (except the office of notary public). All members must be residents of the municipality they represent and may not be employed by the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.gov A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled. With the First Consideration at the Ranson City Council on December 16, 2025.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Doug Davis

Address: [redacted] **Zip: 25438**

Telephone Home: [redacted] **Email:** [redacted]

Occupation: **Employer:**

Do you reside in the City Limits of Ranson? Yes X No ☐ **If so, how long?** ____65+____

Political Affiliation: Republican X Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School College X Graduate School ☐

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date):
Planning Commission

If appointed, could you meet: Mornings X Afternoons X Evenings X

If appointed, could you meet: Mon. X Tues. X Wed. X Thurs. X Fri. X

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☐	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	X	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
x	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐	**Planning Commission**	☐	**Convention/Visitors Bureau**
☐	**Board of Zoning Appeals**	☐	**Parks and Recreation Comm.**
☐	**Police Civil Service Comm.**	☐	**Building Code Appeals Board**
X	**Building Commission**	☐	**Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? Building Commission

References

Name: Mike Anderson	**Phone No.:** [redacted]
Name: Kody Mack	**Phone No.:**

Please explain why you are a good candidate for the position:

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.8

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Releasing Clay Hill Preliminary Development Agreement

Strider LLC has requested that the City consider releasing it from the attached developer agreement, as the subject property is currently under contract for sale to a new developer. Staff notes that the existing developer agreement was adopted in 2008 and that, since that time, several relevant conditions and regulatory factors have changed, some of which render the current agreement difficult, if not impracticable, to fulfill.

ATTACHMENTS:

Preliminary Development Agreement .pdf
Ordinance 186.pdf
Planning Commission April 7.pdf
Ranson Planning May 5 2025.pdf
Tuesday June 17 2008.pdf

CITY OF RANSON/ SARAH KLECKNER
312 S WILDRED ST
RANSON, WV 25438-1621

PRELIMINARY DEVELOPMENT AGREEMENT

This PRELIMINARY DEVELOPMENT AGREEMENT (this "Agreement") is made this 28th day of April, 2008, by and between the **CORPORATION OF RANSON ("Ranson"), CITY OF RANSON PLANNING COMMISSION ("Planning Commission")** and **STRIDER, LLC** (, the "Owner").

RECITALS

A. The West Virginia Legislature has given the power to municipal corporations to contract and enter into agreements.

B. This Agreement is consistent with the applicable development regulations, Chapter 19 of the Ranson Zoning Ordinance, adopted by Ranson.

C. The Owner is the fee simple owner of approximately 274.27 acres of certain parcels of land situated in Ranson further defined as Tax Map Reference 10 Parcel 8, 972/711 and Parcel 9, 972/711 (the "Property").

D. The Owner has requested a re-zoning designation for the Property from Rural Reserve. Requested zoning for Parcel 8 (105 acres) is Traditional Neighborhood Development Neighborhood Commercial Mix District (TND-NCX), requested zoning for Parcel 9 (169.27acres) is Traditional Neighborhood Development Urban Commercial Mix District (TND-UCX).

E. The Owner intends to prepare the property for a planned mixed-use development including a maximum of 663 dwelling units, up to 2,605,000 square feet of commercial/office space, and approximately 34.37 acres for open space, parks, a preserve around the existing manor house and other uses substantially as shown on the General Development Plan titled "Clay Hill Farm, City of Ranson, West Virginia" dated April 28, 2008 and prepared by William H. Gordon Associates (the "Plan").

F. The Owner desires to assure adequate water and sewer capacity for the development of the Property.

G. Ranson desires to allocate adequate water and sewer capacity for the development of the Property subject to the terms of this Agreement.

H. The Owner has agreed to construct certain stormwater management improvements and certain transportation improvements in connection with the development of the Property as hereinafter provided.

I. Ranson and the Owner desire to enter into this Agreement setting forth their mutual understandings and undertakings regarding the construction of the public improvements and the allocation of sewer and water service for the future development of the Property.

J. Ranson and the Owner recognize the ultimate development activities to occur on the Property are unknown at this time and will not be known until the filing of one or more site plans with Ranson. Thus, Ranson accepts that, at a later date, the Owner may seek changes to the size and nature of the various landbays designated on the Plan, changes (up or down) in the amount or nature of the requested density bonuses and other aspects of this Plan. Any donation of land or residential lots to Ranson shall be subject to change up through the time of filing a site/subdivision application and the Owner will retain title to all such land until that time is reached.

NOW, THEREFORE, in consideration of the foregoing recitals which are hereby incorporated into and made a part of this Agreement, and the mutual covenants and agreements set forth below, the sufficiency and receipt of which are hereby acknowledged, Ranson and the Owner hereby agree as follows:

1. **Permitted Uses**

a. TND UCX District. Zoning is regulated under Chapter 19 of the Code of Ordinance, Corporation of Ranson, West Virginia. Ranson and Owner agree the Owner will specifically be permitted to develop the Property with the following uses:

(1) All uses under the TND MUX District as noted in Section 19 of the Code of Ordinance.
(2) All uses under the TND NCX District as noted in Section 19 of the Code of Ranson, West Virginia.
(3) Stand alone uses as noted under the UCX section.

b. TND NCX District. Zoning is regulated under Chapter 19 of the Code of Ordinance, Corporation of Ranson, West Virginia. Ranson and Owner agree the Owner will specifically be permitted to develop the Property with the following uses:

(1) All uses under the TND MUX District as noted in Section 19 of the Code of Ordinance.
(2) Residential uses will be permitted on the Property. Residential uses include, but are not limited to single family detached dwellings, single family attached dwellings and multifamily dwelling units;
(3) Stand alone uses as noted under the UCX section.

c. In the development of the Property the following uses will be specifically prohibited:

(1) Adult uses; and
(2) Pawn shops.

2. **Design and Construction Improvements.**

a. Responsible Party. In the development of the Property additional entities will be involved through either the sale, contract purchase and/or lease of land. For the purpose of this section the term "Owner" shall include the entity causing the work to be undertaken or the party that has posted a bond with the City of Ranson for the Improvements. Strider, LLC reserves the right to demand appropriate liability protection from said entities in a manner Strider LLC deems appropriate to protect its interests.

(1) General Standards. All on-site water improvements and all off-site water extensions are referred to as the "Water Improvements." The Water Improvements will provide connection to a public water service utility regulated by the West Virginia Public Service Commission ("PSC") or the applicable health department.

(2) All on-site public sewer improvements and all off-site sewer extensions that are necessary to serve the Property are referred to as the "Sewer Improvements." The Sewer Improvements will provide connection within the City of Ranson's sewer service area by a public sewer utility(ies) regulated by the PSC.

(3) All on-site vehicular transportation improvements located within dedicated right-of-ways that are necessary to serve the Property are referred to as the "Transportation Improvements."

(4) All stormwater management improvements necessary for the development of the Property are referred to as the "Stormwater Management Improvements."

(5) The Water Improvements, the Sewer Improvements, the Transportation Improvements and the Stormwater Management Improvements are referred to collectively as the "Improvements." All Improvements shall be designed and constructed pursuant to and in accordance with applicable Ranson plans, standards and specifications, such other additional standards as set forth in this Agreement and to the reasonable satisfaction of the Ranson inspecting engineer and others, as applicable. The Owner shall cause all work on the Improvements to be completed in a good and workmanlike manner.

b. Prosecution of Work. Prior to any clearing, grading or the construction of Improvements the Owner shall post a bond with Ranson as required by ordinance. If any work on the Improvements is abandoned, or performed in violation of this Agreement, then the Owner shall promptly act to cause the following to occur:

(1) The site shall be vegetated and stabilized to prevent erosion:

(2) All debris and construction materials shall be removed from the site or stored in a manner that is visually and environmentally acceptable to Ranson; and

(3) All conditions associated with the incomplete Improvements that pose a known danger shall be corrected.

c. Inspections and Approvals. All work on the Improvements shall be subject to inspection and approval by the Ranson inspecting engineer and other inspecting entities, as applicable, at all times. The Owner shall reimburse Ranson, as applicable, for the costs of necessary inspections. Ranson and other inspecting entities, as applicable, shall provide to the Owner the basis for the costs of any inspections charged to the Owner.

3. **Water Improvements.**

a. Owner's Obligations. Except as otherwise set forth in this Agreement, the Owner shall, design, permit, construct and install the Water Improvements. The Owner is free to undertake these Water Improvements at its expense or through a partnership(s) with another entity(ies) The timing of the construction of Water Improvements will be controlled by the Owner.

b. Water Supply and Improvements. Owner agrees to meet and come to agreement with the municipal entity or authority providing for water service to the Property, including issues regarding construction, approval, inspections, easements, and dedication relating to said water service or improvements.

c. Fees and Charges.

(1) The Owner agrees to pay for all applicable water fees in effect at the time of building permit application. Water fees are subject to change with approval by the PSC.

(2) Each property connected to the water system shall be responsible for and subject to normal water use charges, as applicable.

4. **Sewer Improvements.**

a. Owner's Obligations. Except as otherwise set forth in this Agreement, the Owner shall design, permit, construct and install the Sewer Improvements. The Owner is free to undertake these Sewer Improvements at its expense or through a partnership(s) with another entity(ies). The timing of the construction of Sewer Improvements will be controlled by the Owner.

b. Ranson's Obligations. The Property shall be a Ranson customer for sewer service, with treatment provided by an approved public sewer provider, subject to regulation by the PSC. Ranson shall operate and maintain the main sewer lines after receiving title to them. Ranson shall not be responsible for sewer laterals. Ranson shall be responsible in its review and

approval of future developments within its jurisdiction to ensure that its construction of those future developments will not be detrimental to the phased development of the Property.

Further, Ranson shall assist in the planning of sewer improvements on a regional basis. For properties within its municipal boundary Ranson shall require cooperation on the design of sewer improvements such that the full development of the Property as permitted in the UCX District and NCX District, as applicable, is possible. For properties outside of its municipal boundaries Ranson shall act as an advocate to ensure the same.

c. Construction Inspection. The Owner shall arrange and pay for inspection of all Sewer Improvements constructed or installed by the Owner. The inspector(s) shall be approved in advance by Ranson. Inspections shall be conducted during construction and, if applicable, before such Sewer Improvements are covered by backfill material and buried.

d. Final Inspection and Approval of Sewer Improvements. The Owner shall notify Ranson when it believes that any or all of the Sewer Improvements have been fully and properly completed and shall request final inspection, approval and, where appropriate, acceptance of the Sewer Improvements by Ranson. Such notice and request shall be accompanied by the "as built" drawings of the Sewer Improvements and by proposed drafts of the documents of title transfer.

e. Dedication and Acceptance of Sewer Improvements. Following approval by Ranson the Owner shall dedicate and Ranson shall accept such approved Sewer Improvements.

f. Transfer of Ownership of Sewer Improvements and Easements to Ranson. Upon the approval of, and prior to acceptance of, Sewer Improvements to be accepted by Ranson the Owner shall execute, or cause to be executed, such documents as Ranson shall request to transfer ownership of such Sewer Improvements to, and to evidence ownership of such Sewer Improvements to Ranson free and clear of all liens, claims, encumbrances and restrictions unless otherwise approved by Ranson in writing. The Owner shall, at the same time, grant to Ranson all such reasonable and necessary easements as Ranson may require to install, operate, maintain, service, repair and replace the Sewer Improvements. Ownership by Ranson of Sewer Improvements for connections to residential dwellings shall terminate at the property or easement line.

g. Fees and Charges.

(1) The Owner will, at its election, either (i) pay the sewer capacity improvement fee ("CIF") then required by Ranson for each new connection for a dwelling unit at the time of building permit application, or (ii) pay a sewer capacity assurance fee in lieu of such CIF's in accordance with a Developer Contribution Agreement to be entered into between Ranson and the Owner. Sewer fees are subject to change and the Owner shall be responsible for any sewer fee applicable at the time of building permit application.

(2) Each property connected to Ranson's sewer system shall be responsible for and subject to Ranson's normal sewer use charges, as applicable.

5. **Transportation Improvements.**

a. General Provisions. Vehicular access through the Property shall be provided by public roads and streets. All Transportation Improvements will be designed and constructed in conformity with regulations adopted by Ranson. Transportation Improvements designed and constructed per modifications or variances to the adopted regulations, as approved by Ranson, shall also be acceptable. Ranson agrees to cooperate with the Owner on the design of the proposed Transportation Improvements where modifications are requested for visual, functional and low impact design considerations.

(1) Owner's Obligations. Except as otherwise set forth in this Agreement, the Owner shall design, permit, construct and install all Transportation Improvements. The Owner is free to undertake these Transportation Improvements at its expense or through a partnership(s) with another entity(ies). The timing of the construction of Transportation Improvements will be controlled by the Owner.

(2) Public and Emergency Services. The Owner grants to Ranson a permanent and irrevocable easement over, on, and across the Transportation Improvements for the purposes of enforcing applicable laws and providing public and emergency services to the Property and to adjacent properties.

(3) Owner's Maintenance of its Transportation Improvements Before Dedication to Ranson. The Owner shall, at its sole cost and expense, maintain, in a good and clean condition at all times, all Transportation Improvements, including all streets, curb and gutter, and all improvements within the permanent easement, until such Transportation Improvements are dedicated to and accepted by Ranson.

b. Streets. All streets constructed by the Owner shall be inspected by Ranson during and/or immediately following application of the final surface course of paving. Streets may be dedicated to Ranson at any time, at the Owner's discretion, following application of the final surface course. Streets will be accepted by, and dedicated to, Ranson upon the Owner's satisfactory completion provided that the streets are in good condition, excepting normal wear and tear and, subject to the applicable dedication provisions of Ranson's subdivision ordinance. Dedication of street right-of-ways shall be subject to reasonable easements granted by the Owner to any utility or service provider.

c. Off-Site Improvements. The Owner agrees to work with Ranson and the West Virginia Department of Transportation (WVDOT) regarding off-site road improvements as may be required to provide adequate and safe access to the Property.

d. Currie Road Right-of-Way. The Owner agrees to work with Ranson and WVDOT regarding the dedication of right-of-way for Currie Road such that it will meet the

minimum right-of-way standards for a Major Collector, as that term is defined in the Code of Ordinance, Corporation of Ranson, West Virginia. Land dedications will include:

(1) Where the Property is located on only one side of Currie Road, the Owner will dedicate land such that the dedicated right-of-way includes all land within 50' of the centerline of the existing road;

(2) Where the Property is located on both sides of Currie Road, the Owner will dedicate land such that a 100' aggregate right-of-way is created;

(3) A realignment of Currie Road at the S-turn on the southern edge of the West Campus is proposed as noted on The Plan. The Owner will provide a 50' right-of-way from centerline for this improvement. Dedication is contingent upon a similar right-of-way being committed on the adjoining Lloyd Property as shown on the Plan; and

(4) The right-of-way for Currie Road will be located such that no disturbance of the existing cemetery, noted on the Plan, is ensured. This may require a shift in the centerline of the existing Currie Road.

6. Stormwater Management Improvements.

a. Owner's Obligations. Except as otherwise set forth in this Agreement, the Owner shall, design, permit, construct and install all Stormwater Management Improvements. The Owner is free to undertake these Stormwater Management Improvements at its expense or through a partnership(s) with another entity(ies) and such Improvements may be onsite or offsite. The timing of the construction of Stormwater Management Improvements will be controlled by the Owner.

b. Ownership. All Stormwater Management Improvements shall be owned by the Owner or the homeowners or property owners association, if any, for the Property unless the Owner or such association(s) request that the Stormwater Improvements be dedicated to Ranson and Ranson agrees to accept ownership thereof. The acceptance of all Stormwater Management Improvements shall be at the sole discretion of Ranson.

7. Open Space.

The Owner will construct recreation areas, and pedestrian/bike trails as part of the open space amenities of the development of the Property. The Owner is responsible for abiding by the open space requirements set out in Ranson's applicable land development ordinances.

8. Density.

As noted in the Density Bonus Application submitted in connection with the Plan, Owner agrees to donate a minimum of 2% of residential lots to local, state or federal housing authority or program. In exchange, the City agrees to grant Owner 3 additional units per acre pursuant to Ranson Codified Ordinance § 19-21. At time of sketch plan approval, 2% of residential lots will be identified for donation. Donation will occur upon recordation of lots or as coordinated with the City of Ranson.

9. Community Enhancement District.

By mutual agreement between the Owner and Ranson, the parties may create a "Community Enhancement District" pursuant to the West Virginia Community Enhancement District Act with respect to the Property and the other property in the Evitt's Run and Clay Hill Farm District (collectively the "Community Enhancement District Property") to finance public infrastructure improvements required for the development of the Community Enhancement District Property. It is contemplated that such Community Enhancement District, if ever created, would allocate to the respective owners of the Community Enhancement District Property a reasonable and fair portion of the costs of such improvements that benefit the entire Community Enhancement District Property such as roads, trunk sewer lines and stormwater management improvements. Further, it is contemplated that the costs of such improvements that benefit a particular parcel within the Community Enhancement District Property would be borne by such parcel.

10. Studies and Reports.

a. The Owner and Ranson recognize that the planned mixed-use development for the Property is a long-term project and will have a substantial impact on Ranson. In consideration of such impact, the Owner agrees, as necessary, to commission in the future and pay for the following studies and reports listed below. :

1. Traffic Impact and Mitigation Study;
2. Water/Sewer Area Plan;
3. Regional Storm-Water Management Plan;
4. Fiscal Impact Study;
5. Community Facilities and Mitigation Study

b. All studies will be prepared at the Owner's direction and will be prepared prior to, or concurrent with the submission of a Sketch Plan to Ranson.

c. The final recommendations detailed in the studies and reports, Owner's proposed mitigation and the Owner's proposed funding of the cost of such mitigation shall be made part of the Owner's submission of the Sketch Plan to Ranson. The Owner's proposed mitigation plan shall be subject to review and approval of the Ranson Planning Commission.

11. Miscellaneous.

a. Severability. If any term or provision of this Agreement is found to be invalid, void, or unenforceable, the remaining terms and provisions of this Agreement shall continue in full force and effect and, if possible, the parties shall amend this Agreement so as to affect the original intention of the parties.

b. Time of Essence. Time is of the essence in the performance of all terms and provisions of this Agreement.

c. Assignment. Except as otherwise provided herein, this Agreement shall run with and bind the Property in perpetuity, and shall inure to the benefit of and be enforceable by the Owner and Ranson, and any of their respective legal representatives, heirs, successors and assigns. The Owner may assign this Agreement, in whole or in part, without any action or approval by Ranson.

d. Enforcement and Guarantees. Pursuant to W. Va. Code § 8A-6-3, failure to meet all conditions in this Agreement shall constitute cause to deny the issuance of any of the required use, occupancy or other local permits, as may be appropriate. Nothing in this Agreement waives any of the remedies the Planning Commission or Ranson possess, individually or in the aggregate, to administer and enforce conditions under the authority granted in W. Va. Code § 8A-6-3. Nothing in this Agreement shall be interpreted to excuse Owner from complying with all applicable Ranson ordinances.

e. Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original, but all of which shall constitute but one and the same instrument.

12. Amendments.

This Agreement may be amended from time to time. No amendment to this Agreement shall be effective unless it is in a written agreement signed by both parties.

13. Notices.

All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof (1) when delivered in person on a business day at the address set forth below or (2) on the third business day after being deposited in any main or branch United States post office, for delivery by properly addressed, postage prepaid, certified or registered mail, return receipt requested, at the address set forth below.

Notices and communications to the Owner shall be addressed to, and delivered at, the following address:

William H. Strider, Manager
Strider, LLC
1641 Brandywine Drive
Charlottesville, Virginia 22901

with a copy to:

Notices and communications to Ranson shall be addressed to, and delivered at, the following address:

Corporation of Ranson
312 South Mildred Street
Ranson, West Virginia 25438-1621
Attention: City Manager

By notice complying with the requirements of this Section, each party shall have the right to change the address or addressee or both for all future notices and communications to such party, but no notice of a change of address shall be effective until actually received.

IN WITNESS WHEREOF, the parties have executed and sealed this Agreement on the date set forth above.

CORPORATION OF RANSON

By: A. David Hamill
Its: Mayor

CITY OF RANSON PLANNING COMMISSION

By: Tony Grant
Its: President

OWNER

STRIDER, LLC

By: William H. Strider
Its Manager

STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

I, Kimberly D. Spangler, a Notary Public in and for the aforesaid jurisdiction, do hereby certify that A. David Hamill, Mayor for the Corporation of Ranson, has this day acknowledged the same before me in my said jurisdiction.

Given under my hand and notarial seal this 30 day of June, 2008.

OFFICIAL SEAL
Notary Public, State Of West Virginia
KIMBERLY D. SPANGLER
407 N. Marshall St.
Ranson, WV 25438
My Commission Expires April 22, 2014

Kimberly D Spangler
Notary Public

My Commission Expires: April 22, 2014

****

STATE OF WEST VIRGINIA;
COUNTY OF JEFFERSON, to-wit:

I, Kimberly D. Spangler, a Notary Public in and for the aforesaid jurisdiction, do hereby certify that Tony Grant, President of the Ranson Planning Commission, has this day acknowledged the same before me in my said jurisdiction.

Given under my hand and notarial seal this 27 day of June, 2008.

[Seal]

OFFICIAL SEAL
Notary Public, State Of West Virginia
KIMBERLY D. SPANGLER
407 N. Marshall St.
Ranson, WV 25438
My Commission Expires April 22, 2014

Kimberly D Spangler
Notary Public

My Commission Expires: April 22, 2014

****

STATE OF WEST VIRGINIA:
COUNTY OF JEFFERSON, to-wit:

I, Kimberly D Spangler, a Notary Public in and for the aforesaid jurisdiction, do hereby certify that William H. Strider, Manager for Strider, LLC has this day acknowledged the same before me in my said jurisdiction.

Given under my hand and notarial seal this 16 day of June, 2008.

OFFICIAL SEAL
Notary Public, State Of West Virginia
KIMBERLY D. SPANGLER
407 N. Marshall St.
Ranson, WV 25438
My Commission Expires April 22, 2014

Kimberly D Spangler
Notary Public

My Commission Expires: April 22, 2014

JENNIFER S MAGHAN
JEFFERSON County 11:20:20 AM
Instrument No 200803240?
Date Recorded 12/16/2008
Document Type AGNT
Book-Page 1059-378
Recording Fee $13.00
Additional $7.00

Ordinance #186

AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 19, SECTION 20 OF THE CODE OF RANSON, WEST VIRGINIA "DISTRICT BOUNDARIES"

AN ORDINANCE to amend certain portions of the Zoning Ordinance and Zoning Map of the City of Ranson, West Virginia, for the purpose of adding certain parcels of land to the Traditional Neighborhood Development Urban Commercial Mix (TND-UCX) and Traditional Neighborhood Development Neighborhood Center Mix (TND-NCX) in the Clay Hill Farm Development District.

WHEREAS, W. Va. Code § 8A-7-9 permits the amendments to the zoning ordinance by petition by owners of fifty percent or more of the real property in the area in which the petition relates; and

WHEREAS, Strider, L.L.C. is the sole owner of the attached illustrated property, more commonly known as Clay Hill Farm, and being the same property as described below, has petitioned the City of Ranson Planning Commission for a zoning map amendment from Rural Reserve (RR) to Traditional Neighborhood Development Neighborhood Center Mix (TND-NCX) ("Parcel 1" 105.0 acres) and Traditional Neighborhood Development Urban Commercial Mix (TND-UCX) ("Parcel 2"169.27 acres); and

WHEREAS, the Ranson Planning Commission adopted a Resolution dated May 5, 2008, recommending the Ranson City Council to amend the zoning map and change the subject property's zoning from Rural Reserve (RR) to Traditional Neighborhood Development Neighborhood Center Mix (TND-NCX) ("Parcel 1" 105.0 acres) and Traditional Neighborhood Development Urban Commercial Mix (TND-UCX) ("Parcel 2"169.27 acres) as specifically illustrated on the attached General Development Plan and further described in the attached metes and bounds description.

WHEREAS, pursuant to W. Va. Code § 8A-7-9, proper public notice has been provided and a public hearing will be scheduled and held during the second and final reading of this proposed zoning ordinance.

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, that Chapter 19-20 "District Boundaries" and Zoning Map be amended as follows:

Add the following text to 19-20(h)(3) Traditional Neighborhood Development District (TND-NCX):

(h)(3) Clay Hill Farm (West Campus) – As depicted on general development plan prepared by William H. Gordon Associates dated February 2008. (District 8, Map 10, Parcel 8, Deed Book 972, Page 711, 105.00 Acres)

Ordinance # 186

Add the following text to 19-20 Traditional Neighborhood Development District (TND-UCX):

(i) Traditional Neighborhood Development District – Urban Commercial Mix (TND-UCX). (1) Clay Hill Farm (East Campus) – As depicted on general development plan prepared by William H. Gordon Associates dated February 2008. (District 8, Map 10, Parcel 9, Deed Book 972, Page 711, 169.27 Acres)

Adopted by the City Council of the City of Ranson after a 1st reading on June 3, 2008 and a 2nd reading on June 17, 2008 by a vote of 7 in the affirmative, 0 in the negative with 0 abstentions.

A. David Hamill
Mayor

ATTEST:
Ray A. Braithwaite
Recorder

Approved in Form:
Andrew P. Blake
City Attorney

AFFIX CITY SEAL

NOV 18
1910.
RANSON
WEST
VIRGINIA.

RANSON PLANNING COMMISSION
MONDAY, APRIL 7, 2008

I. CALL TO ORDER — Acting President Patrick Davenport called this regular monthly meeting to order.

II. COMMISSION MEMBERSHIP CHANGES-Patrick Davenport informed the Commission that Larry Wilt and Patrick Wilt had both officially resigned from the Commission and that Mike Anderson and Chris Gaskins have been sworn in as the new members. The Commission then held elections for the offices of President, Vice President, and Secretary. After nominations for President, there was a motion by Donnie Haines to have Tony Grant serve as President, seconded by Mike Anderson, passed unanimously. After nominations for Vice President, there was a motion by Donnie Haines to have Mike Anderson serve as Vice President, seconded by Tony Grant, passed unanimously. . After nominations for Secretary, there was a motion by Mike Anderson to have Chris Gaskins serve as Secretary, seconded by Donnie Haines, passed unanimously. Motion by Donnie Haines to allow the new President to run the meeting, seconded by Mike Anderson, passed unanimously.

III. ROLL CALL OF MEMBERS – All members were present with the exception of David Bound.

IV. APPROVAL OF MINUTES - Motion by Donnie Haines to dispense with the reading of the minutes of the March 3, 2008 meeting, seconded by Mike Anderson, passed unanimously.

Motion by Donnie Haines to approve the minutes of the March 3, 2008 meeting as submitted, seconded by Mike Anderson, passed unanimously.

V. OLD BUSINESS –

1. Status report: Current staff projects and Community Development Report-Community Development Director, Patrick Davenport and the Commission members went over the report. The Commission did not have any questions regarding the report.
2. Comprehensive Plan Revisions: 2008 Advisory Group-Patrick Davenport informed the Commission that during the March 20th meeting the Comprehensive Advisory Group discussed the vision and mission statements for the new plan.
3. Site Plan: Java Jumpstart-Patrick Davenport briefly discussed this project with the Commission and informed them that staff has already provided the consultant with two rounds of review comments. Leah Taylor, owner of the property, briefly spoke to the Commission about her plans for this location. The Commission decided to check and see if Samuel St. had been made one way and if not to try and get it changed to a one way street. They also wanted the handicap spaces to be clearly marked. Motion by Mike Anderson to allow staff to complete the review of the site plan, seconded by Donnie Haines, passed

RANSON PLANNING COMMISSION
MONDAY, MAY 5, 2008

I. CALL TO ORDER — President Anthony Grant called this regular monthly meeting to order.

II. ROLL CALL OF MEMBERS – All members were present with the exception of David Bound.

III. APPROVAL OF MINUTES - Motion by Donnie Haines to dispense with the reading of the minutes of the April 7, 2008 meeting, seconded by Mike Anderson, passed unanimously.

Motion by Donnie Haines to approve the minutes of the April 7, 2008 meeting as submitted, seconded by Mike Anderson, passed unanimously.

IV. OLD BUSINESS –

1. Status report: Current staff projects and Community Development Report-Community Development Director, Patrick Davenport and the Commission members went over the report.
2. Comprehensive Plan Revisions: 2008 Advisory Group-Patrick Davenport informed the Commission that during the April 17th meeting the Comprehensive Advisory Group discussed the goals and objectives statements for the new plan. After he went over the goals and objectives with the Commission, he informed them that after the document had been cleaned up he would bring it back to them.

V. NEW BUSINESS –

1. Bond Reduction Request: Ashley Brin II-Patrick Davenport stated the current bond is $158,040.84 and the request is to reduce it to $75,000. He also stated that more than half of the infrastructure had been completed. Motion by Donnie Haines to approve the reduction request, seconded by Mike Anderson, passed unanimously.
2. Rezoning Application: Clay Hill Farm-Patrick Davenport and a representative of Gordon and Associates discussed the project with the Commission. Motion by Donnie Haines to approve the resolution and send a positive recommendation to the City Council, seconded by Mike Anderson, passed unanimously.
3. Planning Commission Training-Patrick Davenport went over the WV State Code 8A as it pertains to planning and zoning with the Commission.

VI. ADJOURNMENT – Motion by Donnie Haines to adjourn, seconded by Mike Anderson, passed unanimously.

Tony Grant, President

Chris Gaskins, Secretary

RANSON PLANNING COMMISSION
MONDAY, MAY 5, 2008

I. CALL TO ORDER — President Anthony Grant called this regular monthly meeting to order.

II. ROLL CALL OF MEMBERS – All members were present with the exception of David Bound.

III. APPROVAL OF MINUTES - Motion by Donnie Haines to dispense with the reading of the minutes of the April 7, 2008 meeting, seconded by Mike Anderson, passed unanimously.

Motion by Donnie Haines to approve the minutes of the April 7, 2008 meeting as submitted, seconded by Mike Anderson, passed unanimously.

IV. OLD BUSINESS –

1. Status report: Current staff projects and Community Development Report-Community Development Director, Patrick Davenport and the Commission members went over the report.
2. Comprehensive Plan Revisions: 2008 Advisory Group-Patrick Davenport informed the Commission that during the April 17th meeting the Comprehensive Advisory Group discussed the goals and objectives statements for the new plan. After he went over the goals and objectives with the Commission, he informed them that after the document had been cleaned up he would bring it back to them.

V. NEW BUSINESS –

1. Bond Reduction Request: Ashley Brin II-Patrick Davenport stated the current bond is $158,040.84 and the request is to reduce it to $75,000. He also stated that more than half of the infrastructure had been completed. Motion by Donnie Haines to approve the reduction request, seconded by Mike Anderson, passed unanimously.
2. Rezoning Application: Clay Hill Farm-Patrick Davenport and a representative of Gordon and Associates discussed the project with the Commission. Motion by Donnie Haines to approve the resolution and send a positive recommendation to the City Council, seconded by Mike Anderson, passed unanimously.
3. Planning Commission Training-Patrick Davenport went over the WV State Code 8A as it pertains to planning and zoning with the Commission.

VI. ADJOURNMENT – Motion by Donnie Haines to adjourn, seconded by Mike Anderson, passed unanimously.

Tony Grant, President

Chris Gaskins, Secretary

unanimously.

VI. NEW BUSINESS –

1. Rezoning Application: Thompson Gas-Patrick Davenport and a representative from Lavelle, the client's consultant, gave brief presentations to the Commission regarding the plans for this property. Motion by Donnie Haines to send a positive recommendation of approval to the City Council, seconded by Mike Anderson, passed unanimously.
2. Revised Sketch Plan: Blackford Village- Patrick Davenport along with the applicant provided brief presentations to the Commission regarding this revised project. Motion by Donnie Haines to allow staff to complete the review and approval with a status report to come back to the Commission, seconded by Mike Anderson, passed unanimously.

VII. ADJOURNMENT – Motion by Donnie Haines to adjourn, seconded by Mike Anderson, passed unanimously.

Tony Grant, President

Chris Gaskins, Secretary

RANSON CITY COUNCIL MEETING
TUESDAY, JUNE 17, 2008

AGENDA ITEM I - CALL TO ORDER:

Mayor A. David Hamill called this meeting to order at 7:00 p.m.

AGENDA ITEM II - MEMBERS PRESENT:

Mayor Hamill reported all Council Members present (Keith "Duke" Pierson, Donnie Haines, Howard Shade, Tony Braithwaite, Scott Coulter and Kimberly Biddle). Also, present were City Attorney Andrew Blake and Police Chief William Roper.

AGENDA ITEM III - APPROVAL OF THE MINUTES:

Minutes of the June 3, 2008, Council Meeting was presented for approval. Motion by Council Member Shade to dispense with the reading of the minutes, seconded by Council Member Pierson. No discussion. Motion passes unanimously.

Motion by Council Member Coulter that the minutes be approved as submitted, seconded by Council Member Braithwaite. No discussion. Motion passes unanimously.

AGENDA ITEM IV - CITIZEN'S PRESENTATIONS/PETITIONS:

1. NAACP requested permission to have its annual parade. Motion by Council Member Shade to grant permission. Seconded by Council Member Pierson. No discussion. Passes unanimously.

AGENDA ITEM V - COUNCIL/COMMITTEE ANNOUNCEMENTS:

1. None.

AGENDA ITEM VI- CITY MANAGER/STAFF REPORTS:

1. Police Chief's Report

   a. Police Chief referred to his written report.
   b. Plaque was presented to Cpl Sigulinsky for bravery beyond the normal call of duty.
   c. Chief shared photos of Ranson Police Department soap box derby car.

2. City Manager's Report

   a. Referred to his written report.

AGENDA ITEM VII- COMMUNICATIONS WITH THE CITY MANAGER:

None

AGENDA ITEM VIII – COMMUNICATIONS FROM THE MAYOR:

Mayor covered the following topics

1. Mayor referred to his written report.

2. Thanked public works for all their efforts in cleaning up June 8, 2008.
3. Appointed the following persons to the following boards/commissions:
   a) Gene Taylor – Ranson Parks and Recreation Commission – Six (6) year term – July 1, 2008 – June 30, 2014.
   b) David Cheshire – Ranson Parks and Recreation Commission – Six (6) year term – July 1, 2008 – June 30, 2014.
   c) David Mills – Ranson Parks and Recreation Commission – Six (6) year term - July 1, 2008 – June 30, 2014.
   d) Scott Coulter (Council Representative) – Ranson Parks and Recreation Commission – Four (4) year term - July 1, 2008 – June 30, 2012.
   e) Duke Pierson (Council Representative) – Ranson Parks and Recreation Commission – Two (2) year term - July 1, 2008 – June 30, 2010.
   f) Ralph Dinges – Ranson Board of Zoning Adjustment – Three (3) year term – July 1, 2008 – June 30, 2011.

AGENDA ITEM IX – COUNCIL BUSINESS:

1. Ordinance #186 – Public hearing. 2nd reading of an ordinance amending and re-enacting Chapter 19-20 "District Boundaries" of the Ranson Municipal Code – Rezoning application: Clay Hill Farm (TND-NCX and TND-UCX). Public hearing open to public. As no one came forward to speak, public hearing was closed. City Attorney Blake explained rezoning request. Motion by Council Member Pierson to adopt ordinance. Seconded by Council Member Shade. No discussion. Motion passes unanimously.

   Approval of Preliminary Development Agreement – City Attorney Blake explained Agreement. Agreement approved by Planning Commission. Major component of Agreement is that owner has agreed to donate 2% of lots or units to affordable housing in exchange for density and granting right-of-way along Currie Lane. Motion by Council Member Haines to approve Agreement. Seconded by Council Member Coulter. No discussion. Motion passes unanimously.
2. Ordinance #187 – 1st Reading of an Ordinance Enacting Chapter 14, Article IV, Section 14-78 of the Code of Ranson, West Virginia "Prohibition of Firearms and Weapons on Public Property" to Provide that Firearms and Weapons are Prohibited on Public Property. City Attorney explained that ordinance was drafted after several members of the public and council had concerns about a gentleman carrying a firearm at the football field that that several members of Council wanted to prohibit firearms on City owned and controlled property. Chief Roper had concerns about banning firearms on streets, alleys and sidewalks. City Attorney explained that intent of ordinance was to prohibit firearms solely on City owned and controlled property (City Hall, Public Works, Parks, etc) and not on streets, alleys and sidewalks. Council asked for Chief Roper and Attorney Blake to work out concerns. Motion to table ordinance made by Council Member Pierson. Seconded by Haines. No discussion. Motion passes unanimously.

3. Resolution – Budget Revision #8 – City Attorney Blake explained the resolution. Motion to pass resolution by Council Member Pierson. Seconded by Council Member Coulter. No discussion. Motion passes unanimously.
4. Ordinance – 1st Reading of an Ordinance Annexing the Property of Rockwell's Mini-Storage Inc. into the City of Ranson, Northern Portion of the Urban Growth Boundary in the Clay Hill Farm Development District – 13.055. City Attorney Blake explained the Ordinance. Motion to approve Ordinance by Council Member Pierson. Seconded by Council Member Coulter. No discussion. Motion passes unanimously. Second reading scheduled for July 1, 2008.
5. Special Activity Permit – Dana Warner - Motion to take permit off of table by Council Member Pierson. Seconded by Council Member Coulter. No discussion. Passes unanimously. Motion to grant special activity permit by Council Member Pierson. Seconded by Council Member Coulter. No discussion. Passes unanimously.
6. Special Activity Permit – Ralph Spangler - After discussion about illegal fireworks and alcohol, Council asked Chief to discontinue block party if it gets out of hand. Motion by Council Member Shade to grant permit. Seconded by Council Member Coulter. No discussion. Motion passes unanimously.

ADJOURNMENT:

Motion by Council Member Pierson to adjourn, seconded by Council Member Shade, no discussion, passes unanimously.

Next meeting of the Ranson City Council will be on July 1, 2008, at 7:00.

Tony Braithwaite, Recorder

A. David Hamill, Mayor

AGENDA ITEM VII.9

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2025- 23 A Resolution of the City Council of Ranson, West Virginia, Calling the 2026 Municipal Election, Authorizing City Clerk to Conduct the Municipal Election Pursuant to the General Laws of the State of West Virginia and City of Ranson; Directing City Clerk to Provide Poll Workers training, setting time and Dates for Municipal Voting and other Related Purposes.

The proposed resolution, 2025-23, calls for the 2026 Municipal Election in Ranson as outlined in the City's Charter. It authorizes the City Clerk to oversee and conduct the election in accordance with state and local laws, ensures proper training for poll workers, and establishes the voting schedule.

ATTACHMENTS:

Resolution 2025 -23 Calling for 2026 Muncipal Election.docx
Election Advertisement 2026.docx
Muncipal Election 2026.pdf

A RESOLUTION OF THE CITY COUNCIL OF RANSON, WEST VIRGINIA, CALLING FOR THE 2026 MUNICIPAL ELECTION, AUTHORIZING THE CITY CLERK TO CONDUCT THE MUNICIPAL ELECTION PURSUANT TO THE GENERAL LAWS OF THE STATE OF WEST VIRGINIA AND CITY OF RANSON; DIRECTING THE CITY CLERK TO PROVIDE POLL WORKER TRAINING; AND SETTING TIME AND DATES FOR MUNICIPAL VOTING AND OTHER RELATED PURPOSES

WHEREAS, under the provisions of West Virginia law, the City of Ranson Charter and City of Ranson Codified Ordinances, a Municipal Election shall be held on June 2, 2026, for the election of certain Municipal Officers.

THE CITY OF RANSON RESOLVES AS FOLLOWS:

Section 1. That pursuant to the requirements of the laws of the State of West Virginia and the City of Ranson there is and shall be a municipal election in the City of Ranson on Tuesday, June 2, 2026, for the purpose of electing four (4) members of the City Council: 2 "At-Large Council Members" a " Second Ward Council Member" and a "Third Ward Council Member" for the full term of four (4) years. Those individuals who are successfully elected shall take an oath of office on July 1, 2026.

Section 2. The candidate filing period shall be from January 12, 2026, through January 31, 2026.

Section 3. That the ballots to be used at the Election shall be in the form and content required by law.

Section 4. The City Clerk, or her duly authorized designee, is hereby authorized and directed to perform such election tasks and services necessary in order to properly and lawfully conduct the said Election, including but not limited to the following tasks: preparation and printing of ballots; publication of sample ballots and polling place cards; establishment or appointment of election officers; the furnishing of ballots, voting booths and other necessary supplies or materials necessary to carry out the Election.

Section 5. The polls for said Election shall be opened at six thirty o'clock a.m. of the day of said Election and shall remain open continuously from said time until seven thirty o'clock p.m. of the same day, when said polls shall be closed, except as specifically provided in the Elections Code of the State of West Virginia. The location of polling shall be at Ranson City Hall.

Section 6. The City of Ranson shall offer early voting during business hours (9:00 a.m. – 5:00 p.m.) from May 20, 2026 through May 30, 2026, and Saturday, May 21, 2026 and May 28, 2026

voting from 9:00 a.m. – 5:00 p.m. The location of early voting shall be at Ranson City Hall 312 S. Mildred Street, Ranson WV 25438.

Section 7. The City Council directs that poll workers be trained and authorizes payment for their services.

Section 8. That in all particulars not recited in this Resolution, said Election shall be held and conducted as provided by law for holding municipal elections in the City of Ranson.

Section 9. The City Clerk is hereby directed to publish notice of time and place of holding said Election in the time, form and manner as required by law.

Signed and approved this 16th day of December 2025.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong. City Clerk

Notice is hereby given that there will be an election held in the City of Ranson, West Virginia, on Tuesday, June 2, 2026, at the Ranson City Hall located at 312 S. Mildred Street. The polls will be open from 6:30 a.m. to 7:30 p.m. for the purpose of electing the following positions: Four(4) Council Members: Two (2) At-Large Council Member, One (1) First Ward Council Member and One (1) Second Ward Council Member Each term will be for four (4) years.

The filing period for candidates will commence on January 12, 2026, and will end on January 31, 2026. Certificates of Announcement can be obtained from the City Clerk's Office at 312 S. Mildred Street, Ranson, WV. There is a filing fee of $100.00 for City Council members, which is equivalent to one percent of the annual salary for the respective positions.

Candidates must submit their filings to the City Clerk no later than January 31, 2026, and if mailing, the application must be postmarked by midnight on that date. Official write-in candidates must file a Certificate of Announcement at least forty-nine (49) days before the general election for their votes to be counted.

Municipal Election Calendar

June 2, 2026 General Election

To Be Followed Unless Otherwise Provided by Charter or Ordinance

First day to receive application for absentee ballot from all voters	**January 1, 2026**
Candidate filing period	**Jan. 12- Jan. 31, 2026**
Deadline to submit Notice of Intent for Class IV (early voting by mail)	**Jan. 30, 2026**
Notice of precinct change	**February 2, 2026**
Notice of emergency precinct change	**March 4, 2026**
Deadline to order precinct change	**March 4, 2026**
Deadline for candidates to withdraw from General	**March 10, 2026**
Uniform drawing for ballot position [unless other dates set by ordinance]	**March 24, 2026**
Deadline for emergency precinct change	**April 3, 2026**
Election officials & alternates appointed	**April 14, 2026**
Deadline for write-in candidate to file	**April 14, 2026**
Delivery of absentee ballots to recorder (deadline)	**April 17, 2026**
Mail absentee ballots (May 28, 2026 for applications received on May 27, 2026)	**April 17 – May 27, 2026**
Mandatory training of election officials (within 30 days of election)	**May 3, 2026**
Publish Sample Ballot (1st publishing)	**May 7 – May 13, 2026**
Last day to register to vote in a municipal election	**May 12, 2026**
Early voting occurs during this time period	**May 20 – May 30, 2026**

Published 11/24/2025

Early voting in person conducted 9 am to 5 pm	**May 23, 2026**
Publish Sample Ballot (2nd Publishing)	**May 26 – June 1, 2026**
Emergency absentee voting period	**May 26 – June 2, 2026 (noon election day)**
Deadline for absentee applications	**May 27, 2026**
Early voting in person conducted 9 am to 5 pm	**May 30, 2026**
Last day to receive a hand delivered absentee ballot	**June 1, 2026**
General Election Day	**June 2, 2026**
Absentee ballot received without a postmark accepted	**June 3, 2026**
Absentee ballot postmarked by election day accepted	**June 8, 2026**
Canvass begins; results declared at end of canvass	**June 8, 2026**
Certify results 48 hours after results declared for races without a recount request	**June 10, 2026**
New terms begin	**July 1, 2026**

Published 11/24/2025

AGENDA ITEM VII.10

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Nomination to the Jefferson County Commission for a Vacancy on Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO).

The Jefferson County Commission has requested that municipalities within the county submit nominations for the municipal representative to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Interstate Council (ISC). This seat represents all Jefferson County municipalities and carries a two-year term. The ISC typically meets quarterly.

The Interstate Council serves as the governing and decision-making body of HEPMPO. It consists of 17 members, 15 of whom hold voting privileges, including representatives from state departments of transportation, public transit agencies, and local elected officials. The ISC plays a vital role in overseeing regional transportation planning efforts.

HEPMPO provides a collaborative forum for short and long-term transportation planning that supports mobility, economic development, environmental stewardship, and multimodal connectivity across its metropolitan planning area, which includes Washington County (MD), and Berkeley and Jefferson Counties (WV), with a small portion extending into Frederick County (VA).

The City Council is asked to consider submitting a nomination for the Jefferson County municipal seat on the HEPMPO Interstate Council. In August of 2025 the City Council nominated Councilor Tommy Custer to this position. However, the vacancy was never filled and remains unfilled at this time. The Jefferson County Commission is continuing to accept nominations for this seat and intends to appoint this seat at its December 18 meeting.

ATTACHMENTS:

AGENDA ITEM VII.11

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Designation of Authorized Signatories for City Bank Accounts

With the resignation of Councilor Tommy Custer, staff recommends updating the list of authorized signatories for the City's bank accounts to ensure continuity and accessibility. Currently, authorized signers include the City Manager, Finance Director, Mayor, and Mayor Pro-Tem.
Staff recommends that the updated signatory list include the City Manager, Finance Director, Mayor, Mayor Pro-Tem, and one additional selection for accessibility and availability. Council is asked to consider and confirm the individuals who should be designated with signatory authority going forward.

ATTACHMENTS:

AGENDA ITEM VII.12

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

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

The City Council will continue its deliberation on potential actions related to the newly adopted utility rates of the Charles Town Utility Board.

ATTACHMENTS:

Proposed_Amendments_.pdf 12162025.pdf
November_7_Request_.pdf12162025.pdf

City of Ranson

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

Ken Suits - Mayor

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

November 7, 2025

Via Email

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

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

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

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

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

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

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

Respectfully,

Todd Wilt
City Manager

Cc: Ranson City Council

City of Ranson

RANSON
AT THE CENTER OF OPPORTUNITY.

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

Ken Suits - Mayor

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

November 10, 2025

Via Email

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

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

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

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

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

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

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

Respectfully,

Todd Wilt
City Manager

Cc: Ranson City Council