

City of Ravenswood Common Council Minutes

November 18, 2025

Call to Order

- Mayor Josh Miller called to order a meeting of the Common Council at 7:00 P.M. on November 18, 2025 in Ravenswood City Hall.

Pledge of Allegiance of the United States of America.

- Mayor Josh Miller led the pledge of Allegiance.

Roll Call

- The following members were present, Mayor Josh Miller, Councilors, Eric Cullen, Dee Scriffield, Amanda Slaven and Todd Ritchie, Jeff Koon and Attorney Steve Cogar, Recorder Jared Bloxton – call in

Approval of Prior Minutes 10/21/25

- Eric Cullen moved to approve the meeting minutes from 10/21/25 Second by Amanda Slaven all members voting Yes Motion Approved.

Public Forum

- Dana Skeens- Questions about FOIA Request of Lease Agreement for City & Smokehouse Restaurant. Mayor stated it was a verbal agreement upon completion. Questioned if the bid was offered to anyone else.

Reports to Council

- **Police Dept**-See Attached
- **Ravenswood Fire Dept** – Thank Mayor and Council for continued support and helping them get to where they are today. Works well with Maintenance Dept. Special Thanks to Community from FD for:
 - Parkersburg Foundation Grant- helped purchase gear
 - Home National Bank- helped with cost of Fire Prevention Week
 - Dollar General- collected Gatorade for Fire Dept
- **Bob Newell** – DOH boat docks & kayak launch on the Ohio River hopefully on track by Spring. Funded by FLAP
- **Maintenance Dept**- Hauling roughly 65 ton a week to Landfill, 2 Maintenance Dept employees, R.J. Evans & J.D. Thompson, completed their CDL Drivers Course/Test, have another employee in class now. Leaf pickup will start around November 1, 2025. Booster Station on Hillcrest and main leak fixed. Silver Hills slip being repaired and Cardboard Pick up going great no issues
- **Downtown Partners/OnTrac**- See Attached
- **Planning & Zoning**- Prepared selection, edit and create code for Council
- **Parks & Rec**- See Attached
- **Great Bend Museum**- See Attached

Downtown Ravenswood Partners- appointed members & recommended by-laws

- John Casey
- Todd Ritchie

Amanda Slaven made a motion to Approve, Second by Jeff Koon, All Approved except Dee Scritchfield and Todd Ritchie were abstained from voting

Ravenswood Waterfront Economic Enhancement Projects- Todd Ritchie made a motion to Approve, Second by Eric Cullen All Approved

- Marina & Boat Slip Project - See Attached

Municipal Water/Wastewater Projects

- Silver Hills tanks had slips that risked the tanks. Contractor drove rods and added concrete retaining wall and slip repair is complete. City will reinstall the fence.
- Phase 2A- Lagoon work almost finished, should be complete by mid-December.
- Timet expects flow March 2026

Resolution Phase 2A Draw 25 – See Attached

Dee Scritchfield made a motion to Approve, Second by Jeff Koon All Approved

Welcome Center/Incubator Project Drawdown Draw 4- See Attached

Todd Ritchie made a motion to Approve, Second by Jeff Koon All Approved

Phase 1- Fifth Supplemental Resolution – See Attached

Dee Scritchfield made a motion to Approve, second by Amanda Slaven All Approved

Amanda Slaven made a motion to enter Executive Session at 8:11pm, Second by Jeff Koon All Approved

Eric Cullen moved to exit Executive Session at 10:18pm, Second by Amanda Slaven All Approved

- Dee Scritchfield made a motion for Megan Thompson be promoted to Office Assistant, job duties will be fined with a salary increase of \$5000.00 and then a special evaluation in 120 days based on meeting performance requirements set by the Chief of Staff. A total of \$10,000.00 increase on compensation for her salary. Second by Amanda Slaven All Approved
- Amanda Slaven made a motion to hire a Temp Contractor as well as declare a job opening for Billing Department Billing Clerk. Second by Jeff Koon All Approved

Next Meeting Date December 16, 2025 @ 7:00pm

Adjournment

Mayor Josh Miller adjourned the meeting at 10:22pm via a motion from Amanda Slaven and Second by Todd Ritchie that passed unanimously.

Submitted

by Megan Thompson
Megan Thompson

Clerk/Treasurer Kimberly Benson MMC



Mayor Josh Miller

November 2025 Report to Council / October Activity

Total # of incidents = 300 (See Attached Dispatch Log)

Nature of calls:

See Attached 911 log

Mileage/Fuel

Total Miles Driven = 12,037

Total Fuel Cost = \$4,592

Average Price = \$3.58

Gallons Used = 1355

Arrests:

Misd. Citations: 123

Use of Force Incidents

0

Total Arrests: 134

Total arrests for Calendar year: 946

Pursuits

0

Fines and Fees Collected (city court):

October: \$4,340

Calendar Year: \$43,340

Overtime Hours:

Shield Program: 59 (Does not include Non-OT hours)

Highway Safety (Reimbursed): 96

Court: 2

Arrests/Coverage/Transports/Investigations: 32

Training/Meetings/Special Details: 26

Shift Differential: 90

K-9: 14

Total: 319

Reimbursed: 96

Code Enforcement

1. Vehicles removed: 5
2. Demolished Buildings: 0
3. New Property Investigations: 11
4. Open Property Investigations: 115
5. Property Investigations Closed: 6
6. Grass Warnings: 15
7. Dog At Large: 1
8. Search Warrant Executed: 0
9. Citations Issued: 1
10. Barking Dogs: 1

Community/Other Participation

1. Jackson County Drug Court
2. Hope House Ministries Advisory Board Member
3. Hope House Bridge Program (bridging recovery and law enforcement)
4. Youth Involvement – Coaching / Participating with kids
5. Community Outreach – Speaking Engagements
6. Proxy Member – WV Law Enforcement Professional Standards Subcommittee
7. WV Chiefs of Police Board

Maintenance Report to City Council

November 18, 2025

1. Garbage: Average 240 tons a month.
2. Cardboard: Average 10 tons a month.
3. Read water meters monthly. And maintain water system. Including all water leaks.
4. Check Sewers daily. Flush City mainlines as needed.
5. Leaf pick up continues through December.
6. Christmas decorations, streets and riverfront Park.
7. Maintaining buildings parks and Camp Ground.
8. Gas line repair at the pool and the central garage.
9. CDL training. Achievements. RJ Evans and JD Thompson. Derrick Martin in class.
10. Silver Hills. Slip repair at Water storage tank. Nearing completion.

Downtown Ravenswood Partners

30-Day Activity Report

Prepared by: Molly Washburn

Date: November 15, 2025

1. Events & Promotions

- River Lights Night & Cocoa Crawl (Nov 29): Continued planning for Shop Small Saturday, River Lights Night, and the Cocoa Crawl.
- Created volunteer sign-up forms and began assigning roles for tote-bag assembly, decorating, and business assistance.
- Prepared Cocoa Crawl kits and signage templates for participating businesses.
- Shop Small Saturday – Merchandising: Distributed Shop Small® merchandising materials from American Express to all retail stores in Ravenswood.
- Downtown Meet & Treat (Oct 25): Hosted the event, coordinated volunteers, managed safety logistics, and shared highlights online.

2. Public Art & Design

- Ravenswood Arts Retaining Wall Mural: Project completed and unveiled.
- Mural Mosaic Project: Design finalized; now moving into the creation of the individual tiles.
- Benches & Beautification: Received three new bench orders coordinated by Katrena Ramsey (Parks and Recreation).
- Planning winter planter decorations and holiday beautification.

3. Grants & Funding

- T-Mobile Hometown Grant: Deadline moved to December 30 to finalize the wayfinding signage plan.
- TC Energy Grant: Applied for \$10,000 to fund Summer Supper 2026 expenses.
- ARISE Grant (Appalachian Regional Council): Exploring River Arts Trail collaboration with Pomeroy, Point Pleasant, Ripley, and Ravenswood.
- SHPO Grant: Designing Local (Columbus, OH) selected as the winning firm for the Historic District Design Guidelines.
- Fund for Ravenswood: Awaiting response on \$16,000 salary support request.

4. Partnerships & Outreach

- Collaborating with Main Street Ripley and Jackson County Schools on a county-wide volunteer pipeline concept.
- Continued coordination with Ravenswood Arts, Chamber of Commerce, and partners on holiday programming.
- Onboarding for the Rural Investment Collaborative 2026 Cohort; refining the Small Business Incubator project in the Ritchie Building.

5. Communications & Media

- Planning press release announcing participation in the Rural Investment Collaborative (to be released upon toolkit arrival).
- Designed promotional content for Shop Small Saturday and River Lights Night/Cocoa Crawl.
- Designed new DRP Board and Committee Handbook as an online course.
- Preparing launch of monthly City of Ravenswood newsletter beginning next month.

BOPARC Report to Council 18 November 2025

VETERANS' PARK

- STORYWALK at the playground has been changed for the month. This month's feature is *PowWow Day*.
- Winterized all planting areas for the season
- Maintenance installed all holiday light fixtures

CAMPGROUND & MARINA

- Campground has no vacancy
- Trees removed for security
- Beginning to accept boat slip reservations for 2026

MCINTOSH MEMORIAL PARK

- Ramsey Industrial has submitted demolition recommendations for site remediation
- Received a verbal demolition cost for both buildings (second demo company)
- Will architecture details and cut stone be reserved/stored for a later prospect?

WASHINGTON'S RIVERFRONT PARK

- Sayre Log Cabin was evaluated again and a proposal for repair was submitted. Roof needs replaced. Proposal has been approved by SHPO (State Historic Preservation Office)
- Museum roof needs repair
- Christmas décor installed. This has been my primary focus
- Veterans' day décor installation was completed. Started a new tradition of 10 Days of Remembrance from Nov. 1 to Nov. 10
- All planting areas were winterized

KEVIN CLEGG TRAILS SYSTEM

- Thursday evening trails hikes from 6:30 to 7:30 have moved to Saturday mornings from 9am to 10am on 8 November (daylight savings time change)
- Wednesday bike rides continue from 5:30 to 6:30 (wear headlamps)

ANNEX

- FREE (BOPARC SPONSORED) Zumba classes continue on Mondays at 6:30 will move to annex weather permitting
- FREE (BOPARC SPONSORED) Pound classes continue on Tuesdays at 6:30 will move to annex weather permitting
- FREE (BOPARC SPONSORED) Yoga classes continue on Wednesdays at 6:30 will move to annex weather permitting

BOPARC BOARD

- Next meeting is 1 December

Web Master Report

- Nothing out of ordinary to report

Council Meeting: November 18th, 2025



This week, the museum has been busy preparing for our upcoming event on November 20th. We will be hosting a \$1 Movie Night at the Historic Alpine Theatre. Doors open at 6:30 PM, and the film *The Unsinkable Molly Brown* will begin at 7:00 PM. Admission is just \$1, and we're looking forward to a great community turnout.

On the collections side, we have completed cataloging all items from the Jim Porter donation, and work has begun on planning the exhibit that will feature these materials. Our Object of the Month for November is the brass chandelier from the original county courthouse, which can now be viewed in the museum's second gallery space and has already sparked strong visitor interest.

We also finalized the purchase of a large textile storage rack for our quilt collection. This will allow us to store quilts rolled rather than folded, preventing creases, stress points, and long-term damage, an important step forward in the preservation of our textile holdings.

Our Co-Op students and volunteers continue to make steady progress in cataloging and entering additional items into our collections system. Their help remains invaluable as we work to improve the organization and accessibility of our collections.

City of Ravenswood
1 Wall Street
Ravenswood, WV 26164



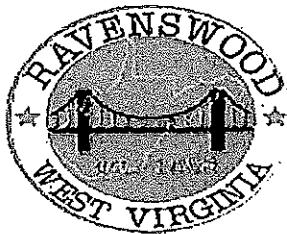
RESOLUTION OF THE CITY OF RAVENSWOOD
APPROVING INVOICES RELATING TO ACQUISITION AND CONSTRUCTION OF A BOAT
ACCESS RAMP AT THE SANDY CREEK MARINA AND CAMPGROUNDS AND 14-SLIP BOAT
DOCKS AT THE SANDY CREEK MARINA AND CAMPGROUNDS AND THE RAVENSWOOD
RIVERFRONT PARK
FOR THE SANDY CREEK MARINA AND CAMPGROUNDS AND THE RAVENSWOOD
RIVERFRONT PARK PROJECT AND COSTS THEREOF,
WDA EEGF NON-ARPA
Project: City of Ravenswood

WHEREAS, the City of Ravenswood has reviewed the invoices attached hereto and incorporated herein by reference relation to the design and construction for the Sandy Creek Marina and Campgrounds and The Ravenswood Riverfront Park Project and find as follows:

- a) That none of the items for which payment is proposed to be made have not been paid by another funding source.
- b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c) That each of such costs has been otherwise properly incurred.
- d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the City of Ravenswood as follows: There is hereby authorized and directed the payment of the attached invoices as follows (Draw 6):

Vendor	Jackson County ARPA	WDA EEGF NON-ARPA	Total
DGR Support, LLC – Inv No. 3443 – ITS Services and Installation	N/A	\$1,873.00	\$1,873.00
R.D. Newell & Associates, LLC – October 2025 Invoice – Project Consulting Services	N/A	\$205.00	\$205.00
Total			\$2,078.00



**RESOLUTION OF THE CITY OF RAVENSWOOD
APPROVING INVOICES RELATING TO DESIGN AND CONSTRUCTION SERVICES FOR SEWER PROJECT
PHASE 2A AND COSTS THEREOF (IJDC 2022S-2292)**

WHEREAS, the City of Ravenswood has reviewed invoices attached hereto and incorporated heron by reference relation to the design and construction for Ravenswood Sewer Phase 2A and find as follows:

- a) That none of the items for which payment is proposed to be made have not been paid by another funding source.
- b) That each item for which the payment is proposed to be paid is or was necessary in connection with the above-referenced project and constitutes a cost of the project.
- c) That each of such costs has been otherwise properly incurred.
- d) That payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the City of Ravenswood as follows: There is hereby authorized and directed the payment of the attached invoices as follows (Draw 25)

VENDOR	INVOICE NUMB.	WDA	EEGF	JACKSON COUNTY ARPA	TOTALS
The Thrasher Group, Inc.	1000271	\$ 50,700.00		\$.	\$ 50,700.00
Stephen W. Cogar	Nov. 1	\$ 750.94		\$ 1,409.06	\$ 2,160.00
MOVRO	3577	\$ 2,730.88		\$.	\$ 2,730.88
Newell & Associates		\$ 55.00		\$.	\$ 55.00
TOTALS		\$ 54,681.82	\$ 54,236.82	\$ 1,409.06	\$ 55,645.88

ADOPTED BY THE CITY OF RAVENSWOOD AT A MEETING HELD ON NOVEMBER 18, 2025

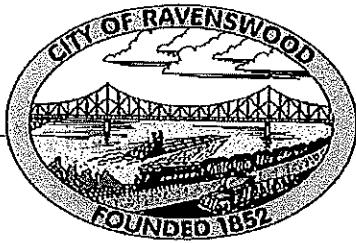
Josh Miller, Mayor, City of Ravenswood

Attest

Date

Date

City of Ravenswood
1 Wall Street
Ravenswood, WV 26164



**RESOLUTION OF THE CITY OF RAVENSWOOD
APPROVING INVOICES RELATING TO THE DESIGN AND CONSTRUCTION OF A WELCOME
CENTER/BUSINESS INCUBATOR AND WATERFRONT PROJECTS AND COSTS THEREOF,
WDA EEGF NON-ARPA
Project: City of Ravenswood**

WHEREAS, the City of Ravenswood has reviewed the invoices attached hereto and incorporated herein by reference relation to the design and construction for a Welcome Center/Business Incubator and Waterfront Projects and find as follows:

- a) That none of the items for which payment is proposed to be made have not been paid by another funding source.
- b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c) That each of such costs has been otherwise properly incurred.
- d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the City of Ravenswood as follows: There is hereby authorized and directed the payment of the attached invoices as follows (Draw 4):

Vendor	WDA EEGF NON-ARPA	Total
The Thrasher Group, Inc. – Invoice No. 1039845	\$12,800.00	\$12,800.00
Total		\$12,800.00

ADOPTED BY the City of Ravenswood, at the meeting held on the 18th day of November, 2025.

By: _____

Its: Mayor

ATTEST: _____

CITY OF RAVENSWOOD

AGENDA ITEM FOR NOVEMBER 18, 2025

1. To consider and act upon a proposed Fifth Supplemental Resolution entitled:

FIFTH SUPPLEMENTAL RESOLUTION AUTHORIZING THE
EXTENSION OF THE MATURITY DATE OF THE
CONSTRUCTION ANTICIPATION NOTES, SERIES 2020 A TO
JUNE 30, 2026.