CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 2, 2026

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2026-1195:** City Council Meeting Minutes - February 17, 2026
City Council Meeting Minutes - February 17, 2026 draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1216:** Mayor's Report - March 2, 2026
Citizens Fire Company.pdf

6. COMMITTEE REPORTS

: **2026-1196:** Personnel Committee Report - February 18, 2026
Personnel Committee Report 2-18-2026.pdf

: **2026-1197:** Ordinance Committee Report - February 19, 2026
City of Charles Town Ordinance Committee Report - February 19 2026.pdf

: **2026-1205:** Charles Town Parks and Recreation Report - January and February 2026
Parks and Rec Report January 2026.pdf
CT Parks and Rec Report February 2026.pdf

7. CITY MANAGER REPORT

: **2026-1198:** City Manager Report - March 2, 2026

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1200:** WV Legislative Update

: **2026-1201:** Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

: **2026-1204:** Article 147 - Utility Board and Purchasing Agreement - Possible Executive Session

Ord. 2022-001 - Article 147 Utility Board.pdf
2018 Purchase Agreement.pdf

10. NEW BUSINESS

: **2026-1199:** Jefferson County Convention and Visitors Bureau Year-End Report

: **2026-1202:** Augustine Trail Phase #3 Presentation
1-Overall.pdf
2-Washington High.pdf
3-Perry Fields.pdf
4-West Washington Street.pdf
5-Evitts Run.pdf
Augustine Avenue Trail System Summary.pdf
Costs.pdf

: **2026-1203:** First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code Article 741 Municipal License Tax
Business License Revision Redline Council.pdf
Revision Clean First Reading.pdf

: **2026-1206:** Employee Handbook Revision
Employee Handbook Proposed Revisions 2-18-26.pdf

: **2026-1207:** Discussion on Financing/Possibly Purchasing Vacant County Buildings

: **2026-1208:** Discussion on Waiving of Business and Occupation Fees for all City Projects

: **2026-1215:** Financial Policy for Emergency Maintenance

: **2026-1217:** Discussion on Congressionally Directed Spending (Earmarks)

: **2026-1218:** Public Statement of Charles Town Utility Board (CTUB) Service Area

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-1209:** Payment of Bills - March 2, 2026
GEN FUND COUNCIL REPORT 2026-03-02.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-03-02.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, March 16, 2026, at 7:00PM

: **2026-1210:** Building Commission Oath of Office - Ezra Griffith
Ezra Griffith Oath - 2026.pdf

: **2026-1211:** Public Safety Practices Resolution Concerning Immigration Enforcement Within the Municipal Limits of Charles Town - signed
2026-003 - Public Safety Practices Resolution Concerning Immigration Enforcement Within the Municipal Limits of Charles Town.pdf

: **2026-1212:** Charles Town Utility Board Meeting Minutes - January 14, 2026, January 28, 2026, February 5, 2026
2026.01.14 UB MINUTES .pdf
2026.01.28 UB MINUTES .pdf
2026.02.05 UB MINUTES .pdf

: **2026-1213:** City Manager Report - February 17, 2026
City Manager's Report - Feb. 17th.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php