CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

February 3, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes - January 20, 2026
   1202026.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Report
   DOC251.pdf
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Ordinance 2026-01 - First reading of an ordinance 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.
   Ordinance 2026- 01 Sleepy Hollow R-6 Rezoning.02032026.pdf
2. Resolution 2026-01 Supporting a Regional Connectivity and Economic Development Initiative Through a US DOT BUILD Planning Grant Application for the Panhandle Regional

Connector Path
2026_RES_Support_BUILD_Planning_Grant_Panhandle_REC_Path.pdf

3. 2026 Ranson Festival & Car Show - Consideration of Partnership & Location
4. Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees) - Possible Executive Session

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Boys and Girls - How to be involved

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 - January 20, 2026

ATTACHMENTS:

1202026.docx

CITY COUNCIL REGULAR MEETING

January 20, 2026

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Minutes January 6, 2026

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

III. CITIZEN'S PRESENTATIONS/PETITIONS

No Citizens Sign – In

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
   No Action at this time
2. Community Development Status Report - December
   No Action at this time
3. Public Works Status Report -December
   No Action at this time
4. Finance Department Status Report - December

No Action at this time

5. Parks and Recreation Status Report - December

No Action at this time

6. City Manager Report

City Manager Todd Wilt informed the Council that interviews for the Communications Specialist and Operations Director positions will be conducted this week, with the goal of completing the process by next week and onboarding the selected candidates in March. Mr. Wilt also informed the Council and Mayor that the Briar Run Estates Phase 1, Phase 2, and Phase 3 annexation is on the Jefferson County Commission's docket for February 5, 2026.

Mr. Wilt advised the Council of the expected weather conditions over the upcoming weekend. Snow routes will be posted online, and residents are asked to remain patient.

Council Member Colandrea asked about the responsibilities of the Operations Director position. Mr. Wilt explained that the role would include contract oversight, implementation of planned initiatives, and management of insurance claims. Council Member Colandrea acknowledged the explanation and moved on.

COMMUNICATIONS FROM THE MAYOR

1. Oath of Office: Police Chief Jeffrey Cisar

Mayor Kenneth Suits administered the oath of office to Ranson Police Chief Jeffrey Cisar. Mayor Suits also distributed a table drop from the Boys & Girls Club announcing a "Lunch and Learn" event scheduled for Friday at 1:00 p.m. Council members were asked to RSVP by the following day if interested.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Public Hearing -Ordinance 2025-08 Second Reading, A mending 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.

   Mayor, Ken Suits opened the Public Hearing, no one signed in to speak. Closed the Public Hearing.

2. Ordinance 2025 -08 Second Reading of an Ordinance A mending 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.

   Ordinance 2025-08 Passed 6-0

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

3. Consideration of real Property Acquisition - 1.05 Ac - Rt 9 Wysong SWM & Park – Robelei Subd.

Mayor Ken Suits informed the Council of a 1.05-acre property located in Rason that was available for purchase at a price of $5,000.00. The property is a split parcel and contains a stormwater pond, and it could potentially be used in the future to construct a traffic circle to assist with traffic flow. Following the discussion, Council members made a motion authorizing the Mayor and City Manager to enter into a contract to purchase the property for $5,000.00

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

The Vote was amended by Councilman, Colandrea for $5,000.00 purchase price with a second by Jaden Bound for the purchase of the property and additional money for attorney fees, closing cost, title transfer and any additional fees to retain the property.

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

Council amended the first motion with a vote of 6-0

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

4. Ranson Municipal Committee Referral - FY 26 Ranson Mini Grant
   Mayor Ken Suits asked if any council members wished to serve on the committee. Council Members Jaelyn Wratchford and Stephanie Fagan volunteered to serve. Mayor Suits held a vote and announced that Council Members Jaelyn Wratchford and Stephanie Fagan, along with citizen Amanda Stroud, will serve on the Ranson Municipal FY 26 Mini Grant Committee.

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

5. Consideration of Appeal – WV Public Service Commission (CTUB Capacity Improvement Fees) - Possible Executive Session
   Council went into executive session at 7:37 PM by a motion for Council member Colandrea and seconded by Council member Wratchford.

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

Council came out of executive session at 7:54 PM with no action. Motion made by Council member Wratchford and second by Council member Wesley Wildrick

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

VIII. ADJOURNMENT

The meeting was adjourned at 7:57 PM. The motion to adjourn was made by Councilmember Jaeylyn Wrachford and seconded by Councilmember Stephanie Fagan the next Council meeting is scheduled for February 3, 2026 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: Police Chief Report

ATTACHMENTS:

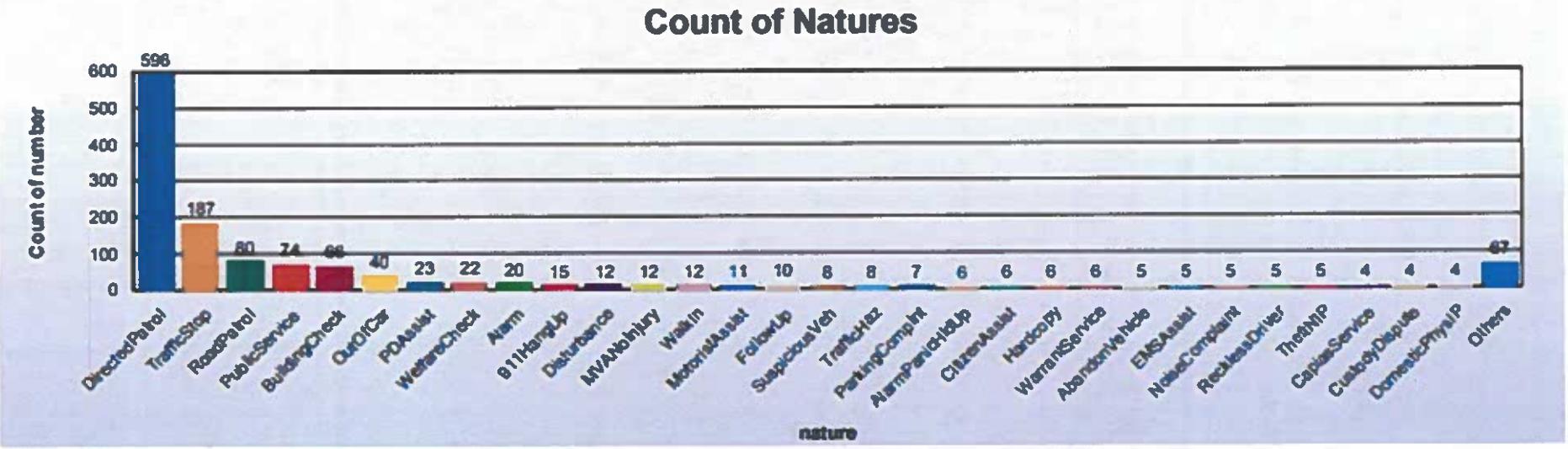
DOC251.pdf

Ranson Police Department

From 01/01/2026 to 01/31/2026

Total Number of Calls for Service : 1,331

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.



Lobby Walk-ins:	**95**	**Completed Assignments:**	**Upcoming Events:**
Total Calls for Service:	**1426**	**LEPS Subcommittee 1-29-26 (Cisar/Szmidt)**	**GHSP Speed Enforcement-Bypass**
Arrests:	**28**	**Candidate Testing 1-31-26**	**5-K Event 3-7-26**
Citations:	**125**	**"Cocoa W/The PO-PO" 1-31-26**	**WVSP Academy (Cisar/Szmidt) 3-9-26**
Accidents w/ Report:	**10**		

January 2026/2025 Comparison
TRAFFIC STOPS
239
187
ACCIDENTS W/ REPORT
14
10
WARNINGS
132
119
CITATIONS
217
125
ARRESTS
54
28
REPORTS
30
26
DISTURBANCE
21
12
911 HANG UP
0
15
ALARM
26
26
WELFARE CHECK
18
22
0
50
100
150
200
250
300
2025
2026

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2026-01 - First reading of an ordinance 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.

City Council granted a pause in consideration of this ordinance as requested by the applicant and scheduled continued consideration of this ordinance for the February 3, 2026 meeting.

City Council is asked to consider on first reading an ordinance to rezone the following parcel located in District 08, Map 9, Parcel 2, Parcel: 089000200000000 located off Cranes Lane, Ranson, WV 25438, Consisting of 125.0 acres of the entire 160.65 acres, from Rural Reserve to R-6.

ATTACHMENTS:

Ordinance 2026- 01 Sleepy Hollow R-6 Rezoning.02032026.pdf

Ordinance 2026- 01

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 089000200000000 REZONING FROM RURAL RESERVE TO R-6.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of rezoning from Rural Reserve to R-6 in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

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

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

WHEREAS, The Ranson Planning Commission voted to not recommend approval by the City Council on November 3, 2025, recommending the Ranson City Council does not amend the zoning map but did not vote to determine conformance with the Comprehensive Plan.

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

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

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

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 089000200000000 is zoned R-6.

Section 2. Consistent with Chapter 19 and the original rezoning to R-6. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

Resolution: 2026-01

First Reading: February 3, 2026

Public Hearing: _____

Second Reading: _____

Enacted this ____day of _____2026

Adopted by the City Council of the City of Ranson after a 1st reading on February 3, 2026 and a 2nd reading on _____ by a vote of ____ in the affirmative, ___ in the negative with __ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2026-01 Supporting a Regional Connectivity and Economic Development Initiative Through a US DOT BUILD Planning Grant Application for the Panhandle Regional Connector Path

City Council is asked to consider the included resolution in support of a Regional Connectivity and Economic Development Initiative Through a US DOT BUILD Planning Grant Application for the Panhandle Regional Connector Path

Matt Ward of Sustainable Strategies DC, who works as consultant for the City of Charles Town and is working closely with this initiative will be present to discuss with the City Council.

ATTACHMENTS:

2026_RES_Support_BUILD_Planning_Grant_Panhandle_REC_Path.pdf

City of Ranson

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

Ken Suits - Mayor

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

RESOLUTION 2026-01 SUPPORTING A REGIONAL CONNECTIVITY AND ECONOMIC DEVELOPMENT INITIATIVE THROUGH A U.S. DOT BUILD PLANNING GRANT APPLICATION FOR THE PANHANDLE REGIONAL CONNECTOR PATH

WHEREAS, the City of Ranson, West Virginia seeks to enhance walkability, bikeability, connectivity, and safety throughout the community in support of quality of life, economic vitality, and sustainable growth; and

WHEREAS, investments in pedestrian and cycling infrastructure serve as economic development tools that improve access to jobs, support workforce mobility, strengthen downtowns, and increase the return on existing public and private infrastructure investments; and

WHEREAS, the City of Ranson has a longstanding collaborative relationship with the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and the City of Charles Town focused on improving regional transportation systems and community connectivity; and

WHEREAS, HEPMPO, the City of Ranson, and the City of Charles Town are currently collaborating on extending the existing WV Route 9 bicycle and pedestrian trail into and through the Ranson and Charles Town communities; and

WHEREAS, the envisioned Panhandle Regional Connector Path, known as the Panhandle REC Path, is a planned approximately five-mile pedestrian and cycling facility that will connect the existing 10.5 mile WV Route 9 Bike Path to the north with the 4.2 mile Augustine Trail system in Charles Town, resulting in an approximately 20 mile continuous regional trail network; and

WHEREAS, this regional trail system would connect downtown hubs, schools, parks, medical facilities, tourism destinations, commercial centers, and residential neighborhoods across multiple communities, enhancing regional access, workforce participation, and economic activity; and

WHEREAS, the Ranson portions of the Panhandle REC Path would provide direct connections to key destinations including Potomac Marketplace, Fairfax Crossing, Fairfax Boulevard, community schools, future neighborhood developments, downtown businesses, Jefferson Medical Center WVU Medicine, City Hall, and other community hubs; and

WHEREAS, the Panhandle REC Path is intended to leverage substantial prior investments in transportation, utilities, medical facilities, schools, commercial corridors, and residential development by improving connectivity, access, and market readiness across the region; and

WHEREAS, the Panhandle REC Path concept includes critical safety and access improvements such as a pedestrian bridge crossing of the Route 9 bypass in the vicinity of the Potomac Marketplace corridor and crossings of Norfolk Southern rail lines within the City of Ranson; and

WHEREAS, improving pedestrian and cyclist safety through planned infrastructure investments reduces long term public safety, emergency response, and infrastructure maintenance costs while supporting reliable access to employment, services, and commerce; and

WHEREAS, regional trail and connectivity projects of this scale are increasingly recognized as catalysts for private investment, tourism activity, business attraction, property value stabilization and growth, and long-term economic competitiveness in both rural and small urban communities; and

WHEREAS, advancement of the Panhandle REC Path aligns with the broader economic development and tourism strategies of the State of West Virginia and Jefferson County, where outdoor recreation, heritage tourism, and community connectivity are recognized as important contributors to local and regional economic growth; and

WHEREAS, the Panhandle REC Path represents a multi-jurisdictional infrastructure initiative that advances coordinated regional planning and maximizes the impact of federal investment across multiple communities; and

WHEREAS, additional planning and design work is necessary to advance the Panhandle REC Path to a shovel ready stage, including engineering, cost estimation, environmental and historic review, permitting, funding and financing strategies, and construction bid documentation; and

WHEREAS, the United States Department of Transportation offers a Better Utilizing Investments to Leverage Development (BUILD) planning grant program that may fund such activities, with eligibility for a waiver of nonfederal match requirements due to the project's rural location and economic distress factors; and

WHEREAS, advancing the Panhandle REC Path to a shovel ready stage represents a responsible and cost-effective use of federal planning resources by positioning the project for future construction funding, maximizing return on investment, and ensuring projects are strategically aligned prior to capital commitment; and

WHEREAS, the City of Ranson finds that advancing the Panhandle REC Path is consistent with adopted plans, regional transportation goals, and the long-term economic interests of the community;

NOW, THEREFORE, BE IT RESOLVED, that the City of Ranson formally supports and endorses an application by HEPMPO, in partnership with the City of Ranson and the City of Charles Town, to pursue a United States Department of Transportation BUILD Planning Grant for the Panhandle REC Path project; and

BE IT FURTHER RESOLVED, that the City Manager and City staff are authorized and directed to work collaboratively with HEPMPO, the City of Charles Town, the State of West Virginia, Jefferson County, and applicable funding and regulatory agencies to facilitate preparation and submission of the grant application, and to continue coordinated efforts necessary to advance the Panhandle REC Path to its next stage of development; and

BE IT FURTHER RESOLVED, that the City of Ranson affirms its commitment to working with regional partners and granting authorities to help realize this project as an infrastructure investment that supports economic growth, tourism, regional connectivity, and long-term community benefit.

Adopted the 3rd day of February, 2026.

_____
Ken Suits
Mayor

Attest:

_____
Darla Armstrong
City Clerk

Seal:

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Parks & Recreation

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 2026 Ranson Festival & Car Show - Consideration of Partnership & Location

The City Council is asked to consider an opportunity to partner with a local business on the 2026 Ranson Festival & Car Show and to consider changing the location of the festival.

ATTACHMENTS:

AGENDA ITEM VII.4

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 most recently enacted utility rates of the Charles Town Utility Board.

ATTACHMENTS:

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Boys and Girls - How to be involved

ATTACHMENTS: