CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • APRIL 9, 2026

Commission/Board Meeting **COUNCIL CHAMBERS** **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1356:** Charles Town Parks and Recreation Report - March 2026
March Parks Minutes Report DRAFT.docx

3. UNFINISHED BUSINESS

: **2026-1357:** Pool Update
Request for Time Extension April 6 2026.pdf
Cover Sheet.pdf

: **2026-1358:** Pool Operations Discussion
Pool Staff Costs and Incentive Structure.docx

: **2026-1359:** Tennis Update
2026 Spring Registration Spreadsheet with shirtsCensored.xlsx

: **2026-1360:** Happy Retreat MOU Review
MOU 12082015 Happy Retreat and Parks and Rec.pdf

: **2026-1361:** Parks Financial Policy Discussion
Finacial Policy 1_08 to 1_10.docx

4. NEW BUSINESS

: **2026-1362:** Tree Board Planting Site Proposal
IMG_4974.jpeg
IMG_4973.jpeg

: **2026-1363:** Public Private Partnership between Charles Town and Ranson Community Garden Discussion
PPP_Concept_Memo_Charles_Town_Parks_and_Ranson_Community_Gardens.docx

: **2026-1364:** Manager's Request for Training - Certified Playground Safety Inspector Certification
RequestforApprovalCPSICertTraining.docx

: **2026-1365:** Augustine Avenue Trail Ribbon Cutting

: **2026-1366:** National Fitness Campaign Briefing
NCF Brief.docx

: **2026-1367:** Parks and Recreation Manager's Report
City of Charles Town Signed.pdf
Budget line explanations.docx
Managers Report.docx
February 2026 P&R Financials.pdf

: **2026-1368:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

5. ADJOURNMENT

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

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

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1356: Charles Town Parks and Recreation Report - March 2026

ATTACHMENTS:

- March Parks Minutes Report DRAFT.docx

City of Charles Town

Parks and Recreation Commission Report

March 2026

12th March 2026 / 6:00 PM / City Hall

DRAFT

I. CALL TO ORDER: [TIME] PM

Persons Present: Commissioners Present: Alden Roth, Elizabeth Ricketts, Nick Zaglifa, Mike Slover, Trudy Roth, Kevin Derr, Steven Galleher

Staff: Alissa Meeks, Gavin Bailey

Guest: None

II. APPROVAL OF MINUTES:

2026-1248: Charles Town Parks and Recreation Meeting Report - February 2026

Approved - Motion: A. Roth

Unanimous

III. UNFINISHED BUSINESS

2026-1249: Jefferson Memorial Park Pool Update

The contractor requested an extension. The estimated pool opening is early July, with a target date of July 4th, though the date is not confirmed.

No Action.

2026-1250: Parks Master Plan Discussion

Discussion was tabled pending review of the Capital Budget item. See agenda item 2026-1258 for further details.

No Action.

2026-1251: Tennis Staffing Discussion

The Commission discussed maintaining the current tennis staffing structure.

Motion: to maintain current tennis staffing structure

Motion: K. Derr; 2nd: N. Zaglifa

Mr. Slover - Abstain; All others - Aye

2026-1252: Pool Operations Discussion

The Commission discussed pool operation policies.

Motion: children 2 and under receive free admission

Motion: M. Slover; 2nd: K. Derr

Ms. Ricketts - Nay; All others - Aye

Motion: To set general admission price at $5, seniors (60 and over) $4

Motion: M. Slover; 2nd: N. Zaglifa

Unanimous

2026-1253: Liberty Street Parcel (next to 414 W. Liberty Street) Discussion

Discussion held.

No Action.

IV. NEW BUSINESS

2026-1254: Discussion About 415 W. Liberty Street Parcel

Discussion held.

No Action.

DRAFT

2026-1255: New Mowing Contracts Discussion

The Commission discussed the current status of mowing contracts.

Motion: to authorize staff to formalize a contract with R&L Mowing at quoted prices, with provisions to address price changes during the mowing season

Motion: K. Derr; 2nd: M. Slover

Unanimous

2026-1256: Discussion of Happy Retreat MOU Special Meeting

The Commission authorized the Parks Manager to coordinate with Friends of Happy Retreat to schedule a special meeting to discuss the MOU.

Motion: to authorize coordination of special meeting

Motion: K. Derr ; 2nd: M. Slover

Unanimous

2026-1257: Seasonal Parks Maintenance Plan Discussion

The Commission discussed playground mulch maintenance.

Motion: to pre-certify $3,500 for immediate mulch needs.

Motion: K. Derr; 2nd: M. Slover

Unanimous

2026-1258: Preliminary Capital Budget Discussion

The Commission discussed capital budget priorities for FY2027. The Commission identified the Parks Master Plan and pavilion roof repairs as likely priorities.

DRAFT

Motion: to direct staff to prepare proposals for Parks Master Plan and pavilion roof repairs for inclusion in the FY2027 capital budget.

Motion: E. Ricketts; 2nd: K. Durr

Unanimous

2026-1259: Pool Opening Event Planning

Discussion was tabled.

No Action.

2026-1260: Arbor Day Tree Planting Site Discussion

The Arbor Day tree planting is scheduled for April 25, 2026 at 2:00 PM.

Motion: to approve Arbor Day tree planting

Motion: E. Ricketts; 2nd: K. Derr

Unanimous

2026-1261: Parks and Recreation Manager's Report

Parks Manager Bailey provided updates.

No Action.

2026-1262: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

Staff reported on the CTUB collection system project. A corroded sewage pipe along Evitts Run has been discovered. The pipe pulled out and corroded, potentially allowing sewage leaks into the creek. The Commission discussed the need for warning signage in the area.

No Action.

V. ADJOURNMENT: 8:34 PM

DRAFT

VI. NEXT MEETING: 9th April, 2026

DRAFT

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1357: Pool Update

Board will receive updates from the pool construction project and will vote on a request for time extension for said project.

ATTACHMENTS:

- Request for Time Extension April 6 2026.pdf
- Cover Sheet.pdf

Palmer
Construction Co., Inc.

188 Success Drive
McConnellsburg, PA 17233
(717) 485-5111 Phone
(717) 485-5997 Fax
www.palmerconstruction.net

April 6, 2026

City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Attn: Alissa Meeks

RE: Request for Contract Time Extension – Jefferson Memorial Swimming Pool

Ms. Alissa Meeks,

Per Articles 8.3 and 15.1.6 of the AIA A201-2017 General Conditions of the Contract for Construction, we are providing this formal request for a time extension. This request is due to delay in start of demolition, additional pool demolition time, and experiencing abnormally harsh weather conditions this winter.

On August 18, 2025, we received revised construction contracts which included a Notice to Commence date of August 25, 2025, with project completion following 270 calendar days later. This would have provided a completion date of May 21, 2026.

The initial start of the project was delayed a week due to a delay at the permit office. We mobilized on August 25, 2025, and the building permit was released on August 29, 2026. We started demolition immediately after Labor Day on 9/2/2025. We also encountered additional demolition of a second existing pool layer and surrounding crawl space which added three weeks of additional work for demolition and backfill. Pool demolition was to finish October 1, 2025, and finished on October14, 2025. The additional engineered backfill material currently being placed to account for the volume missing from the crawl space is anticipated to take 7 days. The work related to the new pool shotcrete alone required a consistent temperature above 40-degrees and this temperature range was lost from January 23rd through February 27, 2026.

We are requesting a time extension of 61 days, to achieve temporary occupancy. This extension will provide for a temporary occupancy date of July 21, 2026.

There will be a balance of work related to the concrete deck and fencing work surrounding the splash pad area that will now need to be finished at a later date. The delay of the concrete and fence work surrounding the splash pad area was discussed during the progress meeting held on April 2, 2026, and is a result of delivery lead times and installation hours required for that separate contract which our finish work ties into.

Please contact me at your convenience regarding any clarifications.

Thank you,

Jerry Burkholder

PLOT DATE/TIME: Fri, 16 May 2025 12:05:25
PLOT USER:

CONSTRUCTION DOCUMENTS FOR

JEFFERSON MEMORIAL PARK POOL

CHARLES TOWN, WV

MAY 21, 2025



SHEET INDEX

SHEET NUMBER	SHEET NAME
C0.00	GENERAL NOTES
C1.01	EXISTING CONDITIONS
C1.02	DEMOLITION PLAN
C2.01	SITE INDEX
C2.02	SITE PLAN
C2.03	SITE LAYOUT PLAN
C2.04	GRADING PLAN
C2.05	RETAINING WALL PLAN & PROFILE
C3.01	UTILITY PLAN
C3.02	LIGHTING PLAN
C3.03	STORM PROFILES
C3.04	SANITARY PROFILES
C3.05	WATERLINE PROFILE
C4.01	DETAILS
C4.02	DETAILS
C4.03	DETAILS
C4.04	DETAILS
C4.05	DETAILS
C4.06	DETAILS
C4.07	DETAILS
AQ0.0	POOL REFERENCE PLAN
AQ0.1	POOL DEMOLITION PLAN
AQ0.2	EXISTING POOL CONDITIONS
AQ1.0	LEISURE POOL STRUCTURAL PLAN
AQ1.1	POOL STRUCTURAL NOTES
AQ1.2	POOL STRUCTURAL DETAILS
AQ1.3	POOL STRUCTURAL DETAILS
AQ1.4	POOL STRUCTURAL SECTIONS
AQ2.0	POOL PLAN & SECTIONS
AQ2.1	POOL DETAILS
AQ2.2	POOL DETAILS
AQ3.0	POOL LOCATION POINT PLAN
AQ4.0	POOL SUCTION PIPING PLAN
AQ4.1	POOL RETURN PIPING PLAN
AQ5.0	POOL MECHANICAL ROOM NOTES & SCHEDULES
AQ5.1	POOL MECHANICAL ROOM PLAN & SECTION
AQ5.2	POOL MECHANICAL DETAILS
AQ5.3	POOL MECHANICAL DETAILS
AQ5.4	POOL MECHANICAL DETAILS
AQ6.0	POOL SYSTEMS SCHEMATIC

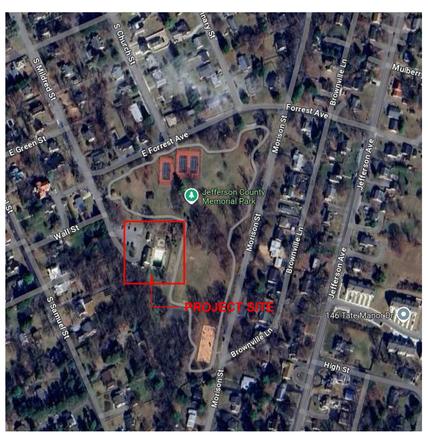
SHEET INDEX

SHEET NUMBER	SHEET NAME
S-000	GENERAL NOTES
S-010	SPECIAL INSPECTIONS
S-100	FOUNDATION AND FLOOR PLAN
S-101	ROOF FRAMING PLAN
S-200	EXTERIOR ELEVATIONS
S-210	FRAMING ELEVATIONS
S-211	FRAMING ELEVATIONS
S-500	STRUCTURAL DETAILS
G1.01	GENERAL INFORMATION
D1.01	DEMOLITION PLAN
A1.01	FLOOR PLAN
A1.02	ROOF PLAN
A1.03	RCP
A2.01	BUILDING ELEVATIONS
A2.02	BUILDING ELEVATIONS
A2.03	PAVILION ELEVATIONS
A3.01	BUILDING SECTIONS
A3.02	BUILDING SECTIONS
A3.03	BUILDING SECTIONS
A3.04	PAVILION SECTIONS
A4.01	INTERIOR ELEVATIONS
A5.01	SCHEDULES & DIAGRAMS
A5.02	DETAILS
MEP	LEGENDS AND NOTES
PD1.01	PLUMBING DEMOLITION PLAN
P1.01	PLUMBING PLANS
P3.01	PLUMBING SCHEDULES AND DETAILS
M1.01	HVAC PLAN
M3.01	MECHANICAL SCHEDULE
E1.01	LIGHTING PLAN
E2.01	POWER PLAN
E2.02	ELECTRICAL DETAILS

PROJECT INFORMATION

PROJECT No.: T30-11247

VICINITY MAP



PROJECT DATA

PARK POOL BUILDING RENOVATION AND ADDITION
IBC CONSTRUCTION TYPE: TYPE V-B
IBC OCCUPANCY TYPE: ASSEMBLY GROUP A-5
NFPA CONSTRUCTION TYPE: TYPE V(000)
NFPA OCCUPANCY GROUP: A-5
FULLY SPRINKLED: NO

TOTAL OCCUPANCY AREA: 2,674 SQ.FT.

GENERAL WV CODE COMPLIANCES

2018 INTERNATIONAL BUILDING CODE
2018 INTERNATIONAL PLUMBING CODE
2018 INTERNATIONAL MECHANICAL CODE
2021 NFPA 101 - LIFE SAFETY CODE
2020 NFPA 70 - NATIONAL ELECTRIC CODE
2017 ICC A117.1 STANDARD FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES
ASHRAE 90.1-2013 ENERGY STANDARD FOR BUILDINGS
WV STATE FIRE CODE - ADOPTED MAY 1, 2024
WV STATE BUILDING CODE - ADOPTED AUG 1, 2022

OWNER INFORMATION

CLIENT

THE CITY OF CHARLES TOWN
101 E WASHINGTON ST.
CHARLES TOWN, WV 25414
304.725.2311
ALISSA MEEKS
AMEEKS@CHARLESTOWNWV.US

THRASHER 600 WHITE OAKS BLVD. BRIDGEPORT, WV 26330

PROJECT ARCHITECT:
MARSHA L. BENSON
ARCHITECT WV #5792
MBENSON@THETHRASHERGROUP.COM
304.848.7842

ARCHITECTURE
DESIGN PROFESSIONAL
ADAM CLEM
ACLEM@THETHRASHERGROUP.COM
304.326.6377

CIVIL

PROJECT MANAGER:
SAM RICH
SRICH@THETHRASHERGROUP.COM
304.848.6490

CONSULTANT INFORMATION

ARROW STRUCTURAL ENGINEERING
1459 N. WILLEY STREET
MORGANTOWN, WV 26505
304.435.8828
STRUCTURAL ENGINEER:
MICHAEL HOWELL
MIKE@ARWCG.COM

HARPER ENGINEERING
52 B STREET
ST. ALBANS, WV 25177
304.722.3602
MEP ENGINEER:
JASON HARPER
JASON@HARPERENGWV.COM

COUNSILMAN-HUNSAKER
12851 MANCHESTER ROAD, SUITE 120
ST. LOUIS, MO 63131
314.894.1245
AQUATIC ENGINEER:
CARL NYLANDER
CARLNYLANDER@CHH20.COM

[X]	FOR AGENCY REVIEW	DATE: 5/21/25	BY: MLB
[X]	FOR BIDDING	DATE: 5/21/25	BY: MLB
[ ]	FOR CONSTRUCTION	DATE: _____	BY: _____

THE INFORMATION CONTAINED HEREIN IS THE SOLE PROPERTY OF THE THRASHER GROUP, INC. REPRODUCTION OF THESE DOCUMENTS IN WHOLE, OR IN PART FOR ANY REASON WITHOUT PRIOR WRITTEN PERMISSION IS STRICTLY PROHIBITED. COPYRIGHT © 2025 THE THRASHER GROUP, INC.

CAD FILE: Autodesk Docs://Jefferson Memorial Park Pool Renovation/Jefferson Co Pool_00.rvt

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1358: Pool Operations Discussion

Board will discuss topics relating to pool operation.

ATTACHMENTS:

- Pool Staff Costs and Incentive Structure.docx

Estimated Staffing Costs of the Pool and Staff Retention Bonuses

7 and 1/7 weeks of pool operations in FY2026

7 and 4/7 weeks of full time pool operations in FY2027 (assuming school starts on Aug 24th

Pool Staff	Number	Hours/wk	Rate	Amount unspent*
Lifeguard	10	20	$ 15.00	$ 2,142.86
Assitant Mar	2	20	$ 18.00	$ 2,571.43
Pool manag	1	35	$ 20.00	$ 5,000.00
Concessions	2	20	$ 10.00	$ 1,428.57
Total	15	297		
			$ 4,820.00	<-- weekley
			$ 34,428.57	<-- last half of FY2026
			$ 36,494.29	<-- first half of FY2027

*per person due to pool's delayed opening assuming staff starts working first week of FY2027

Amount unspent is wages that would be going to the employees, assuming a consistent workload of the above listed hours, that could go towards a hiring incentive that would be awarded at the end of the pool season. Some examples of incentive structure are as follows:

Flat – each person gets a set amount at the end of the season regardless of position. (e.g.: $1,000 sign on bonus awarded at end of the season)

- *Simple, but may oversell some positions and undersell others*

Proportional to Position – each incentive is proportional to the position's wage (e.g.: $700 for Concessions, $1,050 for lifeguards, $1,275 for assistant managers, $2,500 for pool managers.)

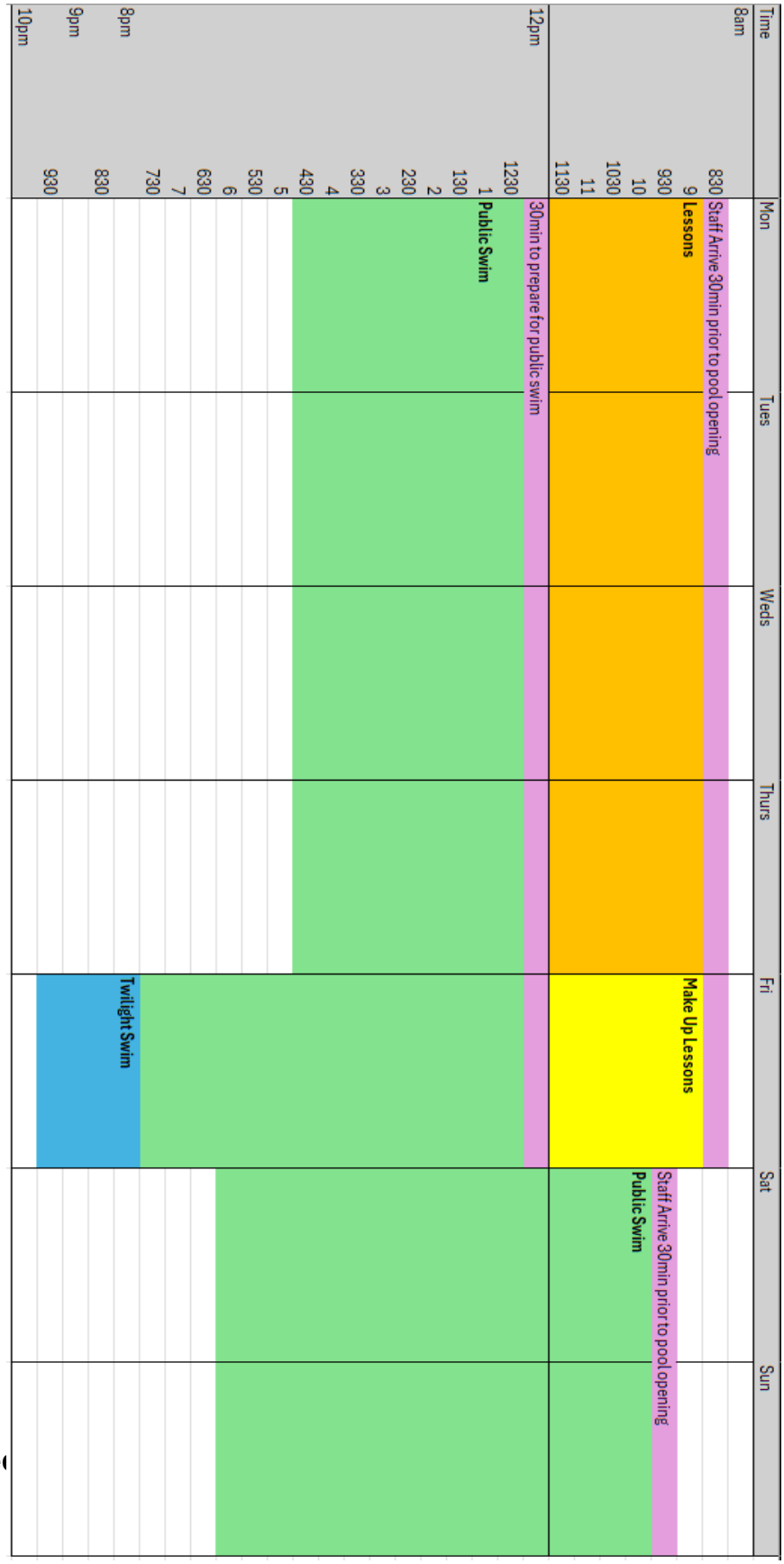
- *Alluring, people will respond to the large sums, but it is most likely the most expensive*

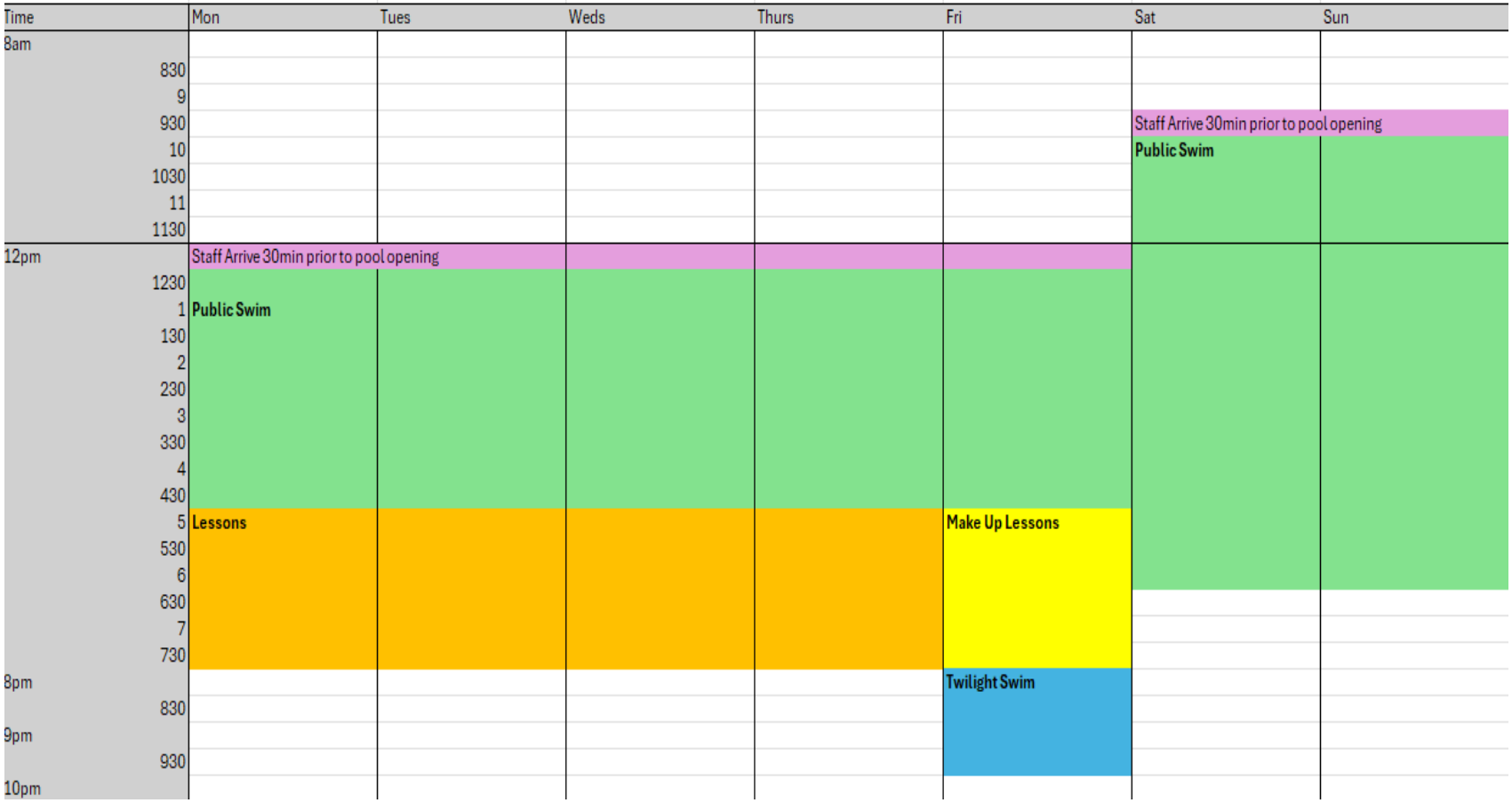
Proportional to hours worked – effectively a raise in the hourly wage awarded at the end of the season. Could be proportional or flat. (e.g.: for every hour you work, you gain $10 to be paid out at the end of the season)

- *Most tailor-made, would allocate a more appropriate bonus based on productivity, might encourage more hours from workers, but abstract calculations and dependency on hours worked might not illicit the same excitement and "pull factor"*

Pool Schedule A

Pool Sche


Time
Mon
Tues
Weds
Thurs
Fri
Sat
Sun
8am
830
Staff Arrive 30min prior to pool opening
9
Lessons
930
10
1030
11
1130
12pm
1230
30min to prepare for public swim
1
Public Swim
130
2
230
3
330
4
430
5
530
6
630
7
730
8pm
Twilight Swim
830
9pm
930
10pm
Make Up Lessons
Staff Arrive 30min prior to pool opening
Public Swim


Time
Mon
Tues
Weds
Thurs
Fri
Sat
Sun
8am
830
9
930
10
1030
11
1130
12pm
1230
1
130
2
230
3
330
4
430
5
530
6
630
7
730
8pm
830
9pm
930
10pm
Staff Arrive 30min prior to pool opening
Public Swim
Staff Arrive 30min prior to pool opening
Public Swim
Lessons
Make Up Lessons
Twilight Swim

2026-1359: Tennis Update

Board will receive an update on tennis programming

ATTACHMENTS:

- 2026 Spring Registration Spreadsheet with shirtsCensored.xlsx

Jefferson Junior Tennis League Registration Tracker															
Please submit Registration Tracker to City Hall with payments collected no later than 48 hrs after collection period														Tshirt	Hoodie
Registration Date	**Registration Season**	**Player**	**Parent Contact**	**Phone**	**Reg ($35)**	**Shirt ($15)**	**Hoodie ($25)**	**Due**	**Paid Date**	**Cash**	**Check**	**Ck#**		Size	Size
3/5/26 - 3/23/26	Spring - Girls				*$35.00*			*$35.00*	3/20/2026	*$35.00*					
					$35.00			*$35.00*	3/20/2026	*$35.00*					
					$35.00			*$35.00*	3/5/2026	*$35.00*					
					$35.00			*$35.00*	3/5/2026	*$35.00*					
					$35.00	*$15.00*		*$50.00*	3/9/2026	*$50.00*				LL	
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/23/2026		*$75.00*	2861		LL	AL
					$35.00	*$15.00*		*$50.00*	3/5/2026		*$50.00*	187		LS	
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/5/2026		*$75.00*	183		LXS	YL
	Spring - Boys				*$35.00*		*$25.00*	*$60.00*	3/20/2026		*$60.00*	3155			AM
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/5/2026		*$75.00*	126		AS	AM
					$35.00			$35.00	3/20/2026	*$35.00*					
					$35.00	$15.00		$50.00	3/5/2026		*$50.00*	1192		YL	
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/9/2026	*$75.00*				AM	AM
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/23/2026	*$75.00*				AM	AM
					$35.00	*$15.00*	*$25.00*	*$75.00*	3/18/2026	*$75.00*				YM	YM
	TOTALS:				*$525.00*	*$135.00*	*$175.00*	***$835.00***		*$450.00*	*$385.00*				

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1360: Happy Retreat MOU Review

Board will review the Happy Retreat MOU in preparation for the special meeting on April 16th.

ATTACHMENTS:

- MOU 12082015 Happy Retreat and Parks and Rec.pdf

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, dated this 8th day of December, 2015, is intended to memorialize the substance of agreements made between Friends of Happy Retreat, Inc., a not for profit corporation (hereinafter referred to as "FOHR") and the Board of Parks and Recreation Commissioners of Charles Town (hereinafter referred to as "The Board"), a public body corporate, to wit;

RECITALS:

By deeds dated the 19th day of June, 2015, and recorded in the Office of the Clerk of the County Commission of Jefferson County in Deed Book 1158 at pages 718 and 721 respectively, The Board and FOHR acquired, by division into two separate parcels, the real estate known as "Happy Retreat" which two tracts comprised of a total of 12.3 Acres. The division was made by plat recorded in the said Clerk's Office in Plat Book 25 at page 509 consisting of 2.3 Acres, more or less, allocated to and acquired by FHOR and 10 acres, more or less, allocated to and acquired by The Board. FHOR's tract is improved by the historic mansion known as "Happy Retreat" which is surrounded by the The Board's 10-acre portion of the real estate and FHOR's tract is accessed by a right of way to the adjoining street as depicted on the above mentioned plat, and

The subject real estate was acquired by the parties in a corroborative undertaking to preserve the historic grounds and commit the real estate to public purposes for events, festivals, cultural and educational activities, both on a short term and long term basis.

The parties wish, by this instrument, to memorialize the essential components of their understanding for future reference by the representatives of their respective entities,

NOW THEREFORE, the parties agree as follows:

1. FOHR and The Board will work together to create a comprehensive site plan for the entire 12.3-acre Happy Retreat property. The plan shall include landscaping, access driveways, trails, parking space, and facilities for events, festivals, cultural and educational activities, both on a short term and long term basis.
2. FOHR, at its sole expense, will be allowed to conduct archaeologic surveys and excavations on the acreage owned by the Board. The Board will

cooperate with FOHR in protecting any archaeologic sites discovered on the acreage owned by The Board.

3. FOHR and The Board will work together with the City of Charles Town and other appropriate entities to identify and develop heritage tourism, historical, cultural, artistic, educational and other activities appropriate to the organizations' missions and interests.
4. FOHR and The Board will work together in December of each year to create a calendar for the joint use of the Happy Retreat property for events for the following calendar year. The calendar will be made available to both FOHR and the Board and will be updated monthly.
5. FOHR and The Board will consult with an arborist and/or the WV Division of Forestry to develop a comprehensive forestry management and improvement plan for the entire 12.3-acre property, including a plan for maintaining the ash trees growing on the entire property, and considering additional tree conservation or planting. FOHR and the Board will pay their proportional costs for treating ash trees on both properties for the emerald ash tree borer.
6. FOHR and the Board will develop a joint property maintenance plan for the entire 12.3-acre property which includes lawn mowing, tree maintenance and snow removal. FOHR agrees to pay its proportional share of the cost of these services. The Board will bill FOHR on a monthly basis for these services.
7. FOHR and The Board will coordinate insurance for jointly sponsored events.
8. FOHR and The Board will work together, and with the City of Charles Town, to identify and pursue opportunities for federal, state, philanthropic and other sources of grant funding to support improvements to the entire property consistent with the comprehensive site plan and tourism/use plan.

This agreement may be supplemented and amended from time to time, but only by written agreement, executed by the respective parties and only in a manner consistent with the goals, purposes and intent expressed herein. This agreement shall neither be construed so as to create, nor to evidence, a partnership or joint venture between the parties. It shall not be construed so as to obligate The Board to any undertaking not otherwise authorized by West Virginia Code Section 8-21-1, et seq. or any action not authorized by Article 138 of the Codified Ordinances of the City of Charles Town. The duration of this agreement shall be perpetual.

WITNESSETH, the following signatures and seals:

1/18/2016
Date

FRIENDS OF HAPPY RETREAT, INC.
By: WALTER WASHINGTON
Its: PRESIDENT

1/19/2016
Date

CITY OF CHARLES TOWN BOARD OF PARKS AND RECREATION COMMISSIONERS
By: Ann M. Paoressa
Its: President

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1361: Parks Financial Policy Discussion

Board will discuss possible changes to the parks and rec departments procurement policy. Note that attachment has emphasis added.

ATTACHMENTS:

- Finacial Policy 1_08 to 1_10.docx

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town. Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda.

The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors. The following policies and procedures apply to the purchase of goods or services by all City staff. **In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town.** The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The **Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.**

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by City staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the City's finance committee of the requirement to solicit additional quotes. Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids.

Other City purchases expected to exceed $10,000 require a competitive selection process that for the City of Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the City website, the request for written and sealed competitive bids, and the selection of a provider based on

COPY

qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above. The City may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid. A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid. Renewal of existing contracts may be exempt from this policy with approval of the City Council.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission

when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.

2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.

COPY

3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.

4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line. The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to members of the Finance Committee for authorized signature.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

COPY

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

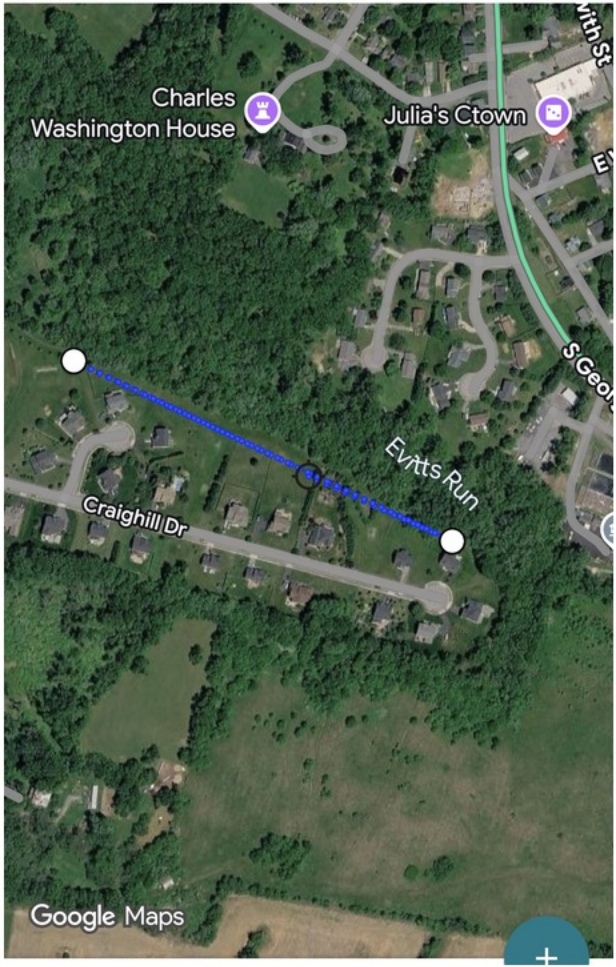
2026-1362: Tree Board Planting Site Proposal

Board will discuss approval for tree planting sites given by the tree board.

ATTACHMENTS:

- IMG_4974.jpeg
- IMG_4973.jpeg


ibrary
Google Maps
George
Washington
Cavern
Evitts Run


Charles
Washington House
Julia's Ctown
Evitts Run
Craighill Dr
Google Maps

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1363: Public Private Partnership between Charles Town and Ranson Community Garden Discussion

Bord will discuss the possibility of creating a private/public partnership with Ranson Community Gardens

ATTACHMENTS:

- PPP_Concept_Memo_Charles_Town_Parks_and_Ranson_Community_Gardens.docx

Public–Private Partnership Concept Memo

City of Charles Town Board of Parks and Recreation
Ranson Community Gardens

Executive Summary

This memorandum proposes a Public–Private Partnership (PPP) between the City of Charles Town Board of Parks and Recreation and Ranson Community Gardens to support stewardship and ecological enhancement of a forested section of City park land along Evitts Run adjacent to the skatepark. Under this proposed partnership, Ranson Community Gardens would be permitted, with written approval from the City of Charles Town Parks and Recreation Manager, to conduct limited and clearly defined land stewardship activities. The City would retain full ownership, policy authority, and oversight of the property. The intent of this partnership is to improve park conditions, strengthen volunteer engagement, and enhance environmental outcomes while minimizing cost impacts to the City.

Background and Need

The forested park land along Evitts Run near the skatepark serves as both a recreational asset and an important ecological buffer. Routine maintenance needs—including trail upkeep, litter removal, and selective underbrush management—place ongoing demands on Parks and Recreation staff capacity. Ranson Community Gardens is a local, community-based organization with experience in volunteer coordination and environmental stewardship. A structured partnership would allow these needs to be addressed in a supervised and organized manner that aligns with City standards.

Public Purpose and Objectives

The purpose of this partnership is to improve park cleanliness and safety, enhance trail accessibility, and protect the ecological health of the Evitts Run corridor. Success will be evaluated through observable improvements to site conditions, adherence to authorization procedures, and completion of approved activities.

Rationale for a Public–Private Partnership

A public–private partnership is an appropriate tool for this effort because the proposed activities are non-commercial, community-driven, and focused on stewardship rather than development. The partnership expands the City's operational capacity while preserving full public ownership, control, and long-term flexibility for the park land.

Proposed Partnership Scope

The partnership would apply to a defined section of forested City park land along Evitts Run adjacent to the skatepark (Appx. A). Authorized activities, subject to prior written approval by the Parks and Recreation Manager, may include trail maintenance, litter and debris clean-up, tree planting using City-approved species, and selective underbrush clearing. Activities would not include construction of permanent structures, use of heavy equipment, or removal of mature trees without express City authorization.

Roles and Responsibilities

The City of Charles Town will retain ownership and oversight of the park land, provide written authorization for approved activities, and ensure that all work aligns with City policies and environmental standards. Ranson Community Gardens will coordinate volunteers, submit written requests describing proposed activities, perform approved work responsibly, and ensure proper supervision and site cleanup.

Financial Considerations

No direct City funding is anticipated as part of this partnership. Activities are expected to be volunteer-supported. Any material, supply, or incidental costs will be addressed in the Memorandum of Understanding if applicable and will have to be approved by the board of parks and recreation.

Legal and Policy Considerations

A formal Memorandum of Understanding will be developed to define the scope of work, authorization requirements, liability provisions, duration of the agreement, and termination conditions. All activities will be conducted in compliance with applicable City policies.

Risk Considerations and Mitigation

Potential risks, including unauthorized work or unintended environmental impacts, will be mitigated through written pre-approval requirements, clear limitations on allowable activities, and ongoing City oversight.

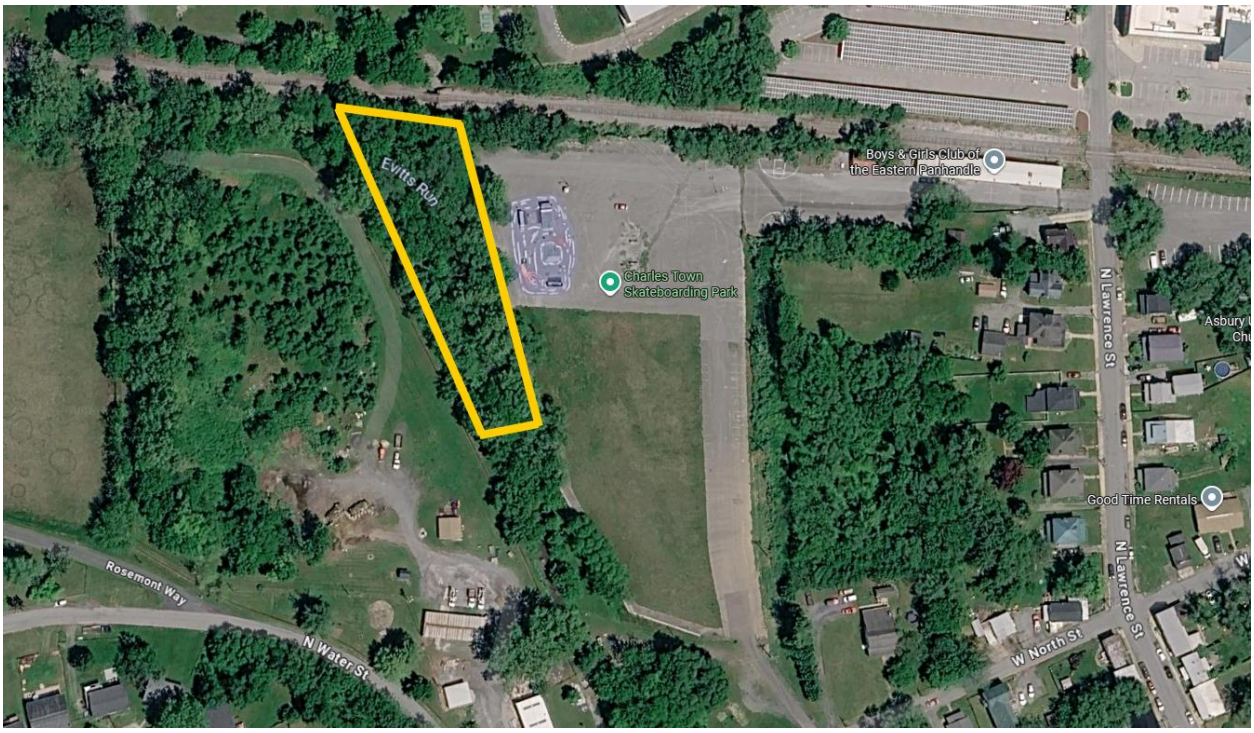
Community and Environmental Benefits

This partnership promotes stewardship of a valued public resource, strengthens collaboration between community organizations and local government, and supports the long-term environmental quality of the Evitts Run Park corridor.

Next Steps and Requested Action

Parks and Rec Manager requests authorization from the Board of Parks and Recreation to proceed with drafting and executing a Memorandum of Understanding consistent with the partnership concept outlined in this memorandum.

Appendix A: Location



Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1364: Manager's Request for Training - Certified Playground Safety Inspector Certification

Board members will review a request for approval of Certified Park Safety Inspector (CPSI) training

ATTACHMENTS:

- RequestforApprovalCPSICertTraining.docx

MEMORANDUM

TO: Charles Town Parks and Recreation Commission
FROM: Gavin Bailey, Parks and Recreation Manager
DATE: [Current Date]
RE: Request for Approval – CPSI Certification Training

REQUEST

I am requesting board approval to attend the National Recreation and Park Association (NRPA) Certified Playground Safety Inspector (CPSI) Certification Class in Washington, D.C.

BACKGROUND

During the March 2026 board meeting (agenda item 2026-1257), the Commission discussed playground safety and mulch maintenance requirements. The board approved $3,500 for immediate mulch needs and directed staff to develop a comprehensive mulch maintenance plan and obtain playground safety certification.

Currently, the City lacks in-house certified expertise to properly assess playground safety, maintain compliance with ASTM and CPSIA standards, or conduct regular inspections that could reduce liability exposure.

TRAINING DETAILS

Program: NRPA Certified Playground Safety Inspector (CPSI) Certification
Location: Washington, D.C. (hosted by Maryland Recreation and Parks Association)
Duration: 3-day course
Provider: National Recreation and Park Association
Link: https://mdrpa.org/cpsi/

Course Content:

- ASTM playground safety standards
- CPSIA compliance requirements
- Inspection procedures and documentation
- Fall surface testing and maintenance
- Risk assessment and hazard identification

JUSTIFICATION

1. **Direct Board Directive:** The board specifically requested CPSI certification proposal development at the March meeting.
2. **Liability Reduction:** Certified inspections reduce the City's exposure to playground injury liability by demonstrating due diligence in safety compliance.
3. **Cost Savings:** In-house certification eliminates the need to hire external consultants for annual playground inspections (typically $500-$1,500 per playground annually).
4. **Operational Efficiency:** Enables staff to immediately identify and address safety concerns rather than waiting for third-party inspections.
5. **Grant Competitiveness:** CPSI certification strengthens future grant applications for playground equipment and improvements.
6. **Regulatory Compliance:** Ensures City playgrounds meet federal CPSIA requirements and industry ASTM standards.

ESTIMATED COSTS

Item	**Estimated Cost**
CPSI Certification Course Registration	$600
Travel (For MARC and Metro tickets)	$50
Lodging (3 nights)	$300
Per Diem (3 days)	$120
TOTAL	**$1,070**

BUDGET IMPACT

Funds can be allocated from the Parks and Recreation Training budget line.

TIMELINE

Upon board approval, I will register for the next available course offering and provide the board with specific dates and a final cost breakdown prior to travel.

RECOMMENDATION

I recommend the board approve this training request to fulfill the directive provided at the March 2026 meeting and to enhance the City's playground safety program.

REQUESTED ACTION

Motion to approve the Parks and Recreation Manager's attendance at the NRPA CPSI Certification Class in Washington, D.C., with associated travel expenses not to exceed $1,150.

Respectfully submitted,

Gavin Bailey
Parks and Recreation Manager
City of Charles Town

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1365: Augustine Avenue Trail Ribbon Cutting

Board will be informed of the Augustine trail ribbon cutting event happening next monday, April 13th

ATTACHMENTS:

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1366: National Fitness Campaign Briefing

Board will discuss a proposal from the National Fitness Campaign.

ATTACHMENTS:

- NCF Brief.docx

The National Fitness Campaign (NFC) is an organization whose mission statement is "to Build Healthy Communities - We work with municipalities, schools, and sponsors across America to plan, design, fund and activate healthy communities and schools of the future. By 2030, the Campaign’s goal is to fund 5,000 free outdoor Fitness Courts® within a 10-minute bike ride of every American." Their program provides capstone grants of $30k-$60k, and consultancy services to kickstart the planning and construction of outdoor fitness facilities (which they call "Fitness Courts.") These grants do not cover the entire cost of these courts which, depending on site, grant, configuration, and installation, would cost the city somewhere between $160k-$270k.

If the city decides to work with the NFC, after we apply the next steps would have the NFC doing some on-the-ground heatmapping of the town to find optimal sites for the Fitness Court. The city will have to secure funding for the remaining costs not covered by the grant, and then after the money is awarded, the construction can begin. Grants will be awarded sometime between January and November 2027.



FITNESS COURT ART OFFERINGS



Local Artist *Invite a Local Artist to create a mural that represents your community!*

Support your Local Artist Community with a **$5,000 Grant to the Artist** provided by NFC!

Additional Funding Required. *Example Art: Will be customized for your city*





Custom Art *Work with the in-house NFC Art Studio Team*

Additional Funding Required. *Example Art: Will be customized for your city*



Fitness Court Art *Unique design included in your state campaign*

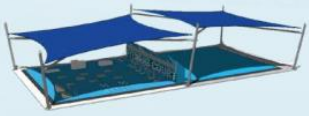
Example Art: to be confirmed at Award

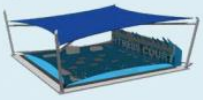


NEW!

NOW AVAILABLE FOR

FITNESS COURTS &
FITNESS COURT STUDIOS





FITNESS COURT | SHADE

WORLDS BEST OUTDOOR GYM JUST GOT COOLER



- EXTENDED SEASONAL USE
- UV & SUN PROTECTION
- INTEGRATED DESIGN
- ENHANCED AESTHETICS
- MADE IN USA
- LONG LASTING MATERIALS

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1367: Parks and Recreation Manager's Report

ATTACHMENTS:

- City of Charles Town Signed.pdf
- Budget line explanations.docx
- Managers Report.docx
- February 2026 P&R Financials.pdf

CBP Enterprises LLC

915 Hillcrest Dr

Martinsburg WV 25401

Landscaping Contract for City of Charles Town Parks 2026 Mow Season

CBP Enterprises agrees to mow and maintain the following parks for the 2026 mow season.

Craig Hill Walking Trail: $245.00 per mow

Willingham Knolls Park: $265.00 per mow *decrease in price due to scope of work change

Jefferson Memorial Park: $305.00 per mow

Evitts
Evans Run Park: $250.00 per mow

Happy Retreat: $330.00 per mow *more moderate increase due to scope of work change

All parks will be mowed on an as needed basis from March through the end of mowing season, usually October or November.

The billing for the services will be done monthly at be beginning of the month following the services and is due 30 days from invoice being issued. This contract is for the 2026 mowing season only.

Jeremy B. Palmer 4-1-26

Jeremy Perkins

John J. Wysong II 4-1-26

John Wysong

Revenues

Carryover – Money that wasn't spend in the previous FYs that gets "carried over" into the next budget cycle

Pool admission – Money generated from admissions at the pool

Pool concessions – Money generated from sales at the pool concession stand

Pool rentals – Rental fees from the pool

Pool passes - money generated from the purchase of season passes at the pool

Swimming lessons - money generated from the swim lessons we provide at the pool

Pavilion rental – money generated from rentals at the park pavilions

Park donations – money donated from other organizations (Rotary, Lyons, Kiwanis)

Hotel/Motel – the parks department gets %50 of the city's Hotel/Motel tax revenue

Tennis CIP donations – Donations for tennis capitol improvement

Junior tennis – revenue from junior tennis registrations

Tennis lessons – money from the registration fee for Jorge's tennis lessons (after split)

Interest – Money generated due to this account having interest accrue over time

Contributions from GF – monetary contributions from the city's general fund.

Expenses

Salaries – wages of park employees that aren't the manager (manager's salary is taken from the general fund)

FICA Tax Expense – Federal Insurance Contributions Act Tax Expense (Payroll taxes set to 7.65% of Salary)

Overtime – money to be spend in the event of a salaried worker needing overtime

Telephone – the phone bill for the Jefferson memorial pool. It is required by law for us to have a phone at any aquatic facility.

Utilities – water, electricity, restrooms (not porta potties), and trash for the parks.

Buildings and grounds – Essentially a maintenance line. Used for anything being done to the park grounds or infrastructure (landscaping, repairs, mulching, painting, lightbulb replacements) excludes mowing (see contracted services)

Pool Supplies and equipment – chems for pool, filters, test kits, maintenance for pool, maintenance on ice-cream machine.

Advertising/Legal Publishing – cost to publish RFPs and RFQs during competitive bidding process (which we have to by state law)

Training – Lifeguard certifications, CPR/First Aid, CPO cert for pool manager, any "professional development" costs for park manager

Insurance & Bonds – costs for commercial property insurance, umbrella liability insurance, auto insurance, worker's insurance

Contracted services – mowing, porta potty setup and cleaning, pest control, pool water testing, payroll processing.

Other fees/taxes – this goes to the paying the pool permit for the health department

Departmental supplies – commemorative t-shirts for events, trophies for competitions, floats, whistles, first aid supplies, AEDs, Nets, Waders.

Junior tennis supplies – tennis balls primarily, but any supplies requested by the head coach of the junior tennis program

Concession stand supplies – chips, ice-cream, machinery, cleaning supplies

Uniforms – uniforms for pool and tennis staff as well as park manager

Capital outlay – Money that can go to capital projects

Contingencies – a buffer in the case of unexpected purchases

Mowing contract changes

Last Years price -> Old estimate -> new estimate

Craig Hill **$230 -> $245 -> $245**

Willingham Knolls **$290 -> $305 -> $265** – noted "decrease in scope of work"

Jefferson Memorial **$390 -> $410 -> $305**

Evitts Run **$235-> $250 -> $250**

Happy Retreat **$225 -> $240 -> $330** – Noted "moderate increase due to scope of work change" leads me to believe that original estimate was for the area surrounding the house and not the trails.

Total **$1,370 -> $1,450 -> $1,395**

Change from last year **-> +$80 -> +$25**



Figure: Scope of trail mowing at Happy Retreat Park

Willingham Knolls Fence

New Fencing is now up around the the Willingham Knolls Park.





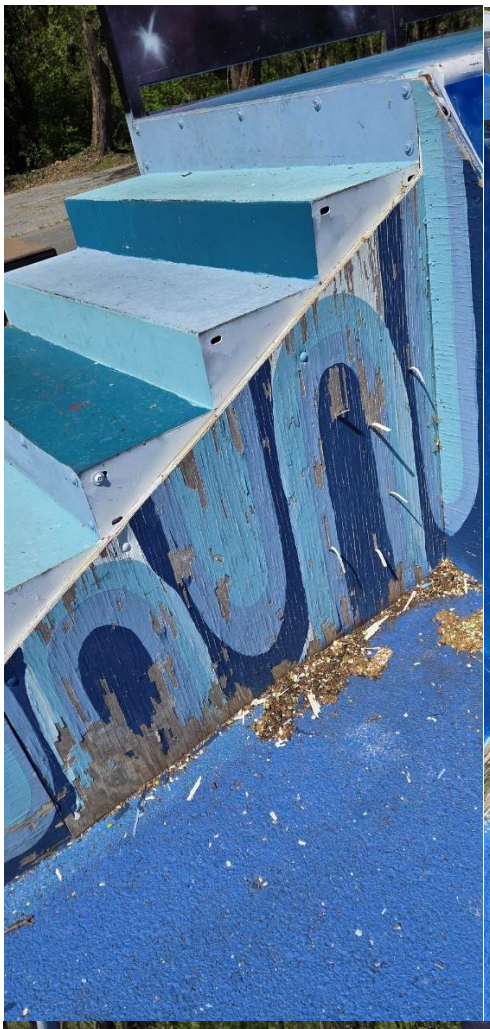
Skate Park Field Ruts

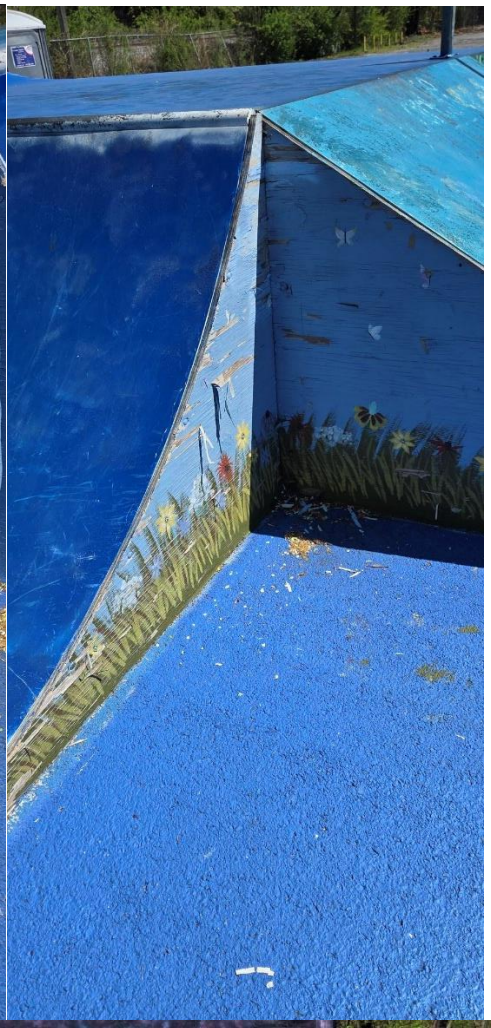
Major damage to the field adjacent to the skate park, most likely from unauthorized vehicle use and snow collection operations from the last blizzard. No action advised.

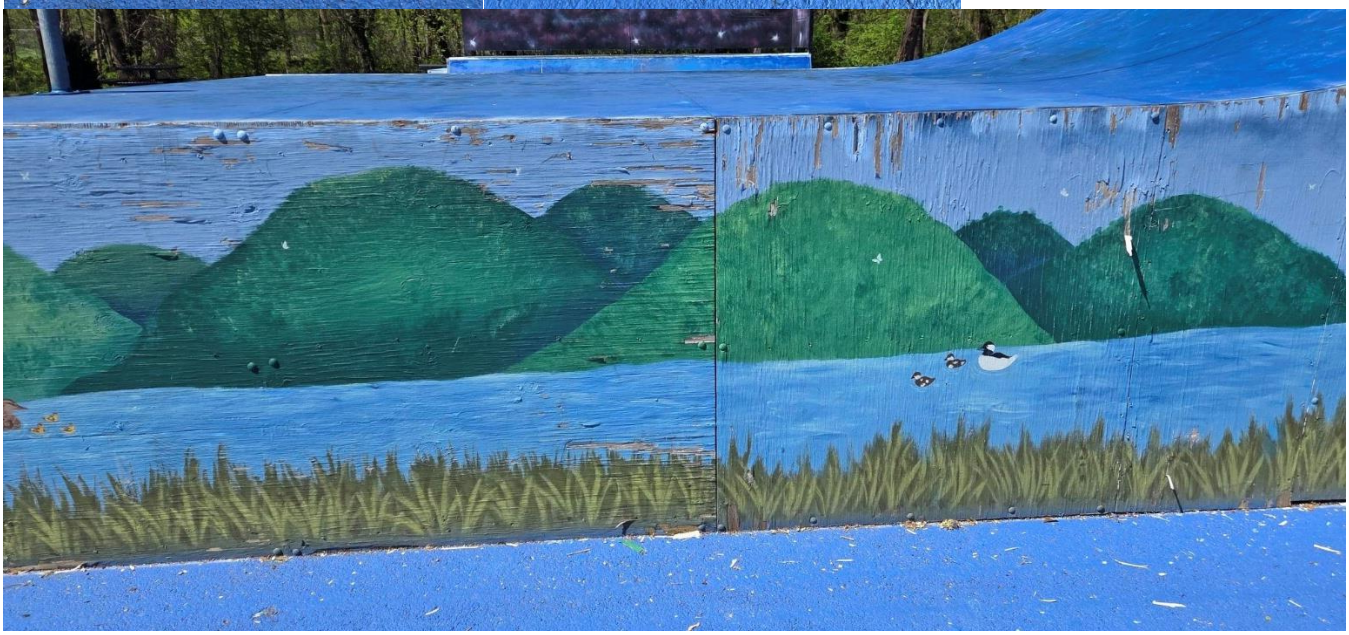


Skate Park Mural Paint

There is paint and wood chipping off of the skatepark, no action advised.







the city of Charles Town, WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
207-340-000 Pool Admission	20,400		-	20,400	0%		
207-340-010 Pool Concession Stand	3,000		16	2,984	1%		
207-340-020 Pool Rental	2,000		-	2,000	0%		
207-340-030 Pool Passes	3,000		-	3,000	0%		
207-340-040 Swimming Lessons	5,000		-	5,000	0%		
207-340-070 Pavilion Rental	4,000		1,400	2,600	35%		
207-340-100 Park Donations	-		2,500	(2,500)			
207-340-120 Hotel/Motel	100,000	2,976	46,552	53,448	47%		
207-340-140 Tennis CIP Donations	1,000		-	1,000	0%		
207-340-210 Junior Tennis	1,200		455	745	38%		
207-340-220 Tennis Lessons	7,500		5,640	1,860	75%		
207-380-000 Interest on Investments	750		1,433	(683)	191%		
207-369-000 Contributions from GF	20,000		20,000	-	100%		
207-340-520 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**2,976**	**229,459**	**89,854**	**137%**		

EXPENSES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-103 Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
207-900-104 FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
207-900-108 Overtime	1,000		-	1,000	0%		
207-900-211 Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
207-900-213 Utilities	12,000	12	2,144	9,856	18%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
207-900-215 Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
207-900-216 Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
207-900-220 Advertising/Legal Pub	200		-	200	0%	Publishing fees	
207-900-221 Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
207-900-000 Dues			120	(120)		NRPA Membership	
207-900-226 Insurance & Bonds	4,000		5,795	(1,795)	145%	Commercial Property, Umbrella Liability, Automobile, Worker's	
207-900-230 Contracted Services	50,000	1,107	31,376	18,624	63%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
207-900-236 Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
207-900-237 Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
207-900-341 Departmental Supplies	13,150	71	5,575	7,575	42%	Trophies, T-shirts, Floats and whistles.	
207-900-341 Junior Tennis Supplies	850		-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
207-900-342 Concession Stand Supplies	1,000		-	1,000	0%		
207-900-345 Uniforms	2,000		145	1,855	7%		Guard uniforms
207-900-359 Capital Outlay	114,000		-	114,000	0%		
207-699-568 Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES	**319,143**	**1,190**	**58,009**	**261,134**	**18%**		
REVENUES OVER EXPENSES	**-**	**1,786**	**171,450**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
207-340-216 Clifford Trust Restricted Donation	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
207-380-000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
207-380-050 Dividends	1,600	1,552	8,814	(7,214)	551%		Dividends received on investments.
207-380-100 Gains/ Losses on Investments	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**1,552**	**505,281**	**(45)**	**100%**		

EXPENSES	CURRENT BUDGET	FEBRUARY 2026	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
207-900-223 Professional Services	1,800	213	3,345	(1,545)	186%		Portfolio management fees.
207-900-459 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**213**	**3,345**	**501,891**	**1%**		
REVENUES OVER EXPENSES	**-**	**1,339**	**501,936**				

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/09/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1368: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

ATTACHMENTS: