



CITY COUNCIL

~ MINUTES ~

WORKSHOP

312 S. Mildred Street
Ranson, WV 25438
www.cityofransonwv.net

Tuesday, January 16, 2018

6:00 PM

Council Chamber

I. Call to Order

The meeting was called to order at 6:00 PM by Mayor Keith D. Pierson

Attendee Name	Title	Status	Arrived
Keith D. Pierson	Mayor	Present	
Mike Anderson	Third Ward Council	Present	
David Cheshire	At-Large Council	Present	
Scott Coulter	First Ward Council	Absent	
Tony Grant	At- Large Council	Present	
Donnie Haines	Second Ward Council	Present	
Jay Watson	At-Large Council	Absent	
Andrew Blake	City Manager	Present	
Stacey Pfaltzgraff	City Clerk	Present	
Edward Erfurt	Asst. City Manager	Present	
Lori Nice	Finance Director	Present	

II. Public Portion

During the Public Workshop City Manager Andy Blake presented a summary of projects and tasks that City staff is planning on working on in 2018, consistent with Council direction.

1. **ROXUL** - Roxul began construction around November 1, 2017. Two task orders have been signed with our City engineer, Toole Design. The WV Infrastructure Council has approved funding for the water and sewer projects. Thrasher Engineering, early in the process, had promised to engineer the roadway at no cost to the State. Neither DOH nor the City have received engineering from Thrasher. This is starting to delay utility design. The City has requested a meeting with DOT Secretary Tom Smith regarding issues relating to the design and cost of the State's promised access road. It is the goal to place the project out to bid in spring 2018 for a 3rd quarter 2019 delivery.
2. **MEETING WITH DOT SECRETARY** - On January 22, 2018, City Manager Blake will be meeting with DOH Secretary Tom Smith about the following items:
 - a. **Flowing Springs Trail** - The City reached out to the developer, Stanley

- Martin, asking of their interest in connecting the Trail to their Boulevard and also for CAD drawings. The City agreed that the connection to the existing Route 9 trail should be made and the City is willing to work with existing owner of the shopping complex to see if a mutually-agreed safe route can be accomplished. As discussed, a portion of Oak Lee Drive needs to be reconstructed due to damage caused by a contractor last week. It may provide a better opportunity to provide a safer crossing on Oak Lee Drive. Obviously, this doesn't address the Route 9 intersection, but as the City discussed there are many pedestrians crossing Route 9 as indicated by the footprints in the snow. There are many conflicts and competing interests in the Route 9 and WV Way/Oak Lee Drive intersections. The City will provide the monetary figure that was paid to KCI for the Flowing Springs drawings.
- b. **Fifth Avenue** - The City would like to move to construction as soon as possible. This project has been on the books since 2009. The City isn't really clear what the path is to get this completed or what the budget is. The City is aware HDR has submitted a proposal for final design, but would appreciate a timeline.
 - c. **Road to Prosperity Funding** - The chart that was passed around be the bond vote listed about \$6 million for possible Cranes Lane improvements. The City would (1) like a commitment that the funds are available; and (2) shift that money to other needed improvements on Mildred/115 to support a new catalyst economic development project on the former foundry site, improve stormwater on Mildred and provide traffic management. There is a possibility that these funds could go even further with a proposed New Market Tax Credit. Senator Capito's chief of Staff called and said her office is very supportive. This could be a big win-win for the State, city and the private developer. The City believes it could accomplish several needed improvement projects that provide a better bang for the buck than improvements to Cranes Lane. Cranes Lane was originally in a long-term plan because of proposed developments to the west. The recession killed these projects and there is no development pressure at this time. The City applied for a T/A grant this past year for improvements to Mildred and Beltline and were denied. Now, with a imminent large project that is willing to bring money to the table, it has become even more important.
 - d. **Roxul** - The City discussed the urgency of obtaining engineering from Thrasher Engineering and coming up with a mutually viable administrative agreement between the City and State to build Rockwool Boulevard at the former Jefferson Orchards property. Roxul has started construction and the road, water and sewer must be delivered by 3rd quarter of 2019. The City needs the engineering and an agreement as soon as possible.

3. **Fairfax Boulevard Phase 2** - Kimley-Horn, an engineering firm the City retained in the Spring of 2016 to conduct a preliminary engineering analysis on Phase 2 of Fairfax Boulevard, was asked to complete a scope of work to complete a design-build bid document. Kimley-Horn provided the scope of work. Council approved the scope for a design-build packet. In the Fall of 2017, the Council approved a change-order for Kimley-Horn to complete 100% drawings, specifications and bid documents.

Kimley-Horn has turned in a set of drawings for the City's review prior to the holidays. Public Works has requested that the drawings include water and sewer. Moreover, Kimley-Horn has requested whether the City wants a flat-fee bid or itemized line items. Our recommendation to Council is to have an itemized line bid.

4. **Oak Lee Drive** - On Friday, December 22, 2017, around 11:00 am the City received a call about a water break on Oak Lee Drive in Ranson. The water line was a 16 inch main water line owned and operated by Jefferson Utilities within the City's right-of-way. A subcontractor for Comcast, Decisive Communications, was boring underneath Oak Lee Drive without a required permit or knowledge of the City of Ranson and hit the water line causing it to break. It is estimated that around 40,000 plus gallons of water was released through the break. The water break has caused major damage to the City's roadway and also private property, not including labor and expenses. Decisive did not have a permit. They had called Miss Utility, which the City and Jefferson Utilities received. The City does not mark water lines. This was Jefferson Utilities responsibility. However, Miss Utility has a 10-day window to perform the work after notice date. Decisive's work was past the 10-day period.

City Manager Andy Blake called Decisive's local supervisor, Clint Johnson, on Saturday, December 23. He acknowledged that they were working without a permit; that they have a \$5 million insurance policy and that they were thinking about paying damages out of pocket. On January 2, 2018, Jefferson Utilities confirmed that Decisive also told them that they would like to pay out of pocket. Decisive has asked for an estimated cost of damages and repair.

The City's engineer, Toole Design and its Geotech, Piedmont came out to evaluate the roadway. The City asked Toole to: (1) Scope of testing and evaluation of the current conditions; (2) Recommendations on how to fix the outstanding issues; and (3) Recommendations on how to improve the current traffic patterns with this repair. Upon initial review, the opinion is to have the pavement and roadbed dug up and rebuilt from the water break to Route 9 intersection. This cost will probably be at least \$500,000, but is being evaluated.

Temporarily, Oak Lee Drive has a gravel patch and the gravel is periodically replaced. The asphalt plant is not open due to cold temperatures. It's the City's hope it warms enough to get a temporary asphalt patch on the cut. The City's engineer has recommended that the City perform a daily inspection; take field notes; and remedy any changes in the conditions.

On a permanent basis, Toole Design will be scoped to prepare full drawings to repair the roadway. Preliminarily, it appears that the north-bound road may have to be rebuilt from Roy Rogers to Route 9, but this is pending assessment. Because of weather and timing, permanent repairs will not be able to occur in Spring. Permanent repairs will require extensive maintenance of traffic and flaggers, which will all be part of Decisive's damage costs.

The intersection at WV Way needs safety improvement. The City has asked its engineer/planning group to look at safety improvements. During a recent meeting with DOH about a whole host of topics, the City mentioned and discussed the intersection and improvements and asked for their cooperation and input.

In the meantime, the City has notified its insurance carrier just in case the promise of Decisive does not come through. The City's insurance company is calling Decisive to confirm its commitment to pay.

The City has asked its engineer to determine a preliminary worst case cost estimate. The City will propose entering into an agreement with Decisive that they deposit funds in trust consistent with the estimate on an upfront basis. The agreement will then contemplate any additional costs which will have to be reimbursed as well.

Private damages relating to individual businesses are not going through the City. This will be up to each individual business to handle through procedures each business deems appropriate.

5. **Charles Town-Ranson Sewer Consolidation** - The Public Service commission staff recommended approval of the Charles Town-Ranson Sewer consolidation. It is pending approval from WV PSC. The staff memorandum dated December 5, 2017, was provided for review.
6. **Municipal Mid-Winter Conference/Meeting with DOT Secretary** - Assistant City Manager Edward Erfurt and City Manager Andy Blake will be attending the WV Municipal League Conference January 21 - 23. While in Charleston they will be meeting with DOT Secretary Tom Smith about several issues described within this memo.
7. **Drug Interdiction/Opioid Epidemic** - The City took a step towards tackling the opioid epidemic in 2017 when it assigned a full-time police officer

to the Eastern Panhandle Violent Crimes and Drug Task Force. The opioid epidemic, however, continues to cause havoc in our region. Further discussions and decisions need to be made about how to proceed with tackling the community's drug issues and how we are going to pay for it. The drug epidemic is leaving a wake of foster kids, unemployed workers, and \$1 billion in economic loss to the State. Ranson cannot solve the issue along, but Ranson needs to stay engaged in solutions and the conversation because we are not immune to the detrimental impacts.

8. **2018-2019 Budget** - Substantive work in the 2018-2019 budget is beginning. Thus, ideas and new proposals need to be submitted.
9. **1099s/W2s/Audit** - Finance is working on issuing 1099s, W2s and audit documents during January.
10. **Civic Center HVAC** Bids have come in for the HVAC project at the Ranson Civic Center. The City received 2 bids.
11. **City Election** - The Election process has already been started and will be ongoing through election and certification.
12. **Foundry Site** - Work continues on potential economic development project at the former Kidde Foundry. Stromberg-Garrigan, working under an EPA Technical Assistance Grant, obtained by the City of Ranson has met with the Developer, has laid out a conceptual horizontal layout of the project and has presented preliminary findings to the Developer. In the meantime, there is a potential opportunity to bring in New Market Tax Credits to the project which could bring in anywhere from \$2-3 million to the project. Furthermore, on January 22, we have a meeting scheduled with DOT Tom Smith. The recently approved Road to Prosperity State bond had the possibility of \$6 million in funding for Cranes Lane. We have and will be asking for a commitment to this money and reallocation to Mildred Street and Beltline Avenue.
13. **FLAP Grant** - The Hagerstown-Eastern Panhandle MPO applied for and received a Federal Land Access Program grant for the construction of Flowing Springs Trail. The State DOH is trying to get this out to bid for construction in 2018.
14. **Development** -
 - a. *Fairfax Crossing* - Auction is scheduled for January 22 at the Jefferson County Courthouse.
 - b. *Briar Run* - Lots have been bought by Briar Run and Dan Ryan has turned in a set of revised drawings that are being reviewed.
 - c. *Shenandoah Springs* - K Hovanian continues to apply for building

- permits and is under construction and completing the remainder of Shenandoah Springs Phase 1. The Developer is revising plans for Phase 2.
- d. *Presidents Pointe* - A draft set of construction drawings have been submitted, but not an official set and there is no timeframe for construction.
 - e. *Locust Knoll* - The City has been informed that an investor wants to go forward. The City and Developer will need to enter into an Alternate Mainline Sewer Agreement and the Developer will have to turn in development plans.
 - f. *Foundry Site* - The Developer has indicated interest in developing the property.
 - h. *Uniwest Apartments* - Uniwest intends to expand the Jefferson Crossing Apartment Complex and has informed the City that it is turning in a building permit by the end of January.
 - i. *IStar, formerly Freeman* - The Developer has hired a national broker and planner to market the property.
 - j. *Jefferson Orchard* - Roxul is under construction; and the owner has bought adjacent property and wants to annex the property.

Keith D. Pierson
Mayor

Stacey A. Dodson Pfaltzgraff
City Clerk