

## ***City of Ravenswood Common Council Minutes***

December 16, 2025

### **Call to Order**

- Mayor Josh Miller called to order a meeting of the Common Council at 7:00 P.M. on December 16, 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 Scritchfield, Amanda Slaven and Todd Ritchie, Jeff Koon and Attorney Steve Cogar, Recorder Jared Bloxton – call in

### **Approval of Prior Minutes 11/18/25**

- Todd Ritchie moved to Approve the meeting minutes from 11/18/25, second by Jeff Koon **All Approved**

### **Public Forum**

- **Ross Mellinger** – Discussion about the Welcome Center/Incubator. Stated he is not involved in the matter, but his wife is and he fully supports her and her Business Arrangement

### **Reports to Council**

- **Police Dept-See Attached**
- **Bob Newell** – Trying to have AMPECO here by Spring, sending Contract for review for the Canoe & Kayak Launch.  
Welcome Center/ Incubator – Start to Finish Construction- Intent to Award for modification and redesign not to exceed \$1.5 Million  
Todd Ritchie made a motion to Approve, second by Jeff Koon **All Approved** (ERIC CULLEN RECUSED HIMSELF FROM THE VOTE)
- **Maintenance Dept- See Attached**
- **Downtown Ravenswood Partners – See Attached**
- **Planning & Zoning**- Working to edit final documents for Code Ordinance. Close to a finalized zoning map. Will have a Public Forum Q&A session in the future.
- **Parks & Rec- See Attached**
- **Great Bend Museum- See Attached**

Troy Bain with QRT (Quick Response Team) discussed their work in town for substance use disorders and asked the City of Ravenswood for Support. Eric Cullen moved to Sponsor \$7500.00 to QRT, second by Amanda Slaven **All Approved**

**Ravenswood Waterfront Economic Enhancement Projects**

Marina Project- Draw 7 – Rood Fellar \$3500.00 Newell & Associates \$30.00  
Total \$3530.00

Todd Ritchie made a motion to Approve, second by Eric Cullen **All Approved**

**Resolution Drawdown – Pedestrian Bridge Project**

Reimbursement to General Fund \$93,250.00 Pickering & Assoc. \$26,500.00  
Total \$119,750.00

Dee Scritchfield made a motion to Approve, second by Todd Ritchie **All Approved**

**Municipal Water/Wastewater Projects**

- Equipment will be delivered as payment was made for Vac Truck, Equipment Trailer, 6" back up pump, 2 of 3 Trucks from Matheny, Portable Air Compressor, Excavator, Light Plants
- Working on Rate Structure to present in January

**Resolution for Water Project - GSI** \$272,600.00

Dee Scritchfield made a motion to Approve, second by Todd Ritchie **All Approved**

**Phase 2A Draw 26 – Thrasher** \$15,827.50

Dee Scritchfield made a motion to Approve, second by Todd Ritchie **All Approved**

Opening for a License & Billing Clerk- Amanda Slaven made a motion to Approve, second by Eric Cullen **All Approved**

**Eric Cullen made a motion to enter Executive Session at 8:17pm, Second by Amanda Slaven All Approved**

**Todd Ritchie moved to exit Executive Session at 8:52pm, Second by Eric Cullen All Approved**

- **Todd Ritchie made a motion to hire Molly Washburn to be a Technical Workflow & Digital Systems/Workflow Consultant as a part time contractor \$15,000.00/year, second by Eric Cullen All Approved**

**Next Meeting Date January 6, 2026 @ 7:00pm**

**Adjournment**

Mayor Josh Miller adjourned the meeting at 8:56pm via a motion from Todd Ritchie and second by Jeff Koon **All Approved**

Submitted

By Megan Thompson  
Clerk/Treasurer Kimberly Benson MMC

*Megan Thompson*



**Mayor Josh Miller**

## December 2025 Report to Council / November Activity

Total # of incidents = 288 (See Attached Dispatch Log)

### Nature of calls:

See Attached 911 log

### Mileage/Fuel

Total Miles Driven = 10,356

Total Fuel Cost = \$3,975

Average Price = \$3.57

Gallons Used = 1176

### Arrests:

Misd. Citations: 81

Total Arrests: 85

Total arrests for Calendar year: 1,031

### Use of Force Incidents

0

### Pursuits

0

### Fines and Fees Collected (city court):

November: \$5,933

Calendar Year: \$48,956

### Overtime Hours:

Shield Program: 54 (Does not include Non-OT hours)

Highway Safety (Reimbursed): 88

Court: 6

Arrests/Coverage/Transports/Investigations: 13

Training/Meetings/Special Details: 17

Shift Differential: 112

K-9: 16.5

Total: 306

Reimbursed: 88

### Code Enforcement

1. Vehicles removed: 9
2. Demolished Buildings: 0
3. New Property Investigations: 7
4. Open Property Investigations: 116
5. Property Investigations Closed: 6
6. Grass Warnings: 0
7. Dog At Large: 0
8. Search Warrant Executed: 0
9. Citations Issued: 1
10. Barking Dogs: 0
11. Illegal Burns: 2

### Community/Other Participation/Boards & Associations

1. Jackson County Drug Court
2. Hope House Bridge Program (bridging recovery and law enforcement)
3. Youth Involvement – Coaching / Participating with kids
4. Community Outreach – Speaking Engagements
5. Proxy Member – WV Law Enforcement Professional Standards Subcommittee
6. WV Chiefs of Police Board
7. FBI National Academy Associates
8. International Association of Chiefs of Police
9. Jackson County Multidisciplinary Investigative Team (Sex Crimes Primarily)

## **Megan Thompson**

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**From:** Megan Thompson  
**Sent:** Tuesday, December 16, 2025 3:54 PM  
**To:** Megan Thompson  
**Subject:** Maintenance Dept Report

Maintenance department reports to council December 2025. Garbage - no problems to report. Holiday schedule posted. Cardboard- working good. Water- maintaining water system. Sewers- Checking daily, flushing out lines as needed. Parks/buildings- replumb parts of museum basement restroom area. Snow removal - As Needed Leaf removal -continues Tree removal and clean up. Park/marina areas. Working on little league building when manpower allows. Derek Martin CDL achieved.

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# Downtown Ravenswood Partners

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## 30-Day Activity Report

Reporting Period: November 12 – December 12

Prepared by: Molly Washburn

### Executive Overview (For City Council & Mayor)

- Over the past 30 days, work has focused on downtown economic activity, grant execution, regional collaboration, and internal capacity-building for both Downtown Ravenswood Partners and the City of Ravenswood.
- Key outcomes include a highly successful Shop Small Saturday & Cocoa Crawl, securing \$16,000 in operating support through the Parkersburg Area Community Foundation / Fund for Ravenswood, advancing the River Arts Corridor (ARISE) project, selection into a competitive federal investment training program, and launching new City of Ravenswood communication and policy tools.

### 1. Downtown Events & Business Support

- Planned, coordinated, and executed Shop Small Saturday & Cocoa Crawl on November 29.
- Downtown businesses reported at least 100 new customers and strong sales during the event.
- Distributed American Express Shop Small® merchandising materials to all Ravenswood retail businesses.
- Launched the Adopt-a-Lamp Post program: all 17 lamp posts were sponsored, generating \$650 in sponsorship revenue.

### 2. Grants & Funding

- Awarded \$16,000 in operating support through the Fund for Ravenswood, administered by the Parkersburg Area Community Foundation, to be distributed quarterly.
- Mural Mosaic Project: tiles received; community painting parties scheduled January–February, with tiles returned by March 15.

### **3. ARISE River Arts Corridor Project**

- A regional arts and cultural development initiative pursued through the Appalachian Regional Commission (ARC) ARISE program.
- Partner communities include Ravenswood, Ripley, Point Pleasant, Pomeroy (OH), and Marietta / Downtown PKB.
- Conducted planning coordination with Downtown PKB / Main Street Marietta, Pomeroy Merchants Association, Buckeye Hills Regional Council, and Middle Ohio Valley Regional Council (MOVRC).
- ARISE pre-application submitted; awaiting invitation to submit a full application in the spring.

### **4. Community Investment Training (Federal Reserve Bank of Richmond)**

- Selected for the 2026 Community Investment Training Cohort through the Federal Reserve Bank of Richmond's Rural Investment Collaborative.
- Program equips rural leaders to bring investment-ready projects to life.
- Project focus: Small Business & Local Foods Incubator on Washington Street.

### **5. City of Ravenswood Support (Chief of Staff Assistance)**

- Assisting the Chief of Staff with internal operations and communications.
- Released the first City of Ravenswood newsletter covering November and December.
- Uploaded the City policy manual and created a GPT-based tool to improve accessibility for employees and supervisors.

#### **Overall Impact**

- Work during this period increased downtown commerce, secured operating funding, advanced regional collaboration, strengthened City operations, and positioned Ravenswood for long-term revitalization and investment.

## **BOPARC Report to Council 16 December 2025**

### **VETERANS' PARK**

- New signage has arrived for the artillery pieces in the park circle (cannon, gun, shell)
- Received 9k from the Fund for Ravenswood for a shade structure at the toddler area

### **CAMPGROUND & MARINA**

- Campground has three sites available

### **MCINTOSH MEMORIAL PARK**

- No updates—decision on hold
- Will architecture details and cut stone be reserved/stored for a later prospect?

### **WASHINGTON'S RIVERFRONT PARK**

- Christmas decorations look great!
- Sayre Log Cabin roof/wall needs replaced/repaired. Proposal has been approved by SHPO (State Historic Preservation Office)—decision on hold
- Actively working on a grant up to 50k for Sayre Log Cabin repairs (due 28 Dec)
- Museum roof needs repair—decision on hold
- Worked Thanksgiving week to make sure lights would be ready for “black Friday”
- Continue to manage nightly volunteers for the Christmas lights. \$2600 as of 12/12
- Build fires nightly for volunteers, check lights nightly making necessary repairs
- ADA ramp for the stage—decision on hold

### **KEVIN CLEGG TRAILS SYSTEM**

- Saturday morning trail hikes from 9am to 10am
- Wednesday bike rides continue from 5:30 to 6:30 (wear headlamps)

### **ANNEX**

- FREE (BOPARC SPONSORED) Zumba classes continue on Mondays at 6:30
- FREE (BOPARC SPONSORED) Pound classes continue on Tuesdays at 6:30
- FREE (BOPARC SPONSORED) Yoga classes continue on Wednesdays at 6:30

### **BOPARC BOARD**

- Next meeting is on 5 January

### **Web Master Report**

- Transitioning from Campground Commander to Let's Camp

- We are excited to share that we have finally received the David Homer McFarland painting of the Ravenswood House back from the conservator in Pittsburgh. After careful conservation work, the painting has returned to us in excellent condition, allowing us to once again appreciate McFarland's craftsmanship and the historic hotel he captured so beautifully. We are grateful for the expertise and care that went into preserving this important piece of our collection, and we look forward to displaying it for the community to enjoy. Decisions on where the painting will be displayed are currently being discussed.
- The quilt top of the replica Sayre family quilt has now been completed, marking an exciting milestone and the beginning of the next phase of this special project. This work represents countless hours of care, skill, and dedication, and we are deeply grateful to everyone who helped bring it to this point. A special thank you goes to Terri Hackney, along with the Evergreen Hills Community Education Outreach Service (CEOS) and the Jackson County Creative Quilt Guild, for their continued help, generosity, and support. Their commitment to preserving and celebrating our shared heritage has made this project possible, and we are honored to work alongside such a talented and generous group of community partners.
- We are currently applying for the T-Mobile Hometown Grant to support the restoration of the Sayre Log House. This grant program awards up to \$50,000 and would play a significant role in helping us preserve this important historic structure. We are applying during this specific grant cycle, and I want to say a special thank you to Molly Washburn for making that possible. We would also like to extend our sincere thanks to everyone who has already contributed comments and letters of support as part of this process. The encouragement and backing we have received so far truly reflect how much the Sayre Log House means to our community, and we deeply appreciate that continued support.
- Important steps have been taken toward having Lock 22 listed on the National Register of Historic Places. Updated photographs and revised information have been submitted to the State Historic Preservation Office (SHPO) as part of this process. These materials help ensure that the site's history, condition, and significance are accurately documented, and they move us one step closer to formal recognition and long-term preservation of Lock 22.
- The Museum will be open Dec. 23<sup>rd</sup> and 27<sup>th</sup> next week during our usual hours. Like the city, we will be closed Dec. 24<sup>th</sup>-26<sup>th</sup> for the Holidays.

- On January 9th, the museum will be hosting a Prohibition Night at the Appalachian Distillery. We invite the community to come out and enjoy a tasting and a guided tour of the facility while learning more about this fascinating chapter of local and national history. This event connects directly to our Clara Weisheit exhibit, which explores life and culture in Ravenswood during the Prohibition era. Clara's story helps bring this period to life, and hosting the event in a modern distillery offers a unique opportunity to reflect on how our community has evolved over time. We hope you will join us for an evening that blends history, conversation, and a bit of local flavor. More information will be coming out here soon, so please be checking our Facebook for updates.
- On February 24, 2025, the Board of Culture and History voted to close the museum to public viewing for the month of January. I just want to remind everyone that I will still be at the museum during my usual hours, and operations will continue behind the scenes. Donations are still welcome, and you are always encouraged to call or reach out if you have any questions, need assistance, or have general inquiries. We truly appreciate your continued support!

The Great Bend Museum  
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