

City of Ravenswood
Common Council Minutes
July 7, 2026

Call to Order

- **Mayor Josh Miller** called to order a meeting of the Common Council on June 16, 2026, at Ravenswood City Hall.

Pledge of Allegiance

- **Mayor Josh Miller**

Roll Call

- The following members were present, **Mayor Josh Miller, Councilors Dee Scritchfield, Todd Ritchie, Jeff Koon, Eric Cullen, Amanda Slaven, and Attorney Steve Cogar. Recorder Vacant**

Approval of Prior Minutes 6-16-2026

- **Todd Ritchie** made a motion to approve, second by **Amanda Slaven All Approved**

Coal Severance Fund FY27 Budget Amendment

- **Jeff Koon** made a motion to approve, second by **Eric Cullen All Approved**

Special Recognition for Katrena Ramsey

- **See Attached**

Updates

- **McIntosh Hardware Building- See Attached**
Mayor Josh Miller made a motion to open discussion, second by Amanda Slaven
Discussion- Mayor Josh Miller said he fully supports if fiscally feasible and the owners understand dynamics, Todd Ritchie stated some of the sidewalk needed repaired, and Amanda Slaven voiced concern about the city putting out money.
Eric Cullen made a motion to have DRP engage with landowners to negotiate public/private partnership, second be **Amanda Slaven All Approved**
- **McIntosh Community Building/NYA Hall- See Attached**
Dee Scritchfield made a motion to approve, second by **Eric Cullen All Approved**
Discussion- Jeff Koon suggested the contractors take care of the backfill instead of the maintenance department due to being overworked and understaffed. The money is there to do it and should be done as quick as possible by contractors.

Fiscal Year Closeout Process

- General Fund Budget Revision due July 31, 2026
- Financial Statements and publication due 90 days after
- Bid out for 3-year audit '25,'26,'27

Infrastructure Projects

- Ohio River FLAP Grant- Kayak Launch
- ADA Parking close to welcome center
- Received Right of Entry from Shelly & Sands

Official Hiring of Summer Temps for Maintenance Dept. - \$14/hour

- Ralphie Rhodes
- Jake Thompson

Amanda Slaven made a motion to approve, second by **Jeff Koon** **All Approved**

Public Forum

- Bob Staats- **See Attached**
- Buddy Jones – stated one of his FOIA requests was not completed, gave a handout of Mayor's travel during December 2025 -**See Attached**

Entered Executive Session at 8:04pm

Amanda Slaven made a motion, second by Jeff Koon All Approved

Exit Executive Session at 8:55pm

Todd Ritchie made a motion, second by Jeff Koon All Approved

Next Meeting Tuesday July 21, 2026 @7:00pm

Adjournment

Mayor Josh Miller adjourned the meeting at 9:18pm via a motion from **Amanda Slaven** and second by **Eric Cullen** - **All Approved**

Submitted By



Megan Thompson, Acting City Clerk



Mayor Josh Miller



CITY OF RAVENSWOOD

*Chief of Staff
Lance B. Morrison*



Presentation of Recognition Award

Katrena Ramsey

Director of Parks and Recreation

Since being hired as director of Parks and Recreation, Katrena has made significant progress in expanding park offerings and providing recreational opportunities for our citizens and youth, the kind of opportunities community members have only talked about wanting for decades. When Katrena assumed the role in 2017, many of our parks were dilapidated, damaged, and in serious need of attention and repair. Katrena recognized this as an opportunity and immediately went to work. Katrena set goals of improving property values, enhancing the quality of life for our children, and creating parks that serve both residents and visitors to our community.

The following are examples of improvements and initiatives implemented by Katrena during her time as director of Parks and Recreation. Katrena identified the walking trails at Eastwood as an opportunity to expand outdoor recreation within the community. According to her, the trail property was purchased by the Board of Education in 1980 but had not been maintained. She coordinated with the Board of Education and successfully negotiated a trade involving the baseball field. This agreement allowed the city to assume ownership of the trails, now known as the Kevin Clegg Trail System, as well as the Ravenswood Annex building. Through her continued efforts, the trail system has not only been improved but significantly expanded, including development into a well-established mountain biking trail system.

Working with the city, Katrena also assumed management of the Ravenswood Campground. At the time she took over operations, no restroom facilities existed. Subsequently, Katrena located and secured a mobile restroom unit that can be relocated in the event of a flood. This solution potentially saved



CITY OF RAVENSWOOD

*Chief of Staff
Lance B. Morrison*



the city approximately \$250,000 by avoiding the need to construct a permanent facility. In addition, Katrena developed campground rules, created the campground website, and fully managed the facility. The campground operates near maximum capacity most of the time.

Katrena also oversaw renovations to the city's tennis courts, particularly addressing the retaining wall issue that she spearheaded. She has made improvements to the city pool and led the development of a major new playground project at Veterans Park. This playground is state of the art and provides multiple recreational opportunities for the children and youth of the community.

In addition, Katrena has planted numerous trees, added or replaced picnic tables, repaired or replaced broken benches, helped implement cabin and museum repairs, and saved the city approximately \$110,000 in Riverfront Park by applying for and securing funds from the Ravenswood Fund to complete several projects. Her work in Riverfront Park has included bringing in the Vietnam War Memorial, the Story Walk, the Korean War Memorial, and many others.

At this time, we would like to formally recognize and thank Katrena for her dedication, leadership, and enduring commitment to enhancing the beauty, history, recreation, and quality of life in the City of Ravenswood.

Respectfully,

Lance B. Morrison
Chief of Staff

Draft

Memorandum of Understanding

Public – Private Partnership McIntosh Hardware Sight – Washington Street

City of Ravenswood via Ravenswood Downtown Partners and Wimbauer / Gould as Property Owners

- As parties agree that in the interim and until further development of sale of the lot or further development by the owner:
- The City through Ravenswood Downtown Partners (DRP) and the Owners (Mr.'s Gould and Wimbauer) will work to refurbish / reclaim the lot to be utilized as a space for parking and/ or public events.
- The concept will be to allow additional public parking for the downtown area as well as an area set aside for public gatherings and activity. (As like the Community Supper and the Halloween function.)
- The parties would agree to work together to bring the property to acceptable grade and the areas to be graveled for added parking and/or seeded and mulch to provide a 'grassy' area
- DRP would facilitate scheduling and/or planning events. City resources would commit to mowing and caring for the lot until such time as owners determine new direction or plan development.
- A conceptual plan layout is being designed. A donation for fill material required has been sought and approved. Resources to load and haul the material are being sought.
- A more concise agreement between parties will be formulated after concurrence of concept by City Council.

City of Ravenswood, WV

June 16, 2026

1 Wall Street
Ravenswood, WV 26164

Reference: Request For Quotation
McIntosh Residential Demolition
NYA Community Facility Demolition

This document is to be used as a formal Request for Quotation of the above-mentioned demolition projects. Any additional information developed during the quotation process will be provided through formal written addendums and revisions. Verbal discussions will not be used as part of this formal request.

Index:

Section 1 – Scope of Work
Section 2 – Pricing Options
Section 3 – Permitting, Codes and Practices
Section 4 – Hazardous Materials Abatement
Section 5 – Utilities
Section 6 – Dust Mitigation and Noise Management
Section 7 – Disposal of demolition materials
Section 8 – Compacted Fill and Reclamation of Site
Section 9 – Payment Schedule
Section 10 – Schedule
Section 11 – Additional Project Notes

Section 1 – Scope of Work

The City of Ravenswood requires the professional services of a general contractor specializing in the demolition of structures; and is currently licensed and insured in the State of West Virginia.

Two structures are under consideration for demolition. The first structure shall be referred to in this document as the **MacIntosh Home**. The second structure under consideration shall be referred to as the **NYA Community Facility**.

The **Macintosh Home** was a residential facility gifted to the city in the past and converted to a community gathering facility. This structure was heavily damaged by fire in 2021 and has been deemed a total loss by the local authorities.

The **NYA Community Facility** sustained smoke and water damage at the time of the Macintosh fire and has not been used since that time. This facility is structurally sound, however, due to remodeling and upgrading costs, its future use is in question.

Section 2 – Pricing Options

Based on the **Scope of Work** discussion above, the city would request five (5) pricing options listed below. This will help assist us in determining the final scope and budget, as well as a path forward for future needs.

- **Option “1”** – Total Demolition of the **Macintosh Home** including a portion of the foundation materials below grade to an elevation of 3’-0” below final grade (*current lawn level*). This would include internal building materials and mechanical materials found in the basement section of the structure.
- **Option “2”** – Additional cost to remove remaining foundation materials as well as sub-surface basement slabs and residual materials.
- **Option “3”** – Total demolition of the NYA Community Facility including a portion of the materials below grade to an elevation of 3’-0” below final grade (*current lawn level*). This would include ground level floor slabs.
- **Option “4”** – Additional cost to remove remaining foundation materials.
- **Option “5”** – Potential Reduction in cost if both structures are demolished at the same time, alleviating two (2) mobilizations by the selected contractor.

Notes:

Option “1” and **Option “2”** should be considered together as a potential project basis scope.

Option “3” and **Option “4”** should be considered together as an addition to the project base scope.

Option “5” would assist in the decision-making process for the city.

Section 3 – Permitting, Code and Practices

The contractor will be responsible for applying for and gathering all Local, State, and Federal permits required for this project. If not included in the contractors “turn-key quote”, the City of Ravenswood will reimburse the contractor for all costs incurred while gathering the permits.

The contractor shall follow all codes and practices during the completion of the scope of work, including OSHA standards, EPA standards, etc. It is the contractor’s responsibility to familiarize themselves with all relatable codes and practice; and will keep the City of Ravenswood harmless from all damage caused by the lack of proper procedures.

The contractor will be responsible for installing perimeter safety barricades (or fencing) to prevent access to the site during the demolition process. This barricade system should be maintained and inspected at the end of each day to guarantee its continuity and all other safety aspects of the system.

Section 4 – Hazardous Materials Abatement

The contractor shall be responsible for all hazardous material (asbestos, lead, etc.) inspections and assessments, testing, identification markings, removal/disposal following all Local, State and Federal guidelines. The City of Ravenswood has previously developed a preliminary list of hazardous materials and their locations and will provide this information to assist with the project.

Section 5 – Utilities

It is believed The City of Ravenswood has disconnected all utilities currently on the property. The contractor shall identify and confirm that the utilities have been properly disconnected before commencing work. The contractor shall be responsible for removal of all utility lines and piping connected to the actual envelop of the structures. Any buried or suspended utilities outside of the structure envelope shall be removed by the City of Ravenswood maintenance personnel.

Section 6 – Dust Mitigation and Noise Management

The contractor shall be responsible for all dust mitigation during the demolition process. Water access shall be provided by the City of Ravenswood for this purpose.

Due to the location of the project site, dust and noise management will be considered a major portion of the project. While understanding there is no way to completely eliminate the problem, the City of Ravenswood will work with the contractor in every way possible to limit it as much as possible.

The project site working hours will be limited to a window between 8:00am and 5:00pm. This will assist with the disruption of the surrounding neighborhood areas.

Section 7 – Disposal of Demolition Materials

The contractor shall be responsible for the removal and disposal of all demolition materials. This includes all structural materials, mechanical materials, as well as “sidewalk” and “driveway” slabs used to access the structures. Common use perimeter sidewalks along the three (3) surrounding streets will not be removed.

Material disposal location(s) will be discussed during the pre-bid meeting and may be visited, if necessary, at that time. Contractor will be responsible for all “fees” related to the disposal of the materials.

Section 8 – Compacted Fill and Reclamation of Site

Once the demolition is complete. The contractor will be responsible for “back-filling” and compaction of all below grade openings created during demolition. The clean “back-fill” materials required for this portion of the project will be provided by the City of Ravenswood and will be located within xxxx (x) miles of the project site. Contractor shall be responsible

for providing necessary equipment (*loaders and trucks*), loading of material into trucks, hauling of material to the project site, and unloading/compacting materials as necessary.

Once contractor supplied “back-filling” and compaction is completed to within six inches (0’-6”) of final grade (*current lawn level*); The city of Ravenswood’s personnel will complete the addition of “topsoil” and seeding of the entire property.

NOTE: if contractor has a local source for “clean back-fill material” that would be more economical to use; the City of Ravenswood would reserve the right to inspect and approve the material before use.

Note: City of Ravenswood “clean backfill” material, and location of the material, can be visited during the pre-bid meeting to assist with the contractor’s pricing.

Section 9 – Payment Schedule

To be determined during the development of the final contract between the City of Ravenswood and the contractor selected.

Section 10 – Schedule

To be determined during the development of the final contract between the City of Ravenswood and the contractor selected.

Section 11 – Additional Project Notes

- This project is to be considered an **“all-inclusive, turn-key”** project including but not limited to, mobilization, demolition, material removal and disposal, backfill/compaction and all housekeeping required through completion. The contractor shall be required to fulfill the duties without delay, and without project scope gaps.
- Contractor shall provide a copy of their current contractor’s license and liability insurance documentation at time of submission.
- Contractor to supply a list of similar projects completed, as well as a list of project references for the City’s use in understanding their ability to complete this project.
- The City of Ravenswood reserves the right to remove any, and all historic items they deem suitable for recovery. The City of Ravenswood will work closely with the contractor in the recovery of such items (if necessary) and reimburse the contractor for any additional costs incurred in this process.
- The **NYA Community Facility** is located very close to other structures in that area. The contractor needs to be aware of the potential threat to surrounding structures and plan accordingly. Surrounding property owners will be involved during this process.
- The City of Ravenswood will provide a Project Manager to oversee this project. The Project Manager will have the authority to “speak” on the behalf of the city, and make minor decisions related to the project. The Project Manager will not be “On-site” full time; but will be available during normal project work hours.

To: Ravenswood City Council

From: Bob Staats, Former Council Member. 304 532 6836. 10011978.bs@gmail.com

7/7/26

1. Ideas that the City may consider requesting that the WV DOT look into:

- a) Lighting out Rt. 56 (Walnut Street) east from top of hill out past The Dawg Pound would be a safety feature for the oft pedestrians and bikers in that area. While the slippage issues found regularly there would likely make installing a sidewalk unfeasible, adding lighting would be very helpful and possibly reduce the chance of a person being injured by a motorist. If there would be some type of safety, etc program that the State could install the lights, then the City might be able to commit to the future electric costs. * If I, as a local citizen, can assist or look into this further on your behalf, please let me know.
- b) A traffic control device is badly needed at the intersection of the Ritchie Bridge off ramp and Rt. 68 (Washington Street). The traffic is very busy and backs up often at this intersection. It is not only difficult for passenger vehicles to pull out from the bridge ramp but large commercial trucks normally just have to pull out in front of traffic...or wait a long, long time. When the Rt. 33 upgrade to a 4 lane highway in Ohio is complete, this problem may get worse. I realize that a new bridge is contemplated for the vicinity but the completion of that will be years. * Again, if I, as a local citizen, can assist or look into this, please ask.

2. Meetings...pay for attendees:

- a) When a "Special Meeting" of City Council is called, do all attendees receive their "per meeting" pay? Or, can the group agree to not receive any pay for such a meeting?
- b) What do each of the required attendees at "Water Board", "Sanitary Board", etc meetings receive in pay per meeting?

3. Washington River Park:

- a) It appears that there may be approx. \$109,000 remaining from one of the grants obtained for improvements to that area. Would it not be advisable to consider the construction of some new restrooms in the park? Those that are currently located near the museum are not in good condition (such that a port a john is set up there).
- b) I believe that there are to be public accessible restrooms in the new Welcome Center/Business Incubator/Smokehouse Pavilion Restaurant Building that is being constructed at the south end of the park. However, these would seem to be a long walk from the museum or other parts of the park (and then, as I understand it, one would need to go up a ramp to get to them at the new building).
- c) I would suggest that some new restrooms be built near or adjacent to the current restrooms and that, if done, consideration be given to locking the new ones at night and leaving the current ones open overnight. When an event, such as the Ohio River Festival, is held in the park, that would give a possible 4 restrooms available.

4. Public Forum placement on agenda:

- a) Once again, I do not think that having a Public Forum after Council's business has been completed is serving either the sitting members of Council or the citizens well.
- b) I can only say that, if I were a sitting member of this body, I would be offering a motion at the start of each meeting to move the Public Forum to a position before business items on the agenda. I would continue to offer such a motion at every meeting, whether ever receiving a second or going to a vote.

c) Several times, I have heard officials or council members allude to ordinances or procedures that the City of Parkersburg utilizes as a reference, template, guide for the City of Ravenswood. Recently, I watched a Parkersburg City Council meeting and their Public Forum was prior to their city business issues on the agenda. Also, I noted that, after each public speaker, their Council President asked if any responses, etc to the speaker's points. This type of approach is how a governmental body shows its constituents and the public at large that their input is valuable in reaching their decisions.

NOVEMBER 2025

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DECEMBER 2025

JANUARY 2026

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	1	2	3	4	\$5 124.60	\$6 124.60
7 Pearl Harbor Remembrance Day	\$8 124.60	\$9 124.60	\$10 124.60	\$11 47.60	\$12 54.60	\$13 54.60
14 First Day of Hanukkah	\$15 39.20	\$16 124.60	\$17 124.60	\$18 124.60	\$19 124.60	\$20 44.80
21 \$54.60 Winter Begins	\$22 124.60	\$23 124.60	\$24 124.60 Christmas Eve	25 Christmas Day	\$26 124.60 Kwanzaa Begins Boxing Day (Canada)	27 44.80 back
28 \$124.60	29 55.30 124.60	30 \$124.60	31 New Year's Eve	15 @ 124.60 3 @ 54.60 2 @ 44.80 1 @ 55.30 1 @ 47.60	\$1869 163.80 89.60	\$2264.50