CITY COUNCIL SPECIAL MEETING

~ AGENDA ~

SPECIAL MEETING

www.ransonwv.gov

September 25, 2026	6:00 P.M.	Council Chamber

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

I. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

II. CALL TO ORDER

III. COUNCIL BUSINESS

1. Discussion of the Interim City Manager Management with related action thereto

2026-27 Resolution Interim City manager.docx
Work Order Interim City Manager.pdf

IV. ADJOURNMENT

AGENDA ITEM 1

City Council Special Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT: Discussion of the Interim City Manager Management with related action thereto

ATTACHMENTS:

2026-27 Resolution Interim City manager.docx
Work Order Interim City Manager.pdf

Resolution 2026-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANSON APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR AN INTERIM CITY MANAGER

THE COUNCIL OF THE CITY OF RANSON RESOLVES AS FOLLOWS:

Section 1. The mayor is hereby authorized and directed to execute, acknowledge, and deliver a Contract by and between the City of Ranson and _____ for the services of an Interim City Manager, and to provide an executed copy of the complete Agreement to the City Clerk of the City of Ranson for proper filing.

Section 2. The mayor, or his designee, is hereby authorized to carry out any and all functions necessary to administer the Agreement.

Section 3. This Resolution shall take effect immediately upon its adoption.

Signed and approved this 25th day of September 2026

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

BERKLEY GROUP

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September 24, 2026

City of Ranson
Honorable Ken Suits, Mayor
312 S. Mildred Street
Ranson, WV 25438

RE: Work Order 1: Interim City Manager Services

Dear Mayor Suits and Members of City Council:

We are pleased to present the associated scope and fee to provide Interim City Manager Services to the City of Ranson, WV.

If you have any questions related to the scope and associated fee for the work order, please let me know.

Sincerely,

Andrew D. Williams
Chief Executive Officer

I. SCOPE OF SERVICES

Berkley Group will provide Interim City Manager Services to the City of Ranson, WV. Mr. Earl Mathers, Executive Manager, will be the individual assigned to provide these services.

The following assumptions and terms shall apply:

1. **Role:** The parties agree that Berkley Group's role under this work order is limited to providing interim administrative support, advisory, and implementation services. All final decision-making authority, including but not limited to matters involving legal, financial, personnel, and policy determinations, shall remain solely with the City. Berkley Group shall act in good faith based on information provided by, and direction received from, the City and its authorized representatives. The City retains full responsibility for all decisions made and actions taken in connection with such matters, and Berkley Group shall not be responsible for the outcomes of decisions made or approved by the City.
2. **Appointments:** This scope of work assumes that the City will accommodate medical and personal appointments, as needed.
3. **Previous Commitments:** The City acknowledges that Mr. Mathers maintains existing commitments to other clients and will continue to fulfill those commitments while performing the services outlined in this agreement. The City will reasonably accommodate occasional meetings or schedule adjustments related to these commitments, as necessary.

II. TERM OF SERVICE

Beginning no earlier than September 28, 2026, it is anticipated that Mr. Mathers will be available to deliver up to 32 hours of on-site and off-site work per week. If additional hours are desired, they may be provided by mutual agreement by both parties at $150 per hour.

This work order will remain in effect for up to four (4) months. This work order may be extended or terminated upon mutual agreement between both parties.

III. FEE

The hourly rate for Interim City Manager Services is $150 per hour. Mileage will be reimbursed at the prevailing IRS rate. Lodging will be reimbursed at cost. Payment will be made to Berkley Group, LLC and invoiced twice monthly.

This proposal and the associated fee are valid for ten (14) calendar days from the date of issuance. If the work order is not executed within this period, Berkley Group reserves the right to revise the proposed fee, timeline, or scope to reflect updated availability and project priorities.