



# CITY COUNCIL

~ MINUTES ~

## REGULAR MEETING

312 S. Mildred Street  
Ranson, WV 25438  
[www.cityofransonwv.net](http://www.cityofransonwv.net)

Tuesday, January 19, 2021

7:00 PM

Zoom

### Zoom Meeting Registration

<<https://www.cityofransonwv.net/rccmreg>>

## I. CALL TO ORDER

The meeting was called to order at 7:00 PM by Mayor Keith D. Pierson

Attendee Name	Title	Status	Arrived
Mike Anderson	Third Ward Council	Present	
David Cheshire	At-Large Council	Present	
Scott Coulter	First Ward Council	Present	
Donnie Haines	Second Ward Council	Present	
Keith D. Pierson	Mayor	Present	
Gene Taylor	At-Large Council	Absent	
Amanda Stroud	At-Large Council	Present	
Tony Grant	City Manager	Present	
Robbie Roberts	Chief of Police	Absent	
Stacey Pfaltzgraff	City Clerk	Present	
Edward Erfurt	Asst. City Manager	Remote	
Lori Nice	Finance Director	Remote	
Debbie McClure	CVB Director	Absent	
Bill Silveous	Public Works Director	Absent	

## II. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Jan 5, 2021 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Anderson, Cheshire, Coulter, Haines, Pierson, Stroud
<b>ABSENT:</b>	Gene Taylor

## III. CITIZEN'S PRESENTATIONS/PETITIONS

## IV. CITY MANAGER/STAFF REPORTS

Chief of Police Robbie Robert's Report – Mayor Pierson provided the following updates to Council for the Ranson Police Department on behalf of Chief Roberts:

1. The Loyal Order of the Moose donated \$3,000.00 to the Ranson Police Department; and

2. Officer Carroll is participating in his 2<sup>nd</sup> week of the West Virginia State Police Academy.

City Manager Tony Grant's Report – City Manager Grant provided the following updates to Council:

1. The Personnel Committee is continuing to work on the revision of several outdated employee policies;
2. Community Development is continuing to see a lot of activity throughout the City;
3. Staff will be publishing ads for a full-time Administrative Assistant for the Administration Department and for a full-time Administrative Assistant for the Community Development Department. Staff will also be publishing an RFP for an HR Consultant to assist with carrying out the duties and responsibilities of the HR Department; and
4. The City Clerk's Office is continuing to work on the Records Management and Retention Program. The City has never had a Records Management and Retention Program. Many documents have been boxed up and kept in the cellar at City Hall for many years. Staff has been working since August 2020 going thru every document and purging what is not required to be kept per the Policy Guide and Procedures Manual 1<sup>st</sup> Edition prepared by the West Virginia Municipal Clerks and Records Association. Staff purged one hundred eighty boxes for disposal. The next phase will include purging documents in the Community Development Department and Attic. The Program will continue to take a lot of dedicated employee hours to scan volumes of documents, so the documents will be available electronically in the future. Many documents will continue to be available in hard copy format. The end goals are to provide a more professional and consistent Records Management and Retention Program with annual purging of documents no longer required to be kept. And continuing to keep up with the program on a consistent basis to deter the accumulation of volumes of unnecessary documents. Also, to provide a central repository for all documents.

## **V. COMMUNICATIONS FROM THE MAYOR**

Mayor Pierson provided the following updates to Council:

1. Bob Schefner, Director for the Jefferson County Community Ministries, has recently retired from his post. Keith Lowry will be the interim Director until the position has been filled.

## **VI. COUNCIL BUSINESS**

1. Resolution #2021-01 - General Fund Budget Fund Revision #2 - FY 2021

As required by State law, the City is revising its current budget to ensure each department remains within their budgeted amounts for the fiscal year.

The changes for both the Revenues (Receipts) and Expenditures have a net effect of \$0.00 dollars. A copy of the Budget Revision #2 Budget document was provided for review.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Donnie Haines, Second Ward Council
<b>SECONDER:</b>	Amanda Stroud, At-Large Council
<b>AYES:</b>	Anderson, Cheshire, Coulter, Haines, Pierson, Stroud
<b>ABSENT:</b>	Gene Taylor

2. Financial Reports - December

Finance Director Lori Nice provided the following reports for December for review: General Fund Report, Capital Improvement Fund Report, and Accounts Payable Report for Fiscal Year 2021.

3. Workshop Presentation - TIF & CED

Attorney John Stump was present remotely to provide a brief overview about TIF (Tax Increment Financing) and CED (Community Enhancement Districts). Mayor Pierson recommended the Council Members read thru the presentations and submit any questions he or she may have to City Manager Grant who will forward to Attorney Stump to provide any further explanations about either topic discussed.

4. TIF & CED Presentation by John Stump - Attachments

## **VII. ADJOURNMENT**

Motion was made by Council Member Coulter to adjourn. Motion was seconded by Council Member Anderson. Motion carried unanimously. The next Regular Council meeting was scheduled for Tuesday, February 2, 2021, at 7:00 pm via Zoom.

The meeting was closed at 7:55 PM

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Keith D. Pierson  
Mayor

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Stacey A. Pfaltzgraff  
City Clerk