# CITY OF CHARLES TOWN
## BOARD OF PARKS AND RECREATION
## AGENDA • MAY 14, 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**

: **2026-1488:** Charles Town Parks and Recreation Minutes Report
Minutes Report Draft 4-9-26.docx
Special meeting minutes report draft.docx

**3. UNFINISHED BUSINESS**

: **2026-1476:** Jefferson Memorial Park Pool Update
20260421-Jefferson Park Pool-CR #3.pdf
20260421-Jefferson Park Pool-Tem Construction Fence.pdf
Schedule B Pool Revised.xlsx

: **2026-1477:** Pool Operations Discussion
Pool Bonuses.docx
JohnniesEst.pdf
Quote BundleMaxRPool.pdf
Max R items.docx
DoMorEst.pdf
WabashValleyEst.pdf
LeasureCreationsEst.pdf
JohnniesEst2.pdf

: **2026-1478:** Tennis Staffing Discussion

: **2026-1479:** Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session
Building Requirements for Structures Within Zone.docx

: **2026-1480:** New Mowing Contracts Discussion

: **2026-1481:** Happy Retreat MOU Special Meeting
MOUCharlesTownParksRansonCommunityGardensDRAFT.docx

: **2026-1482:** Preliminary Capital Budget Discussion
CIP 2026-2030.xlsx
Capital Improvements Project Description Parks Masterplan.docx
Capital Improvements Project Description Pumptracks.docx
PumptrackARC.docx
DiskGolf Diagram.docx

Shenandoah Junction WV_37_Tommy Van Vliet.pdf

: **2026-1483:** Parks Financial Policy Discussion
Finacial Policy 1_08 to 1_10.docx

: **2026-1484:** National Fitness Campaign Briefing
NCF Brief.docx

: **2026-1485:** Public Private Partnership between Charles Town and Ranson Community Garden Discussion
Parks and Rec-Ranson Community Gardens MOUDRAFT.docx

: **2026-1486:** Seasonal Parks Maintenance Plan Discussion
CTown P&R Maintenance Plan - Content Guide - Draft - Apr 2026.pdf

: **2026-1487:** Clean Parks Initiative

**4. NEW BUSINESS**

: **2026-1490:** FY2027 Budget
FY_2027_P_R_Budget.pdf

: **2026-1491:** Park Manager's Update
ManagersReport5-14-26.docx
April 2026 P&R Financials.pdf

: **2026-1492:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

: **2026-1494:** Willingham Knolls Fence

**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: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1488: Charles Town Parks and Recreation Minutes Report

Board will review and approve the minutes report draft from last meeting and the special meeting with Friends of Happy Retreat

**ATTACHMENTS:**

- Minutes Report Draft 4-9-26.docx
- Special meeting minutes report draft.docx

City of Charles Town

Parks and Recreation Commission Report

April 2026

9 April, 2026 / 6:00 PM / City Hall

## I. CALL TO ORDER: 6:03 PM

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

Absent: Mike Slover

Staff: Gavin Bailey, Brent Manuel

Guests: Sam Rich

## II. APPROVAL OF MINUTES:

**March 2026 Minutes** - Approved with corrections

Corrections noted:

- Spelling correction: Kevin Derr (agenda item 2026-1258)
- Edit to agenda item 2026-1255: Correct motion verbiage is, "*Move to authorize Parks Manager to meet with R&L, to establish a designated path that connects the grounds behind Happy Retreat to the footbridge over Evitts run, and then loops back around to the rear grounds of Happy retreat, and to Authorize Gavin with pre-approval for up to $330 specifically for Happy Retreat, and the other mowing quotes for the other parks as provided to this board by the Parks Manager."*
- Edit to agenda item 2026-1251: Include specific pay rates on motion, namely $30hr for the head instructor and $12.75hr for supporting staff.
- Edits to agenda item 2026-1257: Correct motion verbiage is, "*Move to have the Parks Manager draw up a mulch maintenance plan for the mulch at the playgrounds, and to pre-authorize up to $3500 for immediate mulch needs, to be paid out of the maintenance portion of the budget."*

- Edits to agenda item 2026-1258: Clarification, the motion was for staff to prepare requests for the Charles Town FY 2027 capital budget to include funding for parks master planning and pavilion roof replacement.

DRAFT

- Edit to agenda item 2026-1260: Arbor Day Tree Planting Site Discussion. Specify, only the 2 trees at Evitts Run Park were approved.

Motioned: T. Roth; 2nd: K. Derr

*Unanimous*

## III. UNFINISHED BUSINESS

**2026-1249:** Jefferson Memorial Park Pool Update

Extension request letter was sent by Palmer Construction with a substantial completion date of July 21st, 2026. Discussion was held about approving the extension request letter.

*No Action.*

**2026-1252:** Pool Operations Discussion

Board discussed items to be purchased for the concession stand and the pool deck. Naming of the pool, and possible incentive structures for worker retention was also discussed.

Motion: to name the new pool at Jefferson Memorial Park the "Charles Town Public Pool"

Motioned: E. Ricketts; 2nd: S. Galleher

*Unanimous*

**2026-1251:** Tennis Program Update

Concern about getting in contact with the tennis coach was voiced. Board discussed possible alternatives if tennis coach could not be reached in time for the start of tennis programming.

Motion: If the coach from last year does not contact the Parks Manager by April 17th, the Parks Manager is authorized to create a job posting

Motioned: E. Ricketts; 2nd: S. Galleher

DRAFT

*Unanimous*

**2026-1256:** Happy Retreat MOU Review

The MOU between the Friends of Happy Retreat and the City of Charles Town Parks and Recreation Department was distributed for review and several items were discussed as main topics for further discussion at the special meeting between the two parties on April 16th.

Motion: to direct the Parks Manager to draft a proposed agenda and advertise a special meeting for next Thursday, April 16th, 2026

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

*Unanimous*

**2026-1380:** Parks Financial Policy Discussion

Board requests more information regarding the City procurement policy. Updates to be given at next month's meeting.

*No Action.*

## IV. NEW BUSINESS

**2026-1263:** Tree Board Planting Site Proposal

Board discussed the Tree Board's request to plant trees at both the Craighill Estates trail, and a section of Willingham Knolls Park.

Motion: to approve the Tree Board request to plant at Craighill Estates trail, but to hold off on the fall Willingham Knolls planting

Motioned: K. Derr; 2nd: T. Roth

*Unanimous*

**2026-1264:** Public-Private Partnership Between Charles Town and Ranson Community Garden Discussion

DRAFT

Board discussed the possibility of working with the Ranson Community Gardens through the creation of a Private-Public Partnership.

Motion: to direct staff to draft a Memorandum of Understanding between Parks and Recreation and Ranson Community Gardens for board review

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

*Unanimous*

**2026-1265:** Manager's Request for Training - Certified Playground Safety Inspector Certification

Park Manager requested funds to receive certification as a Certified Playground Safety Inspector from the National Recreation and Parks Association

Motion: to table the training request indefinitely.

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

*Unanimous*

**2026-1266:** Augustine Ave. Trail Ribbon Cutting

Board was informed about the Augustine Ave. trail ribbon cutting ceremony that will occur on Monday April 13th.

*No Action.*

**2026-1267:** National Fitness Campaign Briefing

Motion: to table

Motioned: E. Ricketts; 2nd: S. Galleher

*Unanimous*

**2026-1268:** Manager's Update

Manager gave updates on several items including the Happy Retreat Bridge Staining and Jefferson Memorial Park pickleball court project.

*No Action.*

DRAFT

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

A request to call for volunteers for the Craighill estates and Evitts run tree plantings happening on April 25th was voiced.

*No Action.*

## V. ADJOURNMENT: 8:41 PM

## VI. NEXT MEETING: 14 May 2026

## SPECIAL MEETING SCHEDULED: 7pm, 16 April 2026 at Happy Retreat

DRAFT

City of Charles Town

Parks and Recreation Commission Report Special Meeting

April 2026

16 April, 2026 / 7:00 PM / Happy Retreat

## I. CALL TO ORDER: 7:01PM

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

Absent: Mike Slover

Staff: Gavin Bailey

Guests: Friends of Happy Retreat Board

## II. UNFINISHED BUSINESS

**2026-1394:** Pool Operations Discussion

Discussion was held concerning whether the request for extension request sent by Palmer Construction should be approved.

Motion: approve the request from Palmer Construction for a 61 day extension on the Charles Town Public Pool (formerly known as the Jefferson Memorial Pool), allowing them until July 21st, 2026 to achieve temporary occupancy.

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

*Unanimous*

**2026-1396:** Pool Update

Discussion was had surrounding the possibility of coordinating with the Washington Landing Apartments to allow Charles Town Parks and Rec to use their facilities in some capacity during the summer until the pool construction was completed.

DRAFT

Motion: authorize the Parks Manager to explore Charles Town Parks and Rec usage of the Washington Landing Apartments Pool.

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

*Unanimous*

## III. NEW BUSINESS

**2026-1388:** Comprehensive Site Plan for the 12.3 Acre Property

Discussion was held regarding the potential for cooperation in a potential city parks master plan. Also discussed was the coordination of payment for mowing and thoughts about the trail system connecting the Charles Washington House to the Evitts Run.

*No action.*

**2026-1389:** Happy Retreat Event Calendar

Discussion opening avenues for communication between the Friends of Happy Retreat and the City Parks and Rec Department to help with public outreach of Happy Retreat events was conducted. The potential for joint events was also discussed.

*No action.*

**2026-1391:** Joint Property Maintenance Plan

Discussion held concerning the mowing of the property, joint coordination of tree maintenance, snow removal and brush hogging of trails.

*No action.*

**2026-1392:** Coordinated insurance for Jointly Sponsored Events

The particulars of insurance requirements were discussed. Parks manager tasked with clearing up perceived ambiguities with the city's insurance policy.

*No Action.*

DRAFT

**IV. ADJOURNMENT:** 8:39 PM

**V. NEXT MEETING:** 14 May 2026

DRAFT

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1476: Jefferson Memorial Park Pool Update

Board will discuss updates to the pool

**ATTACHMENTS:**

- 20260421-Jefferson Park Pool-CR #3.pdf
- 20260421-Jefferson Park Pool-Tem Construction Fence.pdf
- Schedule B Pool Revised.xlsx

STABILIZED CONSTRUCTION ENTRANCE

MATCHLINE

STABILIZED CONSTRUCTION ENTRANCE

LIMIT OF DISTURBANCE

ADA PARKING SPACES (TYP)

WHEEL STOP (TYP)

CONCRETE WASHOUT AREA (CONTRACTOR TO DETERMINE FINAL LOCATION)

MATERIAL AND EQUIPMENT STORAGE AREA (CONTRACTOR TO DETERMINE FINAL LOCATION)

ADA PARKING SIGN

VAN ACCESSIBLE ADA PARKING SIGN

CONCRETE STAIRS WITH NINE (9) RISERS AND HANDRAIL (SEE SHEET C4.02)

CONTRACTOR TO SEAL AND RE STRIPE EXISTING PAVEMENT

TWO (2) 6' GATES

5' BARRIER COMPLIANT ENTRANCE GATE

WEST RETAINING WALL (SEE SHEET C2.05)

PAVILION
FFE = 482.60'

SANITARY NETWORK (SEE SHEET C3.01)

5' BARRIER COMPLIANT ENTRANCE GATE WITH ELECTRONIC MAG LOCK

POOL BUILDING RENOVATION
FFE = 482.42'

4' TALL ENTRANCE GATE WITH 54" PULL LATCH

2' DEEP, 1' FLAT BOTTOM VEGETATED DITCH WITH 3:1 SIDE SLOPES

GRASS LAWN

8' TALL FENCE

4' TALL FENCE

SPLASH PAD (BY OTHERS)
(1,350 SF)

4' TALL ENTRANCE GATE WITH 54" PULL LATCH

NEW POOL

SPLASH PAD MECHANICAL AREA (BY OTHERS)
FFE = 482.8

TYPE III CURB

LIGHT POLE (TYP)
(SEE SHEET C3.02)

24' X 18' SHADE SAIL
(SEE SHEET C4.07 FOR DETAIL)

WINGWALL (TYP)

BELTED SILT FENCE (TYP)

OUTLET PROTECTION (TYP)

10' 0 10' 20'

THRASHER
THE THRASHER GROUP INC.
600 WHITE OAKS BLVD,
P.O. BOX 940
BRIDGEPORT, WV 26330

P (304) 624-4108
F (304) 624-7831

www.thethrashergroup.com

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| NO. | BY | DATE | DESCRIPTION |
|---|---|---|---|
| BID | F.JS | 05.21.2025 | CONSTRUCTION DOCUMENTS ISSUED FOR BID |
| ADD1 | F.JS | 06.18.2025 | CONSTRUCTION DOCUMENTS ISSUED FOR BID (2 HOURS / ADDENDUM 1) |
| C1 | F.JS | 12.10.2025 | REVISED SHEETS C1.01-C2.02, C3.02 TO REVISE |
| C2 | F.JS | 02.23.2026 | CONSTRUCTION REVISION #1 SHEETS C2.03 & C3.01 ADJUSTED |
| C3 | F.JS | 04.21.2026 | CONSTRUCTION REVISION #2, SHEETS C2.03-C2.05 & C5.02 ADJUSTED WITH GRADING & FENCE CHANGES |
| | | | CONSTRUCTION REVISION #3, SHEET C2.02 ADJUSTED FOR NEW FENCE LAYOUT |

**JEFFERSON MEMORIAL PARK POOL**

THE CITY OF CHARLES TOWN
CHARLES TOWN, WV
MAY 21, 2025
CONSTRUCTION DOCUMENTS

DRAWN: DATE:
CHECKED: DATE:
APPROVED: DATE:

PROJECT No.
T30-11247

SITE PLAN

SHEET No.
C2.02

CAD FILE: R:\030\T30-11247.00 - Jefferson Memorial Park Pool Reno\Drawing\11247-Site Plan.dwg PLOT DATE/TIME: 4/21/2026 12:59 PM LAYOUT: SITE PLAN USER: forrest j stern

STABILIZED CONSTRUCTION ENTRANCE

MATCHLINE

5½ BARRIER COMPLIANT ENTRANCE GATE

4' TALL ENTRANCE GATE WITH 54" PULL LATCH

TEMPORARY CONSTRUCTION PRIVACY FENCE

4' TALL FENCE

4' TALL ENTRANCE GATE WITH 54" PULL LATCH

8' TALL FENCE

10' 0 10' 20'

THRASHER
THE THRASHER GROUP INC.
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| NO. | BY | DATE | DESCRIPTION |
|---|---|---|---|
| BID | FJS | 05.21.2025 | CONSTRUCTION DOCUMENTS; ISSUED FOR BID |
| A01 | FJS | 06.18.2025 | CONSTRUCTION REVISION #1 SHEETS C1 (101-2)02, C3.02 TO REVISE CONCRETE AND ADD CONTOURS / ADDENDUM 1) |
| C1 | FJS | 12.10.2025 | REVISED SHEETS C1 (101-2)02, C3.02 TO REVISE |
| C2 | FJS | 02.23.2026 | CONSTRUCTION REVISION #2; SHEETS C2.00-C2.05 & C5.02 ADJUSTED WITH GRADING & FENCE CHANGES |

# JEFFERSON MEMORIAL PARK POOL

THE CITY OF CHARLES TOWN
CHARLES TOWN, WV
MAY 21, 2025
CONSTRUCTION DOCUMENTS

DRAWN: DATE:
CHECKED: DATE:
APPROVED: DATE:

PROJECT No.
T30-11247

TEMPORARY CONSTRUCTION FENCE

SHEET No.
EX2.01

CAD FILE: R:\030\T30-11247.00 – Jefferson Memorial Park Pool Reno\Drawing\11247-Site Plan.dwg PLOT DATE/TIME: 4/21/2026 12:53 PM LAYOUT: TEMP FENCE EXHIBIT USER: forrest j. stern

## Jefferson Memorial Park Pool Renovation
## Schedule B - Project Budget

| | Cost of Project |
|---|---|
| **1** | **Construction** |
| | A. Palmer Construction |
| | B. Sparks @ Play / Aquatix |
| **2** | **Architecture & Engineering** |
| **3** | **Contract Change Orders** |
| CO 1 | Pool Demo |
| CO 2 | Plumbing Shaft Wall |
| CO 3 | ADA Door Widening |
| CO 4 | Resinous Flooring Treatment |
| CO 5 | Exhaust Fans with Outlet through Gable Ends |
| CO 6 | Revised Drawings |
| CO 7 | Mechanical Room Wall Repairs |
| CO 8 | Updated Steel Sizing |
| CO 9 | Backflow Preventer with Hot Box |
| CO 10 | Revised Door Hardware for Family Restroom |
| CO 11 | Electrical for Camera System |
| CO 12 | Revised Fence Layout |
| CO 13 | Addition of IT and Camera Work |
| CO 14 | Addition of Smoke Detectors |
| TBD | Splash Pad Step Up Transformer |
| TBD | Pool Backfill |
| **4** | **Out of Contract Additions** |
| | Concession Equipment |
| | Pool Cover |
| **5** | **Current Project Cost** |
| **6** | **Available Funding** |
| | LWCF Funds |
| | LWCF Match |
| | Committed Local Funds |
| **7** | **Remaining Funds** |

**5/4/2026**

| Total | |
|---|---|
| **$3,690,890.04** | |
| $2,994,000.00 | |
| $696,890.04 | |
| **$365,000.00** | **% Change from Bid** |
| **$157,918.89** | 4.28% |
| $21,538.44 | |
| $6,563.00 | |
| $3,398.25 | |
| $6,231.00 | |
| $1,955.34 | |
| $22,761.90 | |
| $4,880.85 | |
| $3,618.76 | |
| $10,465.20 | NEEDS REVISED |
| $4,540.52 | NEEDS REVISED |
| $4,095.75 | |
| -$1,175.00 | |
| $16,623.40 | |
| $1,272.35 | |
| $6,149.13 | ESTIMATED |
| $45,000.00 | ESTIMATED |
| **$56,592.20** | |
| $34,000.00 | |
| $22,592.20 | |
| **$4,270,401.13** | |
| **$4,900,000.00** | |
| $1,850,695.00 | |
| $1,850,695.00 | |
| $1,198,610.00 | |
| **$629,598.87** | |

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1477: Pool Operations Discussion

Board will discuss operations at the pool.

**ATTACHMENTS:**

- Pool Bonuses.docx
- JohnniesEst.pdf
- Quote BundleMaxRPool.pdf
- Max R items.docx
- DoMorEst.pdf
- WabashValleyEst.pdf
- LeasureCreationsEst.pdf
- JohnniesEst2.pdf

# End of Season Bonus Structure

**Purpose**: The board has identified a risk of decreased staff retention due to pool construction delays creating a shorter season. To offset the cost to staff in the form of lost wages, the Board of Parks and Rec has proposed a one-time monetary incentive, “End-of-Season Bonus”, for all pool staff for the 2026 pool season.

**Conditions**: For staff to be eligible for the bonus they must work an amount equal to averaging 20 hours a week from the start of the season until the beginning of the school year AND end the season in good standing with the city.

**Payment**: Incentives will be given on the last pay period of the pool season to all that were deemed eligible. Incentives are to be treated as wages paid to the employee.

End of Season Bonuses

| Pool Staff | Amount | # of workers (est.) | Cost |
|---|---|---|---|
| Lifeguard | $ 225.00 | 10 | $ 2,250.00 |
| Assistant Managers | $ 225.00 | 2 | $ 450.00 |
| Pool manager | $ 325.00 | 1 | $ 325.00 |
| Concessions | $ 150.00 | 2 | $ 300.00 |
| Total | | 15 | $ 3,325.00 |

# Quote

05/01/2026

**Project:**
City Of Charles Town Pool
801 South Mildred Street
Charlestown, Wv

**From:**
Johnnie's Rest. & Hotel Svc. Inc.
Mike Barnhart
2406 Molly Pitcher Highway South
Chambersburg, PA 17202
717-263-1214
7172631214 X225 (Contact)

Quote includes delivery and set in place.

Please contact Mike if you have any questions or if I may be of further assistance in any way.

| Item | Qty | Description | Sell | Sell Total |
|---|---|---|---|---|
| 1 | 1 ea | **FREEZER MERCHANDISER**<br>Atosa USA, Inc. Model No. MCF8720GR<br>Freezer Merchandiser, one-section, 27"W x 31-1/2"D x 81-1/5"H, bottom-mount self-contained refrigeration, 19.4 cu. ft., (1) self-closing hinged glass doors with locks, digital temperature control, -8° to 0°F temperature range, (4) adjustable shelves, LED interior lighting, automatic evaporation, stainless steel interior, black exterior, R290 Hydrocarbon refrigerant, 1/2 HP, 115v/60/1-ph, 2.1 amps, cord with NEMA 5-15P, cETLus, ETL-Sanitation | 2,680.00 | 2,680.00 |
| | 1 ea | 2 year labor & parts warranty, 5 years warranty on compressor (continental USA only) | | |
| | 1 ea | Extended warranty to a 5 year parts & labor warranty with 5 year compressor part warranty (continental USA only) (NET) | 380.00 | 380.00 |
| | | | ITEM TOTAL: | 3,060.00 |
| 2 | 1 ea | **REFRIGERATED MERCHANDISER**<br>Atosa USA, Inc. Model No. MCF8723GR<br>Refrigerator Merchandiser, two-section, 54-3/8"W x 31-1/2"D x 81-1/5"H, bottom-mounted self-contained refrigeration, 43.8 cu. ft., (2) self-closing hinged glass doors with locks, Dixell electronic controller, 33° to 38°F temperature range, (8) shelves, LED interior lighting, lighted header panel, stainless steel interior, black steel exterior, 2" casters, R290 Hydrocarbon refrigerant, 1/5 HP, 115v/60/1-ph, 3.2 amps, cord, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR® | 2,980.00 | 2,980.00 |
| | 1 ea | 2 year labor & parts warranty, 5 years warranty on compressor (continental USA only) | | |
| | 1 ea | Extended warranty to a 5 year parts & labor warranty with 5 year compressor part warranty (continental USA only) (NET) | 465.00 | 465.00 |
| | | | ITEM TOTAL: | 3,445.00 |
| 3 | 1 ea | **HOT DOG GRILL**<br>Star (Middleby) Model No. 30CBD<br>Grill-Max® Hot Dog Grill, roller-type with integrated bun drawer, stadium seating, chrome-plated rollers, capacity 30 hot dogs & 32 buns, analog controls for front and rear zones, stainless steel construction, cULus, UL EPH Classified, Made in USA | 3,575.00 | 3,575.00 |
| | 1 ea | [30CBD-120V] 120v/60/1-ph, 1150 watts, 9.6 amps, NEMA 5-15P, standard | | |
| | 1 ea | 30SG-1D Grill-Max™ Hot Dog Roller Grill Sneeze Guard, for 23" x 20" grills, (1) door, polycarbonate, UL EPH Classified, NSF, Made in USA | 585.00 | 585.00 |
| | | | ITEM TOTAL: | 4,160.00 |
| 4 | 1 ea | **HOT DOG GRILL**<br>Star (Middleby) Model No. 30SC<br>Grill-Max® Hot Dog Grill, roller-type, stadium seating, Duratec® coated non-stick rollers, capacity 30 hot dogs, analog controls for front and rear zones, stainless steel construction, cULus, UL EPH Classified, Made in USA | 2,980.00 | 2,980.00 |
| | 1 ea | [30SC-120V] 120v/60/1-ph, 1150 watts, 9.6 amps, NEMA 5-15P, standard | | |
| | 1 ea | 30SG-1D Grill-Max™ Hot Dog Roller Grill Sneeze Guard, for 23" x 20" grills, (1) door, polycarbonate, UL EPH Classified, NSF, Made in USA | 585.00 | 585.00 |
| | | | **ITEM TOTAL:** | **3,565.00** |

| Item | Qty | Description | Sell | Sell Total |
|---|---|---|---|---|
| 5 | 1 ea | **HOT DOG GRILL**<br>Winco Model No. 62030<br>Benchmark Hot Dog Roller Grill, 30 hot dog capacity, removable drip tray, non-stick steel rollers, front and rear heat controllers, high torque motor, stainless steel construction, 1100 watts, NEMA 5-15P, 120v/60/1-ph, 9.2 amps, cETLus (Qty Break = 1 each) | 740.00 | 740.00 |
| | 1 ea | One year warranty - parts only, standard | | |
| | 1 ea | 64030 Benchmark Sneeze Guard, for 30 dog grill (Qty Break = 1 each) | 360.00 | 360.00 |
| | | | **ITEM TOTAL:** | **1,100.00** |
| 6 | 1 ea | **FOOD PAN WARMER, COUNTERTOP**<br>Nemco Food Equipment Model No. 6055A<br>Countertop Warmer, wet operation, accepts 12" x 20" full size pan or fractional size pans, adjustable thermostat, cycling indicator pilot light, stainless steel construction, 1200 watts, NEMA 5-15P, 120v/60/1ph, 10 amps, cETLus, NSF | 198.00 | 198.00 |
| | 1 ea | 1 year parts & labor warranty, standard | | |
| | 1 ea | Vollrath 30023 Super Pan V® Food Pan, perforated, full size, 2-1/2" deep, 22 gauge, 300 series stainless steel, anti-jamming design with reinforced pour corners, NSF, Made in USA (Refer to vollrathfoodservice.com for full warranty policy) | 62.00 | 62.00 |
| | 1 ea | Vollrath 77250 Super Pan V® Steam Table Pan Cover, stainless, full size, reinforced flat solid, 20-7/8" x 12-13/16" x 1/2", fits all full-size pans, NSF, Made in USA (Refer to vollrathfoodservice.com for full warranty policy) | 47.00 | 47.00 |
| | | | **ITEM TOTAL:** | **307.00** |
| 7 | 1 ea | **DISPLAY CASE, HOT FOOD, COUNTERTOP**<br>Winco Model No. 51012<br>Benchmark Hot Food Display Case, countertop, pass-thru, 19"W x 22"D x 33"H, 3-tier rotating hook rack for pretzels, 5-tier rotating shelf rack for 12" pizzas, adjustable thermostat, humidified, 2 qt. water reservoir, graphic, includes (1) pan rack & (1) hook rack, stainless steel construction, 4" legs, 1480 watts, NEMA 5-15P, 120v/50-60/1-ph, 12.3 amps, cETLus, ETL-Sanitation (Qty Break = 1 each) | 1,445.00 | 1,445.00 |
| | 1 ea | One year warranty - parts only, standard | | |
| | | | **ITEM TOTAL:** | **1,445.00** |
| 8 | 1 ea | **NACHO CHEESE / CHIPS WARMER, DISPLAY**<br>Winco Model No. 51000<br>Benchmark Warmer/Merchandiser, 100 qt. capacity, top loading, deflection board, tempered glass, inter-changeable signs for nacho chips, peanuts or popcorn, stainless steel construction, 50 watts, NEMA 5-15P, 120v/60/1-ph, 0.5 amps, cETLus, ETL-Sanitation (Qty Break = 1 each) | 530.00 | 530.00 |
| | 1 ea | One year warranty - parts only, standard | | |
| | | | **ITEM TOTAL:** | **530.00** |
| 9 | 1 ea | **SOFT SERVE MACHINE**<br>Spaceman USA Model No. 6210-C<br>Soft Serve Freezer (Gravity), countertop, 11.2" W x 25.6"D x 29.7"H, 198 lbs, patented controlled contact flooded evaporator, V5 auger, gravity-fed air inlet, refrigerated hopper with standby mode, digital interface, compact design, (1) flavor, 1.3 qt cylinder, 8.5 qt hopper, up to 120 servings/hour, 115V/60Hz/1-Ph, Nema 5-20, ETL, NSF | 6,480.00 | 6,480.00 |
| | 1 ea | NOTE: Featured models are generally in stock & ready to ship within 3 business days anywhere in the USA. Please confirm availability with your sales rep or via email at orders@spacemanusa.com | | |
| | 1 ea | 1 year parts & labor, 5 years compressor/hopper/shell, 5 day a week technical support line. Startup and installation options available, complimentary remote troubleshooting included with every purchase. Our dedicated Spaceman success team ensures a premium customer experience. Free overnight warranty part delivery, Fastest Average Nationwide service response, standard | | |
| | 1 ea | TRAINING Factory training (lower 48 states). A factory-certified agent will confirm proper installation, perform a functionality test, train the operator to clean and operate the machine, and activate the warranty. Requires a (21) business day advance notice. If the product is available, the machine will be calibrated to dispense the product to the ideal consistency. (Note: Installation is not included in this service and is available only in the contiguous United States. Excludes mobile kitchens and non-commercial applications. Some remote areas (e.g., islands) may be excluded due to time and distance constraints.) | 795.00 | 795.00 |
| | | | **ITEM TOTAL:** | **7,275.00** |

| Item | Qty | Description | Sell | Sell Total |
|---|---|---|---|---|
| 10 | 1 ea | **SOFT SERVE MACHINE**<br>Spaceman USA Model No. 6235-C<br>Twin Twist Soft Serve Freezer (Gravity), countertop, 21.0" W x 25.6"D x 37.6"H, 412 lbs, dual hoppers with agitators, patented evaporator, V5 auger, inverter motor control, dual digital interfaces, (2) flavors, 1.8 qt cylinders, 12.7 qt hopper, up to 350 servings/hour, 208-230V/60Hz/1-Ph, Nema L6-20, ETL, NSF | 15,860.00 | 15,860.00 |
| | 1 ea | NOTE: Featured models are generally in stock & ready to ship within 3 business days anywhere in the USA. Please confirm availability with your sales rep or via email at orders@spacemanusa.com | | |
| | 1 ea | 1 year parts & labor, 5 years compressor/hopper/shell, 5 day a week technical support line. Startup and installation options available, complimentary remote troubleshooting included with every purchase. Our dedicated Spaceman success team ensures a premium customer experience. Free overnight warranty part delivery, Fastest Average Nationwide service response, standard | | |
| | 1 ea | AIR COOL Air-cooled, standard | | |
| | 1 ea | TRAINING Factory training (lower 48 states). A factory-certified agent will confirm proper installation, perform a functionality test, train the operator to clean and operate the machine, and activate the warranty. Requires a (21) business day advance notice. If the product is available, the machine will be calibrated to dispense the product to the ideal consistency. (Note: Installation is not included in this service and is available only in the contiguous United States. Excludes mobile kitchens and non-commercial applications. Some remote areas (e.g., islands) may be excluded due to time and distance constraints.) | 795.00 | 795.00 |
| | | | ITEM TOTAL: | 16,655.00 |
| 11 | 1 ea | **FROZEN DRINK MACHINE, NON-CARBONATED, BOWL TYPE**<br>BUNN Model No. 58000.0015<br>58000.0000 Ultra® NX Frozen Beverage Dispenser, countertop, Pull & Hold dispense, (2) 3 gallon (11.4 liter) bowls, LED lighted hopper lids, independently controlled rotating augers, low product alert, quick defrost feature, BUNNlink compatible, R290 Hydrocarbon refrigerant, stainless steel & black finish, 120v/ 60/1-ph, 12 amps, cord, NEMA 5-15P, ETLus, NSF | 3,115.00 | 3,115.00 |
| | 1 ea | Prices include applicable tariffs | | |
| | | | ITEM TOTAL: | 3,115.00 |
| | | | Total | 44,657.00 |

Thank you for this opportunity!

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: 44,657.00

$32,410.-

# WHAT CAN YOU EXPECT NEXT?

## DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over $5,000

## RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

**Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

## DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

*If shipping via your own logistics or chosen carrier, please provide contact information for our Shipping team to coordinate with. Orders must be scheduled for pickup within 4 business days of initial contact. We reserve the right to ship Best Way or to a local warehouse for storage until we receive response. Incurred fees may be billed separately.*

## SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access $75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

*All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.*

## SCHEDULING DELIVERY

Our third-party carriers will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - $75
- Liftgate (motorized platform on the back of the truck) - $100
- Driver Assistance (includes liftgate and driver offload) - $190

*Additional services, such as inside delivery, unpackaging, placement, etc., may be available for an additional premium.*

## SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.

Scan or go to prestwick-group.com/faq/ for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!


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# QUOTE: 93798 - Park Products 2026 (216635)

| | | | | | |
|---|---|---|---|---|---|
| **Account Name** | City of Charles Town - WV | **Ship Via** | - | **Rep** | GOV 1 |
| **Contact Name** | Gavin Bailey | **Terms** | Net 30 | **Created By** | Ryn Soper |
| **Phone** | (304)-724-3236 | **PO Number** | - | **Created Date** | 5/8/26 |
| **Email** | gbailey@charlestownwv.us | **Tracking Email** | - | **Expiration Date** | 6/7/26 |

| | | |
|---|---|---|
| **Bill To:** gbailey@charlestownwv.us<br><br>City of Charles Town - WV<br>101 E. Washington St.<br>Charles Town, West Virginia 25414<br>United States | **Ship To:**<br><br>City of Charles Town - WV<br><br>,<br>United States | **Shipping Contact Information:**<br><br>**Full Name** Gavin Bailey<br>**Phone Number** (304)-724-3236 |

| Qty. | Product | Short Description – Full details outlined on product spec sheets when applicable | Unit Price | Line Total |
|---|---|---|---|---|
| 1 | BIKE RACK | 0-6946-DS - BIKE RACK-6 SLOT - TAN TOP / BLACK BASE | $840.00 | $840.00 |
| 1 | BIKE RACK | 0-6961-DS - BIKE RACK-10 SLOT - TAN TOP / BLACK BASE | $1,087.00 | $1,087.00 |
| 1 | FURNITURE | 0-4213-DS - TABLE-HEXAGON-TAN TOP/BLACK BASE | $1,301.00 | $1,301.00 |
| 1 | FURNITURE | 0-4234-DS - TABLE-HEXAGON-ADA COMPLIANT-TAN TOP/BLACK BASE | $1,209.00 | $1,209.00 |
| 1 | FURNITURE | 0-4276-DS - TABLE-PICNIC-6FT-TAN TOP/BLACK BASE | $1,242.00 | $1,242.00 |
| 1 | FURNITURE | 0-4255-DS - TABLE-PICNIC-8FT-TAN TOP/BLACK BASE | $1,498.00 | $1,498.00 |
| 1 | FURNITURE | 0-4412-DS - TABLE-PICNIC-ADA COMPLIANT-TAN TOP/BLACK BASE | $1,498.00 | $1,498.00 |
| 1 | STORAGE BOX | [221675] STORAGE BOX - TERRA - SHORT - 35" X 17" - TAN/BLACK - FLAT | $1,377.00 | $1,377.00 |
| 1 | WASTE RECYCLE | [221676] WASTE RECYCLE - TERRA - FRONT LOAD - 1 STREAM - 55 GALLONS - CURVED BLACK TOP - TAN PANELS - BLACK TRIM | $1,525.00 | $1,525.00 |
| 1 | SLAT WASTE | [221677] SLAT WASTE - SCREW - 55 GALLON - 1 STREAMS - TAN - MOLDED TOP (DOME) | $1,049.50 | $1,049.50 |
| | | **Subtotal** | | $12,626.50 |
| TAX | | WE'RE REQUIRED TO COLLECT SALES TAX IN THE MAJORITY OF STATES. IF APPLICABLE, SALES TAX WILL BE APPLIED UPON INVOICE | | TBD |


Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926

Organization (Fax) 888-868-7184

| | |
|---|---|
| **Grand Total** | **$12,626.50** |

**My signature on this quote verifies that I have approved this order and all information is accurate.**

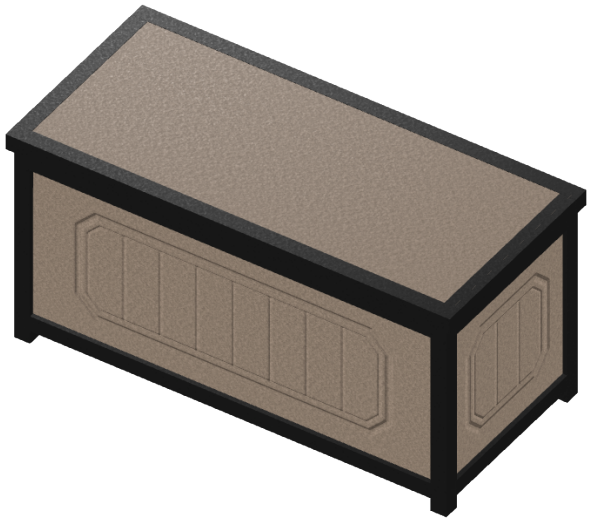
SIGNATURE _____

DATE _____

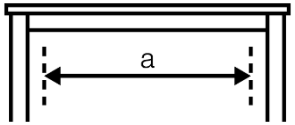
## Spec Sheet For Storage Box **221675**

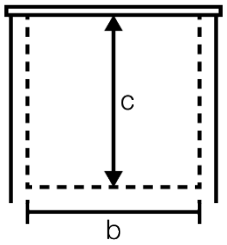
City of Charles Town - WV | Qty: 1 | $1,377.00 Each | $1,377.00 Total

| | |
|---|---|
| **Collection** | Terra |
| **Material** | All Plastic |
| **Panel Color** | Tan |
| **Trim Color** | Black |
| **Unit Style** | Short |
| **Top Style** | Flat |
| **Internal Size** | 35" X 17" X 17" (43 Gal) |



| Internals Dimensioned as (a x b x c) |
|---|
| a = 39 in,  b = 17 in,  c = 17 in |



# Spec Sheet For Waste and Recycling **221676**

City of Charles Town - WV | Qty: 1 | $1,525.00 Each | $1,525.00 Total




| Collection | Panel Design | Loading Orientation | Top Style | Header Board |
|---|---|---|---|---|
| Terra | Victorian | Front Load | Curved | None |
| **Material Option** | **Trim Style** | **Door Pulls** | **Casters** | **Header Graphics** |
| All Plastic | N/A | None | None | None |
| **Color Option** | **Panel Color** | **Trim Color** | **Top Color** | **Brand Label** |
| Uniform Sections | Tan | Black | Black | Max R |

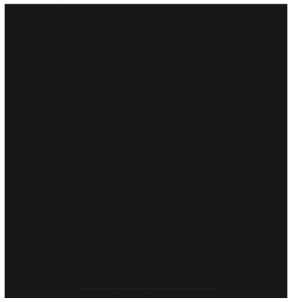
## Section 1

| | | | |
|---|---|---|---|
| **Capacity** | 55 | | |
| **Opening Shape** | Max Size - Full Door | | |
| **Opening ID: Text** | Trash | | |
| **Opening ID: Type - Color** | Overlaid - Text Only - White / Tan | | |
| **Front Graphic** | Trash Man | | |
| **Front Graphic: Type - Color** | Overlay - White / Tan | | |
| **Milk Jug Overlay** | Yes | - | - |

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# Initial Visual Representation For Waste and Recycling **221676**

City of Charles Town - WV | Qty: 1 | $1,525.00 Each | $1,525.00 Total










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# Spec Sheet For Slat Waste **221677**

City of Charles Town - WV | Qty: 1 | $1,049.50 Each | $1,049.50 Total

| Construction | Material | Capacity | Mounting Style | Top Style |
|---|---|---|---|---|
| Screw Construction | Recycled Plastic | 55 | Free Standing | Molded - Dome |

| Product Tag | Slat Color | Top Color | Secure Lid |
|---|---|---|---|
| Max R | Tan | Black Granite | Included |



## Section 1

| | |
|---|---|
| **Top Opening ID: Text** | Trash |
| **Top Opening ID: Type - Color** | Overlaid - Text Only - White / Black |
| **Slat Opening ID: Text** | Trash - ID on 1 Slat(s) |
| **Slat Opening ID: Type - Color** | Overlaid - Text Only - White / Tan |

# Terms of Use, Liability and Design Disclaimer

**1. General Product Use and Performance**

All products manufactured and sold by The Prestwick Companies and its brands, including Sister Bay Furniture, are designed for use in commercial, municipal, and hospitality settings under normal conditions, with proper installation and care. While we take great pride in our craftsmanship, no product is guaranteed to be free from failure due to misuse, improper application, or unforeseen environmental or structural conditions.

**2. Custom Products and Design Modifications**

Custom-built products—including furniture, furnishings, or accessories that vary from our standard specifications in size, material, structural elements, finishes, or integrated features—are created based on input provided by the customer and/or the sales representative. Due to the one-off and often experimental nature of custom units:

- There is an inherently increased risk of product failure or unexpected performance limitations.
- The customer assumes responsibility for reviewing and approving all drawings, materials, and design elements prior to production.
- Sales representatives are expected to clearly communicate to the customer that any deviation from a standard offering may impact product durability, structural integrity, or compatibility with installation and usage environments.
- The Prestwick Companies and Sister Bay Furniture are not liable for failure, aesthetic variations, or performance issues that result from customer-requested design modifications, deviations from standard use, or environmental conditions outside of our testing scope.

**3. Standard Products**

Products listed in our catalogs or quoted as standard offerings are tested and validated for performance within typical commercial use. However, all products—standard or custom—are subject to limitations and should not be used outside of their intended design purpose. Failures may occur due to, but not limited to:

- Overloading
- Excessive exposure to moisture, UV, or chemicals
- Vandalism or improper handling
- Failure to follow care and maintenance guidelines
- Incorrect or incomplete installation

**4. Acknowledgement of Terms**

By accepting a quote or placing an order, you acknowledge that:

- You have reviewed and approved the design specifications provided
- You understand the limitations and care requirements associated with your product(s)
- You accept responsibility for product performance when based on requested customizations or installation outside standard conditions

**5. Warranty Limitations**

Our limited warranty does not cover:

- Product failures caused by customer-directed design changes
- Improper installation or handling by a third party
- Normal wear and tear or cosmetic aging
- Use in conditions not appropriate for the materials selected
- Damage from misuse, neglect, or non-compliance with care instructions

**NEED HELP?** Check our FAQ
(prestwick-companies.com/faq)

# **Picnic Tables** Specifications




## Standard Picnic Table

| COLLECTION | DIMENSIONS |
|---|---|
| 6 Foot | 72" W × 60" D × 31" H |
| 8 Foot | 96" W × 60" D × 31" H |
| 8 Foot ADA* | 96" W × 60" D × 28" H |

**ADA width is 40"*

## Deluxe Picnic Table

| COLLECTION | DIMENSIONS |
|---|---|
| 6 Foot | 72" W × 61" D × 31" H |
| 8 Foot | 96" W × 61" D × 31" H |
| 8 Foot ADA* | 96" W × 61" D × 28" H |

**ADA width is 40"*

## Hexagon Picnic Table

| COLLECTION | DIMENSIONS |
|---|---|
| 80 Inch | 80" DIA × 31" H |
| 80 Inch ADA* | 83" DIA × 31" H |

**ADA width is 30"*

## Available Top Colors




## Available Trim Colors



# Bike Racks

A Max-R Bike Rack not only provides a central location for bike parking, but won't rot, rust, or fade and can be customized to match your facility's aesthetics and design standards.



**Terra** 10 Bike Rack



**Terra** 10 Bike Rack



**Terra** 10 Bike Rack

## Specifications



### Terra

| SIZE | DIMENSIONS |
|---|---|
| 10 Bike Rack | 72" W × 42" D × 31" H |
| 6 Bike Rack | 48 ⅞" W × 42" D × 35" H |

### Available Colors



Published on *DuMor Site Furnishings* (https://dumor.com)

# 536 BENCH

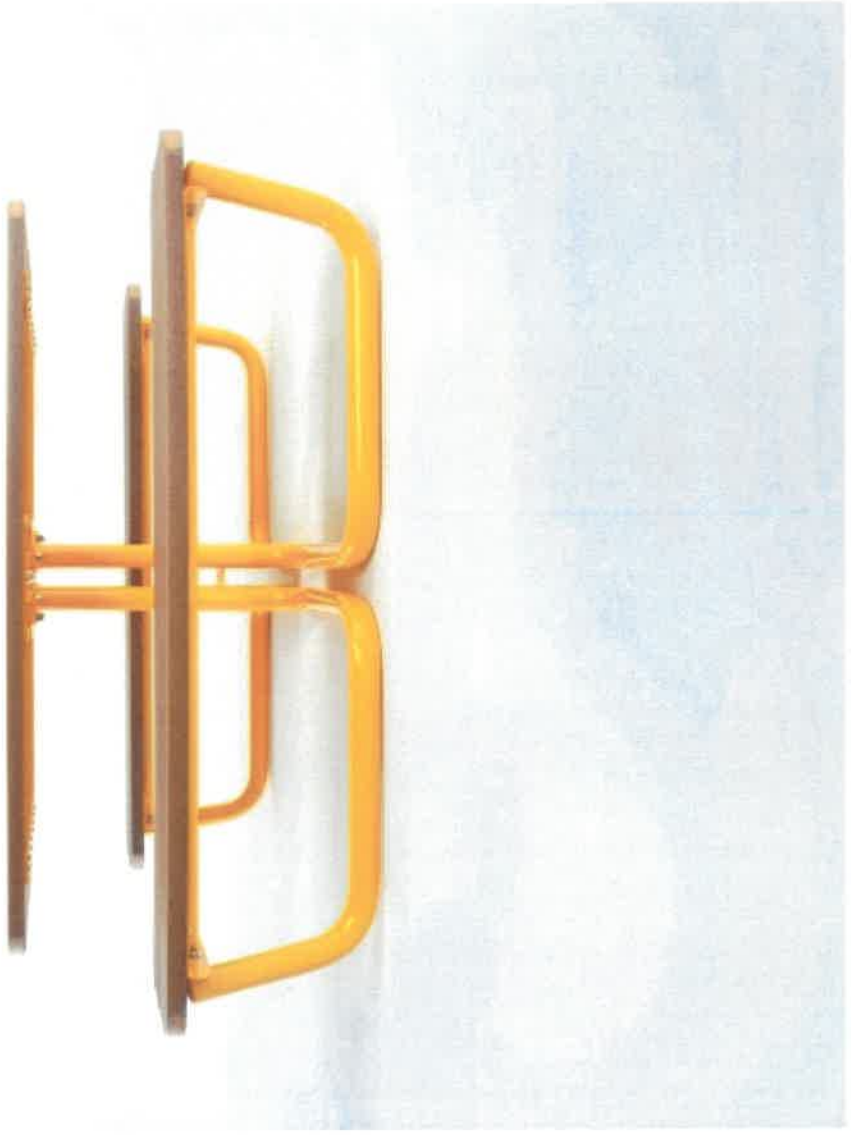


536-60





**Source URL:** https://dumor.com/products/536-bench





















**Source URL:** https://dumor.com/products/537-table

Published on *DuMor Site Furnishings* (https://dumor.com)

# BENCH 105



105
Bench





## WEIGHTS:

Douglas Fir Bench 105-60D 6' long, 2 supports, 118 lbs.
105-80D 8' long, 2 supports, 172 lbs.
Ipe Bench 105-60I 6' long, 2 supports, 172 lbs.
105-80I 8' long, 2 supports, 215 lbs.
Plastic Bench 105-60PL 6' long, 3 supports, 153 lbs.
105-80PL 8' long, 3 supports, 180 lbs.

## SUPPORT OPTIONS:

S-1 Embedment
S-2 Surface Plate
S-4 Sub-Floor

**Source URL:** https://dumor.com/products/bench-105

$590-690

DuMor
SITE FURNISHINGS

# COLOR OPTIONS




*Safety Yellow and Harvest Yellow are not available as Super Durable.

DuMor products are available in your choice of several color options in a super durable baked-on polyester powder finish. Additional colors are available at an extra cost–consult your local DuMor representative for details.

Color representations on screen or printed can vary. For free paint chip samples contact your DuMor representative.

# BENCH 11






Bench 11






## formation

### DEL NUMBERS AND PRICES

**PL**
NCH, POLY LUMBER
DS
90 USD

**PL**
NCH, POLY LUMBER
DS
40 USD

**MREST**
ONAL END/CENTER ARMREST
S
USD

### OPTIONS

### DRAWINGS AND SPECIFICATIONS

$1090

## Coordinating Products


Bench 105


Receptacle 41

Published on *DuMor Site Furnishings* (https://dumor.com)

# BENCH 163




**Bench 163PL**

## WEIGHTS:

163-60PL 6' long, 2 supports, 158 lbs.
163-80PL 8' long, 3 supports, 220 lbs.

## SUPPORT OPTIONS:

S-1 Embedment
S-2 Surface Plate

# 1330-1390

Published on *DuMor Site Furnishings* (https://dumor.com)

# BIKE RACK 125 AND 130



**DuMor Bike Rack 125-30**






## WEIGHTS:

125 Series 2.875" OD Pipe, Loop Radius-6.25"
125-20 No. of Bikes - 5, 97 lbs.
125-30 No. of Bikes - 7, 134 lbs.
125-40 No. of Bikes - 9, 170 lbs.
130 Series 2.375" OD Pipe, Loop Radius-5"
130-20 No. of Bikes - 5, 62 lbs.
130-30 No. of Bikes - 7, 84 lbs.
130-40 No. of Bikes - 9, 107 lbs.

$700

## SUPPORT OPTIONS:

S-1 Embedment
S-2 Surface Plate

**Source URL:** https://dumor.com/products/bike-rack-125-and-130

Published on *DuMor Site Furnishings* (https://dumor.com)

# BIKE RACK 188




DuMor Bike Rack 188

$1235 = 11 openings
$1040 = 7 openings
$940 = 5 openings

## WEIGHTS:

188-05 41-1/4" long, 5 openings, 61 lbs.
188-07 57-1/4" long, 7 openings, 70 lbs.
188-09 73-1/4" long, 9 openings, 79 lbs.
188-11 89-1/4" long, 11 openings, 89 lbs.

## SUPPORT OPTIONS:

Published on *DuMor Site Furnishings* (https://dumor.com)

# RECEPTACLE 157



**DuMor Receptacle 157**








## WEIGHTS:

157-22 22 gallon All-Steel Receptacle, 229 lbs. $ 1700

157-22SH 22 gallon All-Steel Receptacle with shield, 226 lbs. $ 1860

157-32 32 gallon All-Steel Receptacle, 288 lbs. 1900

157-32SH 32 gallon All-Steel Receptacle with shield, 277 lbs 2100

157-40 Two 20-gal half liners(40 gal), Recycle Receptacle, 259 lbs. 2010

157-40SH Two 20-gal half liners(40 gal), Recycle Receptacle with steel shield, 287 lbs. 2200

**Source URL:** https://dumor.com/products/receptacle-157

Published on *DuMor Site Furnishings* (https://dumor.com)

# BENCH 117

$1860 - 2192



**WEIGHTS:**

117-60 6' long, 2 supports, 223 lbs.
117-80 8' long, 2 supports, 275 lbs.

## SUPPORT OPTIONS:

S-1 Embedment
S-2 Surface Plate
S-5 Free-Standing

**Source URL:** https://dumor.com/products/bench-117

Surface Mount / Portable





URBANSCAPE COLLECTION

# Chippendale Yorktown Outdoor Bench

GET 10% OFF

Chat with us!

**$1,721.00**

COLOR — Black

**Built-To-Order Colors:** Ships In Ships In 14-24 Business Days



Available

QUANTITY

− 2 +

SKU: YO1313CK01

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $1,669.37 |
| 6-8 | 6% off | $1,617.74 |
| 9+ | 9% off | $1,566.11 |

**ADD TO CART**

Buy with

**More payment options**

From **$155.33**/mo with shop Pay View sample plans

Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

Constructed with high-quality aluminum, the Yorktown Outdoor Bench combines durability with upscale design, ensuring it withstands the rigors of outdoor use while exuding sophistication. Its sleek lines and classic slat design harmonize effortlessly with any outdoor setting. Its spacious seating surface accommodates multiple guests comfortably, making it perfect foı intimate conversations, or simply soaking in the beauty of tl

GET 10% OFF

ADA Accessible





HERITAGE COLLECTION

# Signature Square Diamond ADA Picnic Table

Chat with us!

GET 10% OFF

**$1,628.00**

COLOR — Blue

**Built-To-Order Colors:** Ships In 14-24 Business Days



Available

QUANTITY

− 3 +

SKU: SG155DBBB09

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $1,579.16 |
| 6-8 | 6% off | $1,530.32 |
| 9+ | 9% off | $1,481.48 |

**ADD TO CART**

Buy with

**More payment options**

From **$146.94**/mo with shop Pay View sample plans

Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

The Signature Square Diamond ADA Picnic Table is meticulously crafted to meet ADA standards. Its top measures 46" x 55", ensuring wheelchair accessibility. Crafted from durable steel with our exclusive plastisol coating for lasting quality. Elevate any outdo setting with its timeless Diamond pattern design.

GET 10% OFF

ADA Accessible



















HERITAGE COLLECTION

# Signature Diamond ADA Picnic Table

GET 10% OFF

Chat with us!

**$1,439.00**

COLOR — Blue/Black

**Built-To-Order Colors:** Ships In 14-24 Business Days



Available

QUANTITY

− 4 +

SKU: SG115DBBK01

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $1,395.83 |
| 6-8 | 6% off | $1,352.66 |
| 9+ | 9% off | $1,309.49 |

**ADD TO CART**

Buy with

**More payment options**

From **$129.88**/mo with shop Pay View sample plans

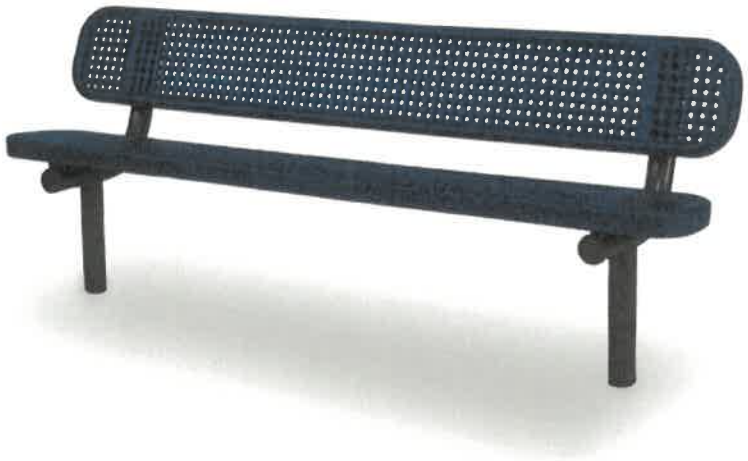
Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

Welcome guests to your restaurant, theme park attraction, recreational facility or other outdoor location with the Signature Diamond ADA Picnic Table. Crafted from steel with our exclusive Plastisol coating, it's built to last. Elevate any outdoor setting with its diamond pattern design while ensuring ADA Accessibility.

GET 10% OFF

Inground





HERITAGE COLLECTION

# Inground Signature Perforated Bench

$804.00

GET 10% OFF

Chat with us!

COLOR — Blue

**Built-To-Order Colors:** Ships In 14-24 Business Days



SIZE

6' 8'

Available

QUANTITY

− 3 +

SKU: SG303PBB09

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $779.88 |
| 6-8 | 6% off | $755.76 |
| 9+ | 9% off | $731.64 |

**ADD TO CART**

Buy with

**More payment options**

4 interest-free installments, or from **$72.57**/mo with shop Pay View sample plans

Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

The Inground Signature Perforated Bench is timeless, durable, and dependable. Crafted from steel with our exclusive plas to last. Elevate any outdoor setting with its Perforated patterr

GET 10% OFF

Portable





HERITAGE COLLECTION

## Signature Square Diamond Picnic Table

GET 10% OFF

Chat with us!

**$1,482.00**

COLOR — Blue

**Quick Ship Colors:** Ships In 5-10 Business Days



**Built-To-Order Colors:** Ships In 14-24 Business Days

Available

QUANTITY

− 7 +

SKU: SG140DBB09

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $1,437.54 |
| 6-8 | 6% off | $1,393.08 |
| 9+ | 9% off | $1,348.62 |

**ADD TO CART**

Buy with

**More payment options**

From **$133.76**/mo with shop Pay View sample plans

Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

GET 10% OFF





# 9' Push Up Market Umbrella

**$959.00**

COLOR — Pacific Blue

GET 10% OFF

Chat with us!

**Quick Ship Colors:** Ships In 5-10 Business Days



POLE COLOR — Champagne Bronze

**Quick Ship Colors:**



Available

QUANTITY

− 21 +

SKU: UM115N-8602-E

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $986.49 |
| 6-8 | 6% off | $955.98 |
| 9+ | 9% off | $925.47 |

**ADD TO CART**

Buy with

**More payment options**

4 interest-free installments, or from **$86.56**/mo with shop Pay View sample plans

Non-profit or qualified organizati nption.

GET 10% OFF





# Freestanding Umbrella Base W/Wheels

**$618.00**

COLOR — White

GET 10% OFF

Chat with us!

**Built-To-Order Colors:** Ships In 14-24 Business Days



Available

QUANTITY

− 14 +

SKU: UM315-O

Buy More, Save More

| Quantity | Discount | Price per item |
|---|---|---|
| 3-5 | 3% off | $599.46 |
| 6-8 | 6% off | $580.92 |
| 9+ | 9% off | $562.38 |

## ADD TO CART

Buy with

**More payment options**

4 interest-free installments, or from **$55.78**/mo with shop Pay View sample plans

Non-profit or qualified organization? Apply for **tax exemption**.

PRODUCT DESCRIPTION

The Freestanding Umbrella Base with Wheels combines sleek, contemporary design with easy maneuverability. Pre-filled for effortless setup, and two colors that seemlessly match your umbrella pole. The added wheels make it simple to reposition, ensuring you can easily adjust for shade throughout the day.

GET 10% OFF

**LEISURE CREATIONS**
Division of Williams Mfg, Inc.
PO Box 88
Russellville, AL 35653

**INVOICE**
Due 30 days
Phone: 866.765.6726
Fax: 215-243-7230

Invoice Number: 00108185

| | |
|---|---|
| Created By | Jerrod McKinney |

| | | | |
|---|---|---|---|
| Bill To Name | City of Charles Town | Ship To Name | City of Charles Town |
| Bill To | 101 E Washington St<br>Charles Town, WV 25414<br>Jefferson | Ship To | 101 E Washington St<br>Charles Town, WV 25414<br>United States |
| Contact Name | Alissa Meeks | Email | ameeks@charlestownwv.us |
| Phone | (304) 724-3253 | | |

^^^

****CLICK LINK ABOVE FOR CC / ACH PAYMENT ****

| ProductImage | Product | Product description | Customization Summary | Quantity | Sales Price | Total Price |
|---|---|---|---|---|---|---|
|  | 18524X24MGP | 24" Square MGP w/100 lb Umbrella Base (includes locking pin) | Finish: Starlight Black<br>3/4" MGP: Royal Blue | 14.00 | $666.45 | $9,330.30 |
|  | 3938S | Urban Lines Sling Chaise Lounge | Finish: Starlight Black<br>FABRIC SLING: Marina | 55.00 | $374.46 | $20,595.30 |
|  | 4748MGP | 48" Backless Bench Mgp Seat | Finish: Starlight Black<br>3/4" MGP: Royal Blue | 7.00 | $329.87 | $2,309.09 |
|  | BNLS72 | 6' Steel Diamond Bench | Finish: Starlight Black | 2.00 | $911.77 | $1,823.54 |
|  | CHBMGP Set | Set of Cornhole Boards (2 Boards per Set) (QS*) | MGP Corn Hole Board Top: Aruba<br>MGP Frame: Black | 3.00 | $459.00 | $1,377.00 |
|  | PICTRD46X84MGP | 46"X84" Round Mgp Portable Picnic Table | 3/4" MGP: Royal Blue | 7.00 | $1,406.07 | $9,842.49 |
|  | PICTRD46X84MGP HANDICAP ACCESSIBLE | 46x84 Portable ADA Picnic Table MGP | 3/4" MGP: Royal Blue | 3.00 | $1,380.57 | $4,141.71 |
|  | UMB9 | 9' Market Umbrella (QS*) | BONNET FABRIC: Classic Royal<br>CANOPY FABRIC: Classic Royal<br>TIE FABRIC: Air Blue<br>Umbrella Height: STANDARD<br>9' Umb Frame: Black Crank | 21.00 | $459.69 | $9,653.49 |
|  | WRCLS30 | 30 Gallon Round Waste Receptacle | Finish: Starlight Black | 10.00 | $716.04 | $7,160.40 |


san jamar

# 26566 – DOUBLE ROLL TOILET TISSUE DISPENSER

**SKU** 26566 **Category** DISPOSABLES & DISPENSERS

**$47.45**

## Additional information

| | |
|---|---|
| **Brand** | SANJMR |
| **Unit** | EA |
| **Pack/Size** | 1/1 CT |
| **Manufacturer Number** | R3600TBK |
| **Carried in Chambersburg** | Yes |
| **Carried in Martinsburg** | No |

Please call to check inventory.

Contact Us


san jamar

# 26594 – CENTERPULL TOWEL DISPENSER

**SKU** 26594 **Category** DISPOSABLES & DISPENSERS

**$56.40**

## Additional information

| | |
|---|---|
| **Brand** | SANJAR |
| **Unit** | EA |
| **Pack/Size** | 1/1 CT |
| **Manufacturer Number** | T420TBK |
| **Carried in Chambersburg** | Yes |
| **Carried in Martinsburg** | No |

Please call to check inventory.

Contact Us


SIMONIZ

# 26740 – FOAM HAND SOAP DISPENSER

SKU 26740 **Category** DISPOSABLES & DISPENSERS

**$5.35**

## Additional information

| | |
|---|---|
| **Brand** | SIMONZ |
| **Unit** | EA |
| **Pack/Size** | |
| **Manufacturer Number** | DAA501501 |
| **Carried in Chambersburg** | Yes |
| **Carried in Martinsburg** | Yes |

Please call to check inventory.

Contact Us

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1478: Tennis Staffing Discussion

Board will discuss any updates on Coach Jorge and other staff

**ATTACHMENTS:**

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

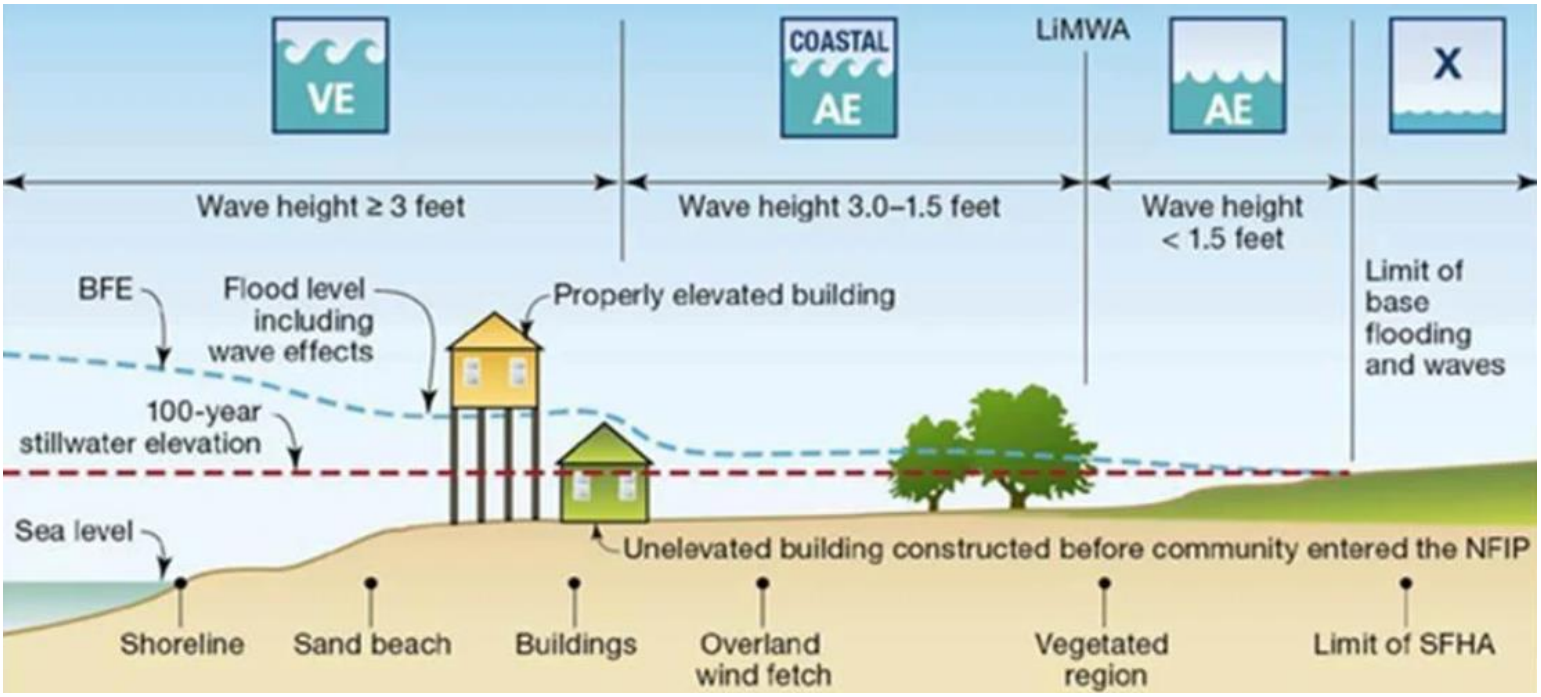
## 2026-1479: Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session

Board will discuss possible acquisition of lot next to 414 W. Washington St. (A.K.A. Parcel 125)

**ATTACHMENTS:**

- Building Requirements for Structures Within Zone.docx

Building Requirements for Structures Within Zone “AE”



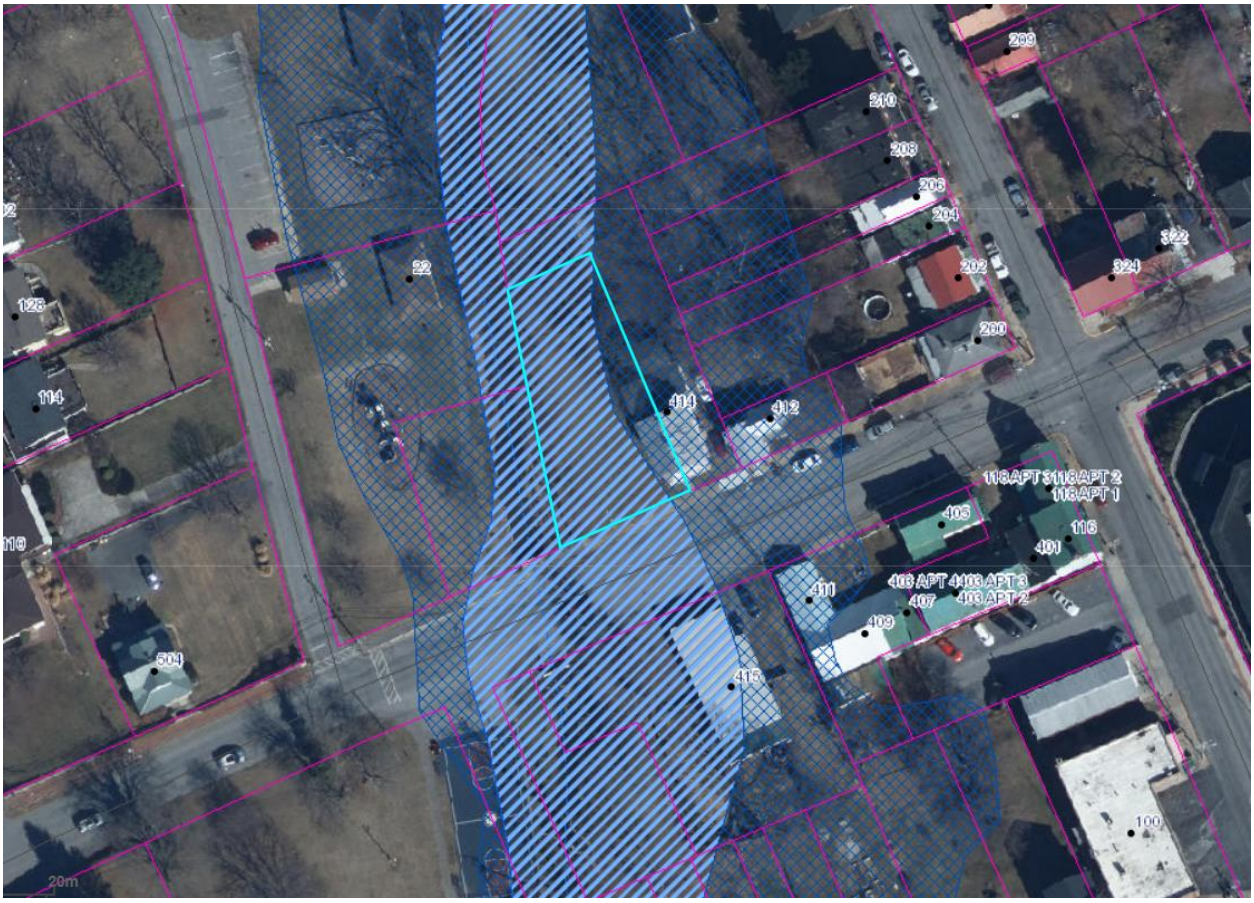

- **Base flood elevation (BFE):** This figure refers to the elevation that floodwaters are expected to rise to during a base flood event (floods with a 1% chance of occurring in any given year).

1. The elevation of the lowest floor in a structure must be at or above the zone’s base flood elevation.

2. Enclosed areas below the BFE or lowest floor cannot be used as living spaces.

3. All electrical, plumbing and HVAC equipment must be elevated to or above the area’s BFE.

**Parcel next to 414 W. Liberty Street is in Flood Zone AE**


209
210
208
206
204
202
200
322
324
22
126
114
414
412
116APT 3
116APT 2
116APT 1
405
116
401
411
403 APT 4
403 APT 3
403 APT 2
407
409
504
415
100
20m

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1480: New Mowing Contracts Discussion

Board to discuss the mowing contract between the parks and CBP Enterprises.

**ATTACHMENTS:**

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1481: Happy Retreat MOU Special Meeting

Board to discuss any developments from any items discussed with the Friends of Happy Retreat during last month's special meeting.

**ATTACHMENTS:**

- MOUCharlesTownParksRansonCommunityGardensDRAFT.docx

# MEMORANDUM OF UNDERSTANDING

## PUBLIC-PRIVATE PARTNERSHIP

Between

**CITY OF CHARLES TOWN BOARD OF PARKS AND RECREATION**

and

**RANSON COMMUNITY GARDENS**

## 1. PARTIES

This Memorandum of Understanding ("MOU") is entered into by and between the City of Charles Town Board of Parks and Recreation ("City") and Ranson Community Gardens ("Partner").

## 2. PURPOSE

The purpose of this partnership is to support stewardship and ecological enhancement of a forested section of City park land along Evitts Run adjacent to the skatepark. The partnership aims to improve park cleanliness and safety, enhance trail accessibility, protect ecological health of the Evitts Run corridor, expand operational capacity through supervised volunteer activities, and strengthen collaboration between community organizations and local government.

## 3. SCOPE OF PARTNERSHIP

This partnership applies to a defined section of forested park land along Evitts Run adjacent to the skatepark and Evitts Run, as described in Appendix A. All land remains the property of the City of Charles Town. The City retains full ownership, policy authority, and oversight of the property.

## 4. AUTHORIZED ACTIVITIES

Subject to prior written approval by the Parks and Recreation Manager, the Partner may conduct the following activities:

- Trail maintenance and improvements
- Litter and debris removal
- Selective underbrush clearing for trail access and ecological health

**The following activities are expressly prohibited without separate written authorization from the City:**

- Construction of permanent structures
- Use of heavy equipment
- Removal of mature trees
- Application of herbicides, pesticides, or other chemicals
- Alterations to water flow or drainage patterns

DRAFT

## 5. AUTHORIZATION PROCESS

Prior to conducting any activity, the Partner shall submit a written request to the Parks and Recreation Manager describing:

- Proposed activity and specific location
- Expected volunteer participation and supervision plan
- Anticipated timeline for completion
- Any materials or supplies to be used

The Parks and Recreation Manager shall respond to requests within a timely manner. Approved activities shall be conducted as authorized. Any deviation from approved plans requires additional written authorization.

## 6. RESPONSIBILITIES OF THE CITY

The City of Charles Town shall:

- Retain ownership and oversight of all park land
- Provide written authorization for approved activities
- Ensure activities align with City policies and environmental standards
- Maintain authority to modify, suspend, or terminate authorized activities

## 7. RESPONSIBILITIES OF THE PARTNER

Ranson Community Gardens shall:

- Coordinate all volunteer activities
- Submit written requests for all proposed activities
- Perform approved work in a responsible and safe manner
- Ensure proper supervision of all volunteer activities
- Ensure complete site cleanup following all activities
- Comply with all applicable City policies and regulations
- Report any safety concerns or incidents to the Parks and Recreation Manager immediately

## 8. FINANCIAL TERMS

No direct City funding is provided under this MOU. All activities are expected to be volunteer-supported. Any material, supply, or incidental costs shall be the responsibility of the Partner unless otherwise requested and approved in writing by the Board of Parks and Recreation. The Partner may not solicit donations or conduct fundraising activities on City property without prior written approval from the Parks and Recreation Manager.

## 9. LIABILITY AND INSURANCE

The Partner acknowledges that activities are conducted at the Partner's own risk. The Partner agrees to indemnify and hold harmless the City of Charles Town, its officials, employees, and agents from any claims, damages, or liabilities arising from activities

DRAFT

conducted under this MOU. The City reserves the right to require proof of liability insurance coverage prior to authorizing specific activities.

## 10. TERM AND TERMINATION

This MOU shall be effective upon execution and shall remain in effect for a period of two (2) years unless terminated earlier by either party. Either party may terminate this MOU with thirty (30) days written notice to the other party. The City may immediately suspend or terminate activities if the Partner fails to comply with authorization requirements, conducts unauthorized activities, creates safety or environmental hazards, or violates City policies or regulations. Upon termination, the Partner shall immediately cease all activities and remove any materials or equipment from City property.

## 11. MODIFICATION

This MOU may be modified only by written agreement signed by both parties.

## 12. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties and supersedes all prior understandings or agreements, whether written or oral, relating to the subject matter herein.

**IN WITNESS WHEREOF**

The parties have executed this Memorandum of Understanding as of the date last written below.

**CITY OF CHARLES TOWN**
**BOARD OF PARKS AND RECREATION**

By: _____
Alden Roth, President

Date: _____

**RANSON COMMUNITY GARDENS**

By: _____
Scott Hutton, President

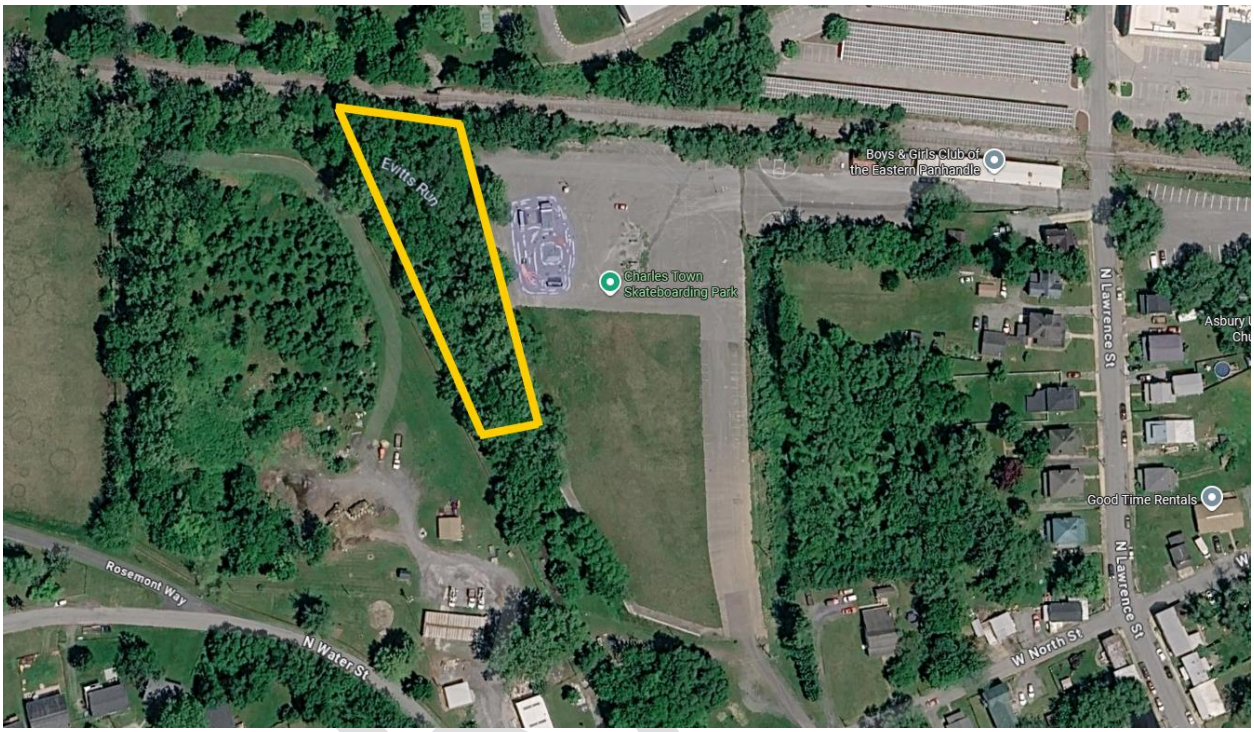
Date: _____

## APPENDIX A: LOCATION DESCRIPTION

DRAFT

The partnership area consists of the forested section of City park land along Evitts Run adjacent to the Charles Town Skatepark. The specific boundaries shall be determined and documented by the Parks and Recreation Manager in consultation with the Partner prior to commencement of activities.

A detailed site map showing the authorized activity area will be maintained by the Parks and Recreation Manager and provided to the Partner upon request.




DRAFT

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1482: Preliminary Capital Budget Discussion

Board to discuss Capital Improvement requests for the Parks and Rec Department.

**ATTACHMENTS:**

- CIP 2026-2030.xlsx
- Capital Improvements Project Description Parks Masterplan.docx
- Capital Improvements Project Description Pumptracks.docx
- PumptrackARC.docx
- DiskGolf Diagram.docx
- Shenandoah Junction WV_37_Tommy Van Vliet.pdf

*CITY OF CHARLES TOWN*
*CAPITAL IMPROVEMENT PLAN*
*FY 2026 - 2030*

| | FUNDING SOURCE NOTES | YEAR 1 FY 2026 | YEAR 2 FY 2027 | YEAR 3 FY 2028 | YEAR 4 FY 2029 | YEAR 5 FY 2030 |
|---|---|---|---|---|---|---|
| **REVENUE FUNDING SOURCES** | | | | | | |
| Carryover from previous year unfinished projects | | 4,783,880 | | | | |
| Developer Fees | | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Grants | These are grant amounts that have been awarded. ***Pending grants are not included.*** $1,850,695 for the pool. $172,445 for Liberty St Chesapeake Grant. $375,000 for Liberty St FEMA grant. | 2,398,140 | | | | |
| Paving Income | | 303,000 | 250,000 | 200,000 | 150,000 | |
| Interest on Bank Accounts | | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Lottery Revenue | | 810,000 | 850,000 | 850,000 | 850,000 | 850,000 |
| **TOTAL REVENUE FUNDING SOURCES** | | **8,525,020** | **1,330,000** | **1,280,000** | **1,230,000** | **1,080,000** |
| **CAPITAL PROJECTS** | | | | | | |
| **CHARLES WASHINGTON HALL** | | | | | | |
| Apply roof Coating section #1 | | | | 20,020 | | |
| Apply roof Coating section #2 | | | | | 22,250 | |
| Apply roof Coating section# 4 | | 36,000 | | | 22,250 | |
| Paint Interior Hall | | 8,000 | | | | |
| Refinish Floor at Hall | | 40,000 | | | | |
| Replace Blinds | | 13,000 | | | | |
| **TOTAL CHARLES WASHINGTON HALL** | | **97,000** | **-** | **20,020** | **44,500** | **-** |
| **CITY HALL** | | | | | | |
| Apply roof coating section #1 | | | 15,250 | | | |
| City Hall Interior renovations | Carryover from previous year | 55,000 | | | | |
| Replace Carpet (Chambers) | | | | | 8,000 | |
| Replace RTU (FY26-2 units, FY27-1 unit, FY28-1 unit, FY30-2 units) | | 30,000 | 15,000 | 30,000 | | 40,000 |
| **TOTAL CITY HALL** | | **85,000** | **30,250** | **30,000** | **8,000** | **40,000** |
| **COMMUNITY DEVELOPMENT** | | | | | | |
| Charles Street Engineering Study | | 60,000 | | | | |
| Charles Street Engineering Study/Construction | | | 250,000 | 250,000 | 250,000 | 250,000 |
| Recreational Equipment/ Movie Screen/ Inflatables | | 15,000 | | | | |
| Update Comprehensive Plan | | | | 75,000 | | |
| Washington St Downtown Redevelopmnt Study | | 80,000 | | | | |
| Wayfinding Signage | FY26 Carryover from previous year | 200,000 | 100,000 | | | |
| West End Connector Trail | Pending grant totaling $481,250 ($385,000 funded by US DOT & possible $96,250 match funded by City of Charles Town) | | 481,250 | | | |
| Zoning & Subdivision Ordinance Overhaul | Carryover from previous year | 150,000 | | | | |
| **TOTAL COMMUNITY DEVELOPMENT** | | **505,000** | **831,250** | **325,000** | **250,000** | **250,000** |
| **INFORMATION TECHNOLOGY** | | | | | | |
| Computer replacement-City Hall (5 units) | | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| WIFI Replacements-City Hall | | 10,000 | | | | |
| WIFI Install CW Hall | | 15,000 | | | | |
| **TOTAL INFORMATION TECHNOLOGY** | | **40,000** | **15,000** | **15,000** | **15,000** | **15,000** |
| **MAINTENANCE YARD** | | | | | | |
| Engineering , new maintenance building | | 80,000 | | | | |
| Maintenance building construction | Carryover from previous year | 150,000 | | | | |
| Maintenance Yard Study | Carryover from previous year | 80,000 | | | | |
| Re-skin existing Maintenance Buildings | | 80,000 | | | | |
| **TOTAL MAINTENANCE YARD** | | **390,000** | **-** | **-** | **-** | **-** |
| **PARKING DEPARTMENT** | | | | | | |
| Model 90 Duplex Meter Housings (10) totaling $6,100, Model 90 Single Meter Housings (15) totaling $4,875, POM Parking Meter Assembly totaling $5,000 | | 15,975 | | 15,975 | | 15,975 |
| Parking Department SUV Components & Labor Costs | | | 40,000 | | | |
| **TOTAL PARKING DEPARTMENT** | | **15,975** | **40,000** | **15,975** | **-** | **15,975** |
| **PARKS** | | | | | | |
| Augustine Avenue Upfront Grant Match | | 76,444 | | | | |
| Happy Retreat & Skate Park Bridge | Carryover from previous year | 84,000 | | | | |
| Mill/resurface/ color coat/ replace fencing at all 3 tennis courts at JMP | | | | 225,500 | | |
| Parks Master Plan | | 130,000 | | | | |
| Pathway to bridge at skate park | Carryover from previous year | 5,000 | | | | |
| Playground replacement Large Payground (JMP) | | | | | 250,000 | |
| Playground Replacement Small Playground (JMP) | | | 75,000 | | | |
| Pool Construction | $1,850,695 Grant income. $3,042,756 Carry over from previous year. | 4,893,451 | | | | |
| Roof Replacement Picnic pavillions (JMP) | | | 15,000 | | | |
| **TOTAL PARKS** | | **5,188,895** | **90,000** | **225,500** | **250,000** | **-** |
| **POLICE DEPARTMENT** | | | | | | |
| **661 BUILDING REPAIRS & FURNITURE** | | | | | | |
| Office chairs, Desks, Painting, Carpet, Key Card Access Points, Flag Pole, Building Signage, Front Door, etc. | | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| **EQUIPMENT** | | | | | | |
| APX N50 Portable Radio (3 Admin Staff & 1 Spare) | | 18,455 | | | | |
| APX N50 Portable Radio (20 Officers) | | | | | 100,585 | |
| Body Cameras (18) | | | | 27,000 | | |
| Speed Alert 24 Radar Trailer | | 20,225 | | | | |
| **INFORMATION TECHNOLOGY** | | | | | | |
| Cell Phone Forensic Downloading Equipment | Possible grant funding. | 27,000 | | | | |
| Cradle Point WIFI Mobile Router (9) $14,175 Routers & $4050 Installation Labor | | 18,225 | | | | |
| Desktop Computers (13 in FY28 & 13 in FY29) | | | | 42,900 | 42,900 | |
| In-Car Panasonic Tough Tablet (12) (Replace Generation 1 & 2) | | 51,815 | | | | |
| In-Car Panasonic Tough Tablet (9) (Replace Generation 3) | | | 31,810 | | | |
| **POLICE VEHICLES** | | | | | | |
| Police PPV Chevrolet Tahoe (2 each year) | | 117,510 | 121,035 | 124,665 | 128,405 | 132,255 |
| Vehicle Components | FY26 & 27 equipment covered by COPS Grant received in FY25. Amounts in FY26 & 27 are installation labor costs. | 12,000 | 12,360 | 56,455 | 58,145 | 59,890 |
| **TOTAL POLICE DEPARTMENT** | | **290,230** | **190,205** | **276,020** | **355,035** | **217,145** |
| **ROUSS HALL** | | | | | | |
| Apply Roof Coating Section #3 | | | | | 58,000 | |
| Paint exterior/repair rotted sills | | 80,000 | | | | |
| Replace Gallery Ceiling and lights | | | 15,000 | | | |
| Replace Gallery Floor | | 25,000 | | | | |
| **TOTAL ROUSS HALL** | | **105,000** | **15,000** | **-** | **58,000** | **-** |
| **STREETS/INFRASTRUCTURE** | | | | | | |
| ADA Engineering/Construction | | | | 250,000 | 250,000 | 250,000 |
| ADA Study | | | 300,000 | | | |
| Congress & Lawrence Intersection Construction Upfront Grant Match | | 54,757 | | | | |
| Liberty Street | FY26-$695,699 Carryover from previous year. $375,000 FEMA Grant. $172,445 Chesapeake Bay Grant. | 1,243,144 | | | | |
| Sidewalk Replacement - Post Office | | | 40,000 | | | |
| Storm Water Assessment Study | FY26-$84,425 Carryover from previous year. FY27-Pending grant totaling $255,000. ($204,000 funded by EPA & $51,000 funded by City of Charles Town.) | 84,425 | 255,000 | 280,000 | | |
| Storm Water Construction | | | | | 250,000 | 250,000 |
| Upgrade street lighting (58 units @ $400.00) | | | 6,000 | 6,000 | 6,000 | 5,200 |
| **TOTAL STREETS/INFRASTRUCTURE** | | **1,382,326** | **601,000** | **536,000** | **506,000** | **505,200** |

| | FUNDING SOURCE NOTES | YEAR 1<br>FY 2026 | YEAR 2<br>FY 2027 | YEAR 3<br>FY 2028 | YEAR 4<br>FY 2029 | YEAR 5<br>FY 2030 |
|---|---|---|---|---|---|---|
| **VEHICLES** | | | | | | |
| Bucket Truck | Carryover from previous year | 170,000 | | | | |
| Drone | | 10,000 | | | | |
| Dump Truck | | 90,000 | | | | |
| Maintenance Pick-up truck replacement | | 65,000 | | | | |
| Parks and Recreational Vehicle | | 50,000 | | | | |
| Street Sweeper replacement | | | | 250,000 | | |
| Ztum mower replacement | | | | | | 13,000 |
| **TOTAL VEHICLES** | | **385,000** | **-** | **250,000** | **-** | **13,000** |
| **OTHER** | | | | | | |
| Arts Cultural Historic Signs | Carryover from previous year | | 17,000 | 10,000 | 10,000 | 10,000 |
| City Charter Re-write | | | 60,000 | | | |
| Potter's Field | Carryover from previous year | 50,000 | | | | |
| Salary Study | | 30,000 | | | | |
| Street Scape Planters | | 10,000 | | | | |
| **TOTAL OTHER PROJECTS** | | **90,000** | **77,000** | **10,000** | **10,000** | **10,000** |
| **TOTAL CAPITAL PROJECTS** | | **8,574,426** | **1,889,705** | **1,703,515** | **1,496,535** | **1,066,320** |
| **TOTAL REVENUE OVER EXPENSES** | | **(49,406)** | **(559,705)** | **(423,515)** | **(266,535)** | **13,680** |

*** Happy Retreat parking lot upgrade grant - administered by Friends of Happy retreat. $2,750,000. The project is occuring on our property, but we are not responsible for the expenses.**

**Capital Improvements Project Description**

**Category:** **Department: Parks and Rec**

**Project Name:** **Parks Masterplan** **Cost: $150,000**

**Location:** **Parks** **Year: FY2027**

| | |
|---|---|
| Project Description: | **Parks is requesting funds to be put towards developing a parks master plan.** |
| Project Justification: | **The City lacks a holistic parks master plan. Having a master plan will open up a larger number of funding opportunities for projects within parks and rec. The timing of this master plan would also coincide with the green infrastructure master plan for the parks along the Evitts Run that will be coming out of the CLEAN Parks initiative. This rare opportunity will allow for the green infrastructure master plan to be developed in tandem with a more general master plan giving the city a more in-depth and purpose-fit master plan for both green infrastructure along the Evitts Run corridor and general park infrastructure throughout the entire parks system.** |
| Annual Capital Expense: | **$150,000** |
| Cost/Revenue Source: | |
| Overall Priority Level: | |

| | |
|---|---|
| Expected Useful Life: | **10 years** |

**Capital Improvements Project Description**

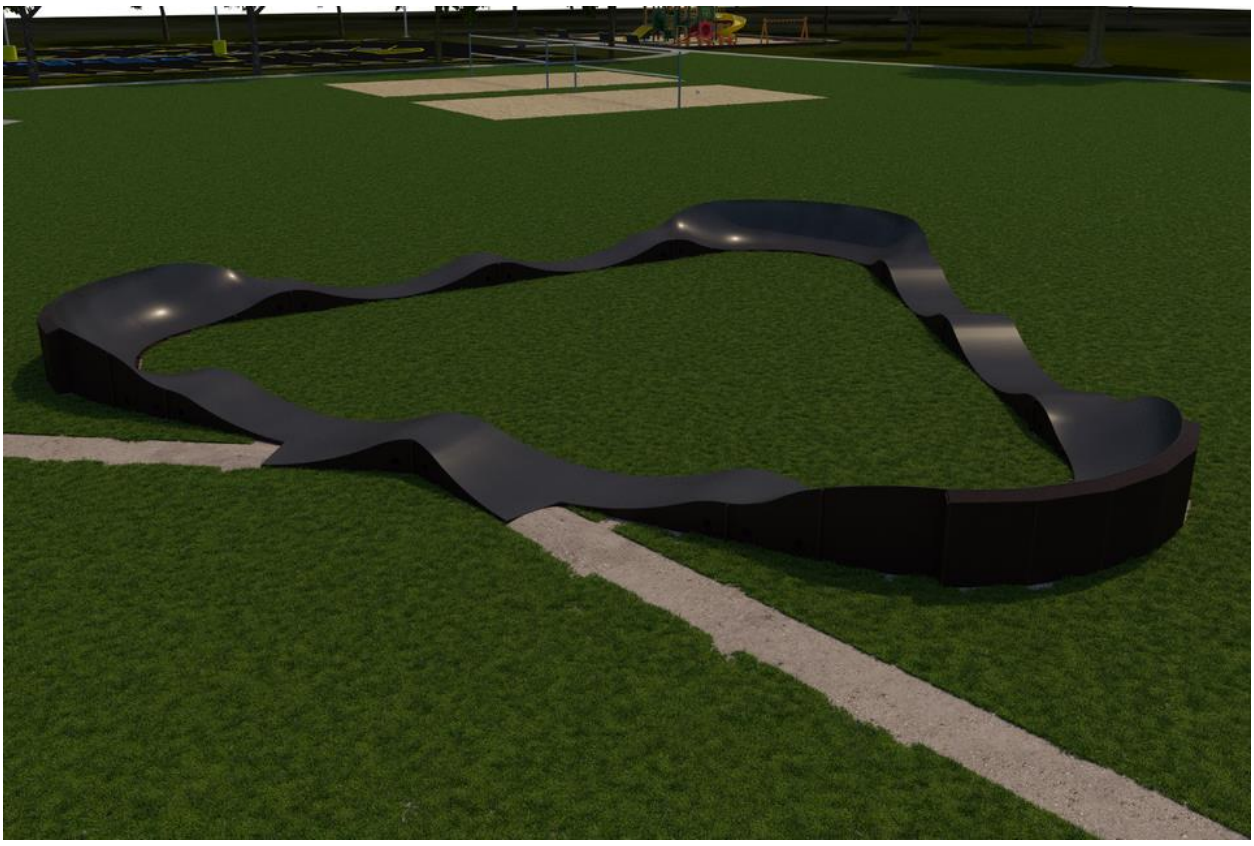
**Category:** **Department: Parks and Recreation**

**Project Name: Modular Bicycle Pump Track** **Cost: $60,000-$80,000**

**Location: Parks** **Year: FY2027**

| | |
|---|---|
| Project Description: | **The department of parks and rec requests funds for a modular and mobile bicycle pump track to be able to be placed and moved between parks when desired.** |
| Project Justification: | **The City of Charles Town has limited infrastructure specifically made for biking. The addition of a modular pump track for bicycles will contribute to the diversity of recreational offerings in the City and also encourage other alternative modes of transportation and recreation. These pump tracks are made primarily for bicycles, but they are free to be used by people on scooters, skateboards, and rollerblades. They are also modular and impermanent allowing for the moving and rearranging of pieces to different locations and configurations. Pump tracks also appeal to a wide range of ages and skill levels from young to old, beginner to pro. The addition of a modular pump track will give the city a powerful recreational asset that has a wide range of appeal that touches on multiple recreation niches with the ability to stay novel for years to come.** |
| Annual Capital Expense: | **$60,000-$80,000** |
| Cost/Revenue Source: | |

| | |
|---|---|
| Overall Priority Level: | |
| Expected Useful Life: | **<10 years** |



**8292 – 55’x55’- $63,000**



**8289 – 55’x55’- $84,000**



**Item # 8360- 54’x23’ - $53,000**

Disc Golf at Willingham Knolls

Background from Alissa:

“In short, there was an item from 2022 where our former city manager, Daryl Hennessy, researched the Willingham Knolls Park deed and indicated there was nothing in the deed that would prevent disc golf as an activity in that park since it is deemed passive recreation. There were two (2) other items from Minutes on March 27, 2025 and June 26, 2025 that both reflected the Board discussed installing a disc golf course, but no motion ever came to a vote. The March 2025 minutes indicate John Nissel explained his requests to include on the Parks CIP (and one of those items was a disc golf course) but I don’t think the Board ever agreed to including it in the CIP - the June 2025 minutes reflect the Board discussed the potential for pickleball courts, a dog park and disc golf but then the motion never included the disc golf.”

Willingham Knolls Park
Disc Golf Course Proposed Layout

| Hole # | | Distance (ft) |
|---|---|---|
| 1 | ---------> | 405 |
| 2 | ---------> | 580 |
| 3 | ---------> | 472 |
| 4 | ---------> | 565 |
| 5 | ---------> | 235 |
| 6 | ---------> | 337 |
| 7 | ---------> | 519 |
| 8 | ---------> | 451 |
| 9 | ---------> | 287 |
| 10 | ---------> | 349 |
| 11 | ---------> | 410 |
| 12 | ---------> | 687 |
| 13 | ---------> | 299 |
| 14 | ---------> | 506 |
| 15 | ---------> | 556 |
| 16 | ---------> | 531 |
| 17 | ---------> | 443 |
| 18 | ---------> | 570 |

| | |
|---|---|
| Front Nine Length | 3851 |
| Back Nine Length | 4351 |
| Total Course Length | 8202 |





Environmentally Friendly

Entire Family Fun & Recreation

Very Low Maintenance

Healthy Outdoor Activity

Challenging for All Ages

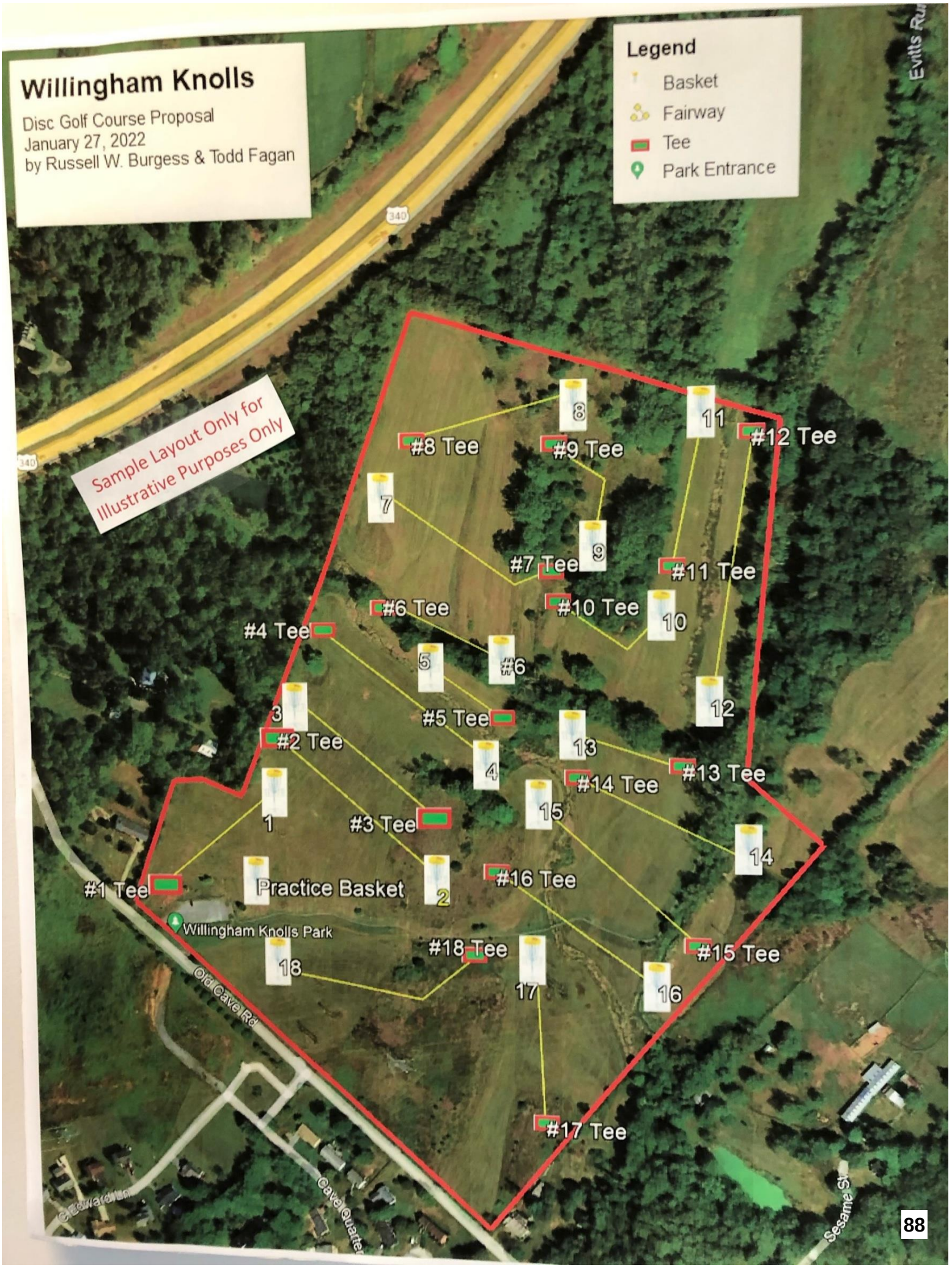
**Eastern Panhandle Disc Golf Club**

**The Eastern Panhandle Disc Golf Club is devoted to promotion the game of Disc Golf for all ages in our Communities**

**Questions, Comments, Like to Join us**

**Contact: Russell Burgess**
**Email: RussWBurgess@gmail.com**
**Facebook: Eastern Panhandle Disc Golf Club**




Willingham Knolls
Disc Golf Course Proposal
January 27, 2022
by Russell W. Burgess & Todd Fagan
Legend
Basket
Fairway
Tee
Park Entrance
Sample Layout Only for Illustrative Purposes Only
#1 Tee
#2 Tee
#3 Tee
#4 Tee
#5 Tee
#6 Tee
#7 Tee
#8 Tee
#9 Tee
#10 Tee
#11 Tee
#12 Tee
#13 Tee
#14 Tee
#15 Tee
#16 Tee
#17 Tee
#18 Tee
Practice Basket
Willingham Knolls Park
Old Cave Rd
Cave Quarter
Sesame St

**Innova Disc Golf**
2850 Commerce Dr.
Rock Hill, SC 29730
800-476-3968

# Target Quote

**PREPARED FOR**
Tommy Van Vilet
Shenandoah Valley, WV

**PREPARED DATE**
**7/24/2025**
**EXP. DATE**
**10/24/2025**

| ITEM | QTY | PRICE | TOTAL |
|---|---|---|---|
| Discatcher Pro28 Permanent | 37 | $375 | $13,875 |
| Additional Installation Tubes | 9 | $25 | $225 |
| Sales Tax* Must have valid sales tax exemption certificate on file to avoid collecting tax | | | * |
| Freight** (T-Force- LA,LG,N) | | | $652 |
| | | | **Total: $14,752** |

***Sales tax may be collected on the invoice if sales tax exemption has not been provided.**
****Freight rates are subject to change due to market fluctuations and fuel prices**

Additional course equipment options to consider

| | |
|---|---|
| • Additional installation sleeves | $25 per sleeve |
| • Flag sets for target tops | $20 per flag |
| • Basic tee signs – 9”x12” Dibond | $50 per sign |
| • Tee marker set | $30 per set |
| • Course design services | Ask for price! |

Please feel free to give me a call toll free at 800-476-3968 if you have any questions.

Take care,
Dave George

Innova Disc Golf

# DISCATCHER®
## PRO DISC GOLF BASKET

### Your Course Deserves the Best

Powder coated steel basket top for visibility and protection from the elements

Park-grade outdoor construction – Galvanized steel, galvanized chains, powder coated steel target top, and stainless steel hardware

Powder coated basket top available in seven bold colors - improves visibility in all conditions

28 chains configured in three tiers for superior catching action

Catches fast and slow putts - large sweet spot

14 spoke catching basket design eliminates squeeze throughs (PDGA requirement)

Deep basket with in line nubs (wire bends) to minimize adverse action for low putts

Anti theft measures include locking collar, one way screws, and databased serial numbers

Includes installation sleeve, locking collar, stainless steel hardware, and vinyl hole numbers

PDGA approved for championship level play

Available in yellow, red, white, blue, pink, orange, green and also in custom colors to your specs

Four inch high band is ideal for reading distance with rangefinders

**The "EXTRAS" are Included!**

- ★ Installation Tubes, Locking Collars, Hole Numbers, and Next Tee Signs
- ★ Disc Golf Attention Signs
- ★ 20 Year Warranty

**Seven DISCatcher top colors**




**DISCatcher Pro Tech Specs**

| Part | Specifications |
|---|---|
| Basket Top | Powder coated steel |
| Chains | 28 strands, galvanized |
| Catching Basket | 3/8" rod, hot-dip galvanized |
| Pole | 74" galvanized, 1/8" walls |
| Locking Collar | Hot-dip galvanized |
| Installation Tube | 24" long, hot-dip galvanized |




**Pricing**

| | |
|---|---|
| **Individual DISCatcher Pricing** | |
| Permanent Install | $500.00 |
| Portable Target | $500.00 |
| **Course Sales** | **$375.00** |
| **Options to consider:** | |
| Custom Color | + $80 |
| Extra Installation Tube | $25 |
| Flag assembly (ea) | $30 |
| Basic Tee Sign (ea) | $50 |
| Tee Sign w/hole map (ea) | $100 |
| Tee marker set (pair) | $30 |
| Attention Sign | $25 |
| Rules Sign (Basic) | $50 |
| Rules Sign (Deluxe) | $125 |

**Prices effective June 21, 2023**

**Official Target of the United States Disc Golf Championship**

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1483: Parks Financial Policy Discussion

Board to discuss the Parks and Rec Department's Financial Policy.

**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.

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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.

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1484: 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*

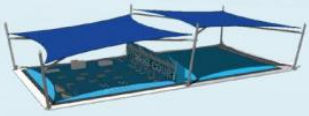
*Example Art: to be confirmed at Award*

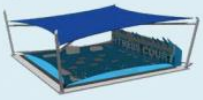


NEW!

*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: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1485: Public Private Partnership between Charles Town and Ranson Community Garden Discussion

Board will discuss the possibility of creating a private/public partnership with Ranson Community Gardens. Draft of the MOU is attached.

**ATTACHMENTS:**

- Parks and Rec-Ranson Community Gardens MOUDRAFT.docx

**CITY OF CHARLES TOWN MEMORANDUM OF UNDERSTANDING**

THIS Memorandum of Understanding, made this ____ day of _____ 2026, by and between CITY OF CHARLES TOWN PARKS AND RECREATION COMMISSION Party of the First Part, hereinafter called the "City" and RANSON COMMUNITY GARDENS, Party of the Second Part, hereinafter called the "RCG," collectively referred to as the "Parties."

**WITNESSETH**

In consideration of the mutual covenants and conditions hereinafter set forth, it is agreed as follows:

1. Purpose: The purpose of this Memorandum of Understanding is to improve park cleanliness and safety, enhance trail accessibility, and protect the ecological health of the Evitts Run corridor through a partnership with the Ranson Community Gardens to conduct limited and defined stewardship opportunities.

2. City Responsibilities:

   a. The City will provide access, subject to prior written approval from the Parks and Recreation Manager, to RCG to conduct various trail maintenance activities, including litter and debris clen-up, tree planting and selective underbrush clearing on the Evitts Run Corridor.

   b. The City Parks and Recreation Manager will respond to requests from RCG to perform the various activities in writing. An acceptable response will include the following: 1) Written permission to perform the requested activity; or 2) A written confirmation that the request has been received but requires approval from the City Parks and Recreation Commission before permission may be granted. Any written permission or confirmation may be provided via e-mail.

3. Ranson Community Gardens Responsibilities:

   a. RCG will perform trail maintenance, litter and debris clean-up, tree planning, and selective underbrush clearing from the Evitts Run Corridor.

   b. RCG agrees to obtain written permission from the City prior to conducting any activities. Permission may be obtained via an e-mail request to Parks and Recreation Manager, Gavin Bailey, at gbailey@charlestownwv.us.

   c. RCG agrees that it will not undertake any activities prior to receipt of written approval from the Parks and Recreation Manager, which approval may be granted via e-mail communication.

   d. Any activities authorized under this MOU would not include construction of permanent structures, use of heavy equipment, or removal of mature trees

without express City authorization.

e. All activities are anticipated to be conducted on a volunteer basis, and no direct city-funding has been allocated to support the activities authorized herein. Any funding for materials, supplies, or other incidental costs require the approval of the City prior to any expenditure.

f. Prior to conducting any activity on City owned property, RCG agrees to have any and all volunteers working on a project, execute a City of Charles Town Volunteer Waiver and Release of Liability Form.

4. Term and Termination: This MOU shall commence on the date written above and shall continue for a term of one year. The agreement may be automatically renewed in year increments for total of five (5) additional years. Either party may terminate this Agreement, in whole or in part at any time before the date of termination.

5. Indemnification: RCG will indemnify and save harmless the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of RCG, its officers, agents, servants, and employees in the performance of this Agreement; provided, however, that RCG shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses, or attorneys' fees arising out of a willful or negligent act or omission of the City, its officers, agents, servants, and employees.

6. Compliance with All Laws: RCG shall faithfully comply with all laws, ordinances, and regulations Federal, State, or local which may be applicable to the operations to be conducted hereunder

7. Governing Law: This MOU shall be governed by and constructed and enforced in accordance with the laws of the State of West Virginia.

8. Entire Agreement: This Agreement represents the entire integrated agreement between Contractor and Client and supersedes and replaces all of the terms and conditions of any prior agreements, arrangements, negotiations, or representations, written or oral, which have not been specifically incorporated by reference herein with respect to this Agreement. This Agreement may be changed, modified or altered only by written agreement of the parties.

**Signatures**

| **City of Charles Town Parks And Recreation** | **Ranson Community Gardens** |
|---|---|
| By:_____ | By:_____ |
| Attested: _____ | Its:_____ |

Town Clerk

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1486: Seasonal Parks Maintenance Plan Discussion

**Proposed Motion:** Board will discuss the a Seasonal Parks Maintenance Plan.

**ATTACHMENTS:**
- CTown P&R Maintenance Plan - Content Guide - Draft - Apr 2026.pdf

# Charles Town Parks & Recreation Maintenance Plan
# - Content Guide -

**1. Authorization:** The Charles Town Board of Parks & Recreation has directed the Charles Town Parks Manager to draft a comprehensive parks maintenance plan.

Along with that directive this document has been issued from the board, to the Parks Manager in order to provide guidance on what items should be covered in the Charles Town Parks & Recreation Maintenance Plan. That document must include the below mentioned items, but it is not limited to those items.

**2. Intent:** To have a consolidated, comprehensive document that covers and guides the who, what, when, where, and why for all maintenance at Charles Town Parks.

*The Charles Town Parks & Recreation Maintenance Guide* would be:

- The authoritative SOP guiding regular and ongoing maintenance by Parks and City staff
- Valuable resource of information for Charles Town Board of Parks & Recreation to review when making decisions about budget, contracts, master planning, etc.

It is intended to be a living document, updated regularly by Parks Management, operating under the direction of the Charles Town Board of Parks & Rec. A resource that can be passed along from manager to manager, ensuring uninterrupted strategic maintenance of the Charles Town parks system.

**3. General Maintenance To Be Documented & Prescribed:**

- Mowing / trimming
- Regular Tree maintenance (arborist, stick/limb clean up)
- Brush/other rough clearing / maintenance
- Shrub maintenance
- Mulching (landscaping & play areas)
- Regular equipment inspections
- Snow removal (roads, parking, paths)
- Path maintenance
- Trash removal
- Watering
- Treatments (pest, fertilization, other)
- Disaster response (storm cleanup)
- Pool (Note: The pool will probably require a full SOP itself. That could be included in this document, or this document might directly link to the Pool SOP for maintenance related tasks. However, insofar as the *Parks & Rec Maintenance Guide* includes a high level table or schedule of regular maintenance tasks, pool related maintenance should be noted).

DRAFT

**4. Plan Should Include:**

- Aerial maps with clearly marked paths, landscaped areas, equipment, etc
- Contract details (who is responsible, scope of work, frequency, costs, points of contact, links to relevant documentation (signed contracts, MOU's etc.))
- High level schedule / table for regular inspections, maintenance, contract renewals etc.
- System for keeping ahead of contract renewals, INS expirations, etc.
- Lists of relevant partners & contractors and their contact information
- Summary table showing general general main schedules, responsible parties, and links to more info.

**Example A:** Table showing parks, general maintenance, responsible parties, etc.

| | **Mowing & trimming** | Mowing Cost | Mowing Frequency | Mowing Contract Expiration | **Mulching** | Mulching Cost | Mulching Frequency |
|---|---|---|---|---|---|---|---|
| **Evitts Run Park** | ABC mowing | Annual contract, $4k | 1x week, Mar - Oct | 5/1/2030 | CTown Maint | $2 cubbed yard, about $2000 for both play grounds | 1x yr |
| **Jeff Memorial** | 123 mowing | $300 per visit | 1x week, Mar - Oct | 1/1/2028 | Chips Mulch Services | $2 cubbed yard, about $5000 for both play grounds, Another $500 for landscaped areas | 1x yr |

**Example B:** A calendar or table tracking routine maintenance.

| | **Grounds** | **Equipment** | **Pool** | **Contracts** | **Other** |
|---|---|---|---|---|---|
| **Feb** | Arborist walk through (all parks) | Inspect:<br>-bridges<br>-pavilions | | Review all mowing contracts, present to board | |
| **Mar** | Check mulch at:<br>-playgrounds<br>-andscaped areas<br>-mulched paths<br>Trim landscaped shrubs | Inspect:<br>-playgrounds<br>-trash receptacles<br>-water stations<br>-bathrooms | See Pool SOP:<br>-Spring Cleaning<br>-Pool deck equipment<br>-Concessions equipment<br>-Start advertising for staff | Finalize mowing contracts | FOHR events tag up |
| **Apr** | Cut back growth from walking paths<br><br>Weekly mowing starts | | See Pool SOP:<br>- Pool systems check | | |
| **May** | Clear undergrowth from play spaces along Evitts run creek (Willingham, Evitts Run, Happy Retreat) | | See Pool SOP:<br>-Routine daily, weekly, monthly operations maint. | | |

DRAFT

DRAFT

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1487: Clean Parks Initiative

Board will receive updates about the CLEAN Parks initiative.

**ATTACHMENTS:**

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1490: FY2027 Budget

**ATTACHMENTS:**

- FY_2027_P_R_Budget.pdf

the city of Charles Town, WV

# FY 2027 P&R

| REVENUES | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 ACTUAL | FY 2025 ACTUAL | FY 2026 ACTUAL THRU 2/28/2026 | FY 2026 BUDGET | FY 2027 BUDGET | YEAR OVER YEAR CHANGES (%) | FINANCE NOTES |
|---|---|---|---|---|---|---|---|---|---|
| Carryover | | | | 113,000 | 151,293 | | 37,865 | | |
| 207-340-000 Pool Admission | 17,706 | 16,535 | 20,126 | 7,707 | | 20,400 | 32,000 | 57% | |
| 207-340-010 Pool Concession Stand | 3,044 | 2,877 | 2,611 | 984 | 16 | 3,000 | 8,000 | 167% | |
| 207-340-020 Pool Rental | 3,595 | 3,900 | 5,010 | 1,380 | | 2,000 | 4,000 | 100% | |
| 207-340-030 Pool Passes | 3,503 | 4,270 | 3,095 | 2,241 | | 3,000 | | -100% | |
| 207-340-040 Swimming Lessons | 6,753 | 13,211 | 9,168 | 12,275 | | 5,000 | 5,000 | 0% | |
| 207-340-070 Pavilion Rental | 3,525 | 5,225 | 4,600 | 3,400 | 1,400 | 4,000 | 3,000 | -25% | |
| 207-340-100 Park Donations | 3,000 | 3,500 | | 24,059 | 2,500 | | 6,000 | | |
| 207-340-120 Hotel/Motel | 82,318 | 103,943 | 99,855 | 73,651 | 46,552 | 100,000 | 87,500 | -13% | |
| 207-340-140 Tennis CIP Donations | 1,800 | 2,400 | 2,600 | 800 | | 1,000 | | -100% | |
| 207-340-210 Junior Tennis | 780 | 1,290 | | 1,265 | 455 | 1,200 | 850 | -29% | |
| 207-340-220 Tennis Lessons | 7,523 | 9,925 | 10,426 | 6,046 | 5,640 | 7,500 | 7,500 | 0% | |
| 207-380-000 Interest on Investments | | | | | 1,433 | 750 | 2,000 | 167% | |
| 207-369-000 Contributions from GF | 42,500 | 37,500 | 37,500 | 20,000 | 20,000 | 20,000 | 20,000 | 0% | |
| 207-340-520 Sale of Items | | | | | 170 | | | | |
| **TOTAL REVENUES** | **176,048** | **204,576** | **194,989** | **266,808** | **229,289** | **167,850** | **213,715** | | |

| EXPENSES | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 ACTUAL | FY 2025 ACTUAL | FY 2026 ACTUAL THRU 2/28/2026 | FY 2026 BUDGET | FY 2027 BUDGET | YEAR OVER YEAR CHANGES (%) | FINANCE NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 207-900-103 Salaries | 51,124 | 73,224 | 62,373 | 43,990 | 11,100 | 62,000 | 86,325 | 39% | Pool - 15 Part-time employees @ $71,000<br>Tennis - 6 Part-time employees @ $12,000<br>Bonuses for Pool Staff and Concessions $3325 |
| 207-900-104 FICA Tax Expense | 3,911 | 5,602 | 5,463 | 3,428 | 849 | 5,000 | 6,700 | 34% | FICA @ 7.65% of Salary |
| 207-900-108 Overtime | | | | 1,022 | | 1,000 | 1,000 | 0% | |
| 207-900-211 Telephone | 1,039 | 852 | 884 | 371 | | 1,000 | 1,000 | 0% | Jefferson Memorial Pool Phone Line ($80 a month) |
| 207-900-213 Utilities | 8,950 | 12,240 | 12,795 | 7,334 | 2,144 | 12,000 | 16,200 | 35% | $7,000<br>Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000<br>Internet - $1200 |
| 207-900-215 Buildings and Grounds | 7,879 | 5,995 | 2,874 | 2,606 | 425 | 12,000 | 12,000 | 0% | Grass/Weed killer, 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 | - | - | 4,250 | 1,011 | | 5,000 | 7,500 | 50% | 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 | 148 | 442 | | 19 | | 200 | 500 | 150% | Publishing fees |
| 207-900-221 Training | - | - | | - | 380 | 500 | 5,220 | 944% | Pool Operation Certifications, Lifeguard Certifications, Food Handler's Card (10 @ $220) |
| 207-900-000 Dues | | | | | 120 | | 120 | | NRPA Membership |
| 207-900-226 Insurance & Bonds | 4,628 | 3,548 | 3,602 | 3,051 | | 4,000 | | -100% | Commercial Property, Umbrella Liability, Automobile, Worker's |
| 207-900-230 Contracted Services | 47,500 | 50,274 | 57,480 | 39,363 | 31,376 | 50,000 | 55,000 | 10% | Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000;<br>JMP Spring Clean up - $2500<br>Porta Potty Setup/Clean and Service - $7,000<br>Payroll Processing - $2500<br>Annual Pest Control Services - $500<br>JMP Trash Service - $6500 |
| 207-900-230 Community Foundation Landscaping - Contracted Services | | | | | | | 6,000 | | Landscaping at JMP per JB Smith Foundation Trust contribution. |
| 207-900-236 Refunds | | | | | 100 | | 500 | | |
| 207-900-237 Other Fees/Taxes | 168 | 131 | 138 | - | | 150 | 300 | 100% | Pool permit fee Health Department |
| 207-900-341 Departmental Supplies | 17,637 | 18,785 | 2,818 | 9,727 | 5,410 | 13,150 | 8,000 | -39% | Floats and whistles, soccer, tennis, & volleyball nets, camera supplies, story trail supplies, dog waste bags |
| 207-900-341 Junior Tennis Supplies | | | | | 165 | 850 | 850 | 0% | Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls |
| 207-900-342 Concession Stand Supplies | 1,724 | 2,032 | 1,469 | 605 | | 1,000 | 4,000 | 300% | |
| 207-900-345 Uniforms | 400 | 820 | 420 | 451 | 145 | | 2,500 | | Life guard bathing suits |
| 207-900-359 Capital Outlay | | | | | | | | | |
| 207-699-568 Contingencies | | | | | | | | | |
| **TOTAL EXPENSES** | **145,107** | **173,944** | **154,566** | **112,978** | **52,214** | **167,850** | **213,715** | | |
| **REVENUES OVER EXPENSES** | **30,941** | **30,632** | **40,424** | **153,830** | **177,075** | **-** | **-** | | |

# SHELIA CLIFFORD TRUST CAPITAL PROJECT

| REVENUES | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 ACTUAL | FY 2025 ACTUAL 5/31/25 | FY 2026 ACTUAL THRU 2/28/2026 | FY 2026 BUDGET | FY 2027 BUDGET | YEAR OVER YEAR CHANGES (%) | FINANCE NOTES |
|---|---|---|---|---|---|---|---|---|---|
| Carryover | | | | | 433,636 | | 510,000 | | Balance of portfolio at 2/28/26. |
| 207-340-216 Clifford Trust Restricted Donation | | | | | 27,947 | | | | Additional donations received from the Clifford Trust. |
| 207-380-000 Interest on Investments | | | | | | | | | Interest earned on money market checking account. |
| 207-380-050 Dividends | | | | | 8,814 | | 15,000 | | Dividends received on investments. |
| 207-380-100 Gains/ Losses on Investments | | | | | 34,884 | | | | Gains/Losses received on investments. |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **505,281** | **-** | **525,000** | | |

| EXPENSES | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 ACTUAL | FY 2025 ACTUAL | FY 2026 ACTUAL THRU 2/28/2026 | FY 2026 BUDGET | FY 2027 BUDGET | YEAR OVER YEAR CHANGES (%) | FINANCE NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 207-900-223 Professional Services | | | | | 3,345 | | 2,600 | | Portfolio management fees. (Approximately $212.00 a month.) |
| 207-900-459 Clifford Trust Capital Expenditures | | | | | | | 522,400 | | Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement. |
| **TOTAL EXPENSES** | **-** | **-** | **-** | **-** | **3,345** | **-** | **525,000** | | |
| **REVENUES OVER EXPENSES** | **-** | **-** | **-** | **-** | **501,936** | **-** | **-** | | |

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1491: Park Manager's Update

Board will receive updates from the parks and rec manager.

**ATTACHMENTS:**

- ManagersReport5-14-26.docx
- April 2026 P&R Financials.pdf

## Manager's Report

**Willingham Knolls fence beam replaced.**




**Pickleball Update:** Paving completed – currently letting it set for 14 days, acrylic planned to be painted starting Friday, May 22nd weather permitting.



**Pickleball Nets -** Speaking to Jake at Top Gun, he acknowledged the board's concern about the risk of theft of the pickleball nets. He said that they are very heavy nets, so much so, that placing on the court is his "least favorite part of the job." He talked to the net supplier and they had no reports of nets ever being stolen. He was so confident that they wouldn't be taken that he verbally agreed to cover the cost of one of the nets in the event they were taken.



**Trails and Mowing at Happy Retreat**

Communication with CBP has resolved the issue of a section of Happy Retreat Park not being mowed. Certain trails designated to be turned into single track hiking paths were not as established as I had expected. To fix this, city maintenance has agreed to weed whack those sections once or twice a month depending on need. More permanent solutions (like taking a hoe to clear vegetation) might need to be discussed in the future.









**Happy Retreat Bridge**

Bridge at Happy Retreat has been stained and is complete.



**Picnic tables from the maintenance yard have been delivered to Happy Retreat**

the city of Charles Town, WV

# FY 2026 P&R

| REVENUES | CURRENT BUDGET | APRIL 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 | 3,100 | 900 | 78% | | |
| 207-340-100 Park Donations | - | - | 2,500 | (2,500) | | | |
| 207-340-120 Hotel/Motel | 100,000 | 4,775 | 56,088 | 43,912 | 56% | | |
| 207-340-140 Tennis CIP Donations | 1,000 | | - | 1,000 | 0% | | |
| 207-340-210 Junior Tennis | 1,200 | - | 980 | 220 | 82% | | |
| 207-340-220 Tennis Lessons | 7,500 | - | 5,640 | 1,860 | 75% | | |
| 207-380-000 Interest on Investments | 750 | | 1,825 | (1,075) | 243% | | |
| 207-369-000 Contributions from GF | 20,000 | | 20,000 | - | 100% | | |
| 207-340-520 Sale of Items | - | | 480 | (480) | | | |
| **TOTAL REVENUES** | **319,143** | **6,175** | **241,922** | **77,701** | **144%** | | |

| | EXPENSES | CURRENT BUDGET | APRIL 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<br>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 | 220 | 2,804 | 9,196 | 23% | Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000<br>Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000 | |
| 207-900-215 | Buildings and Grounds | 12,000 | 2,767 | 3,218 | 8,782 | 27% | 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 | 1,210 | 33,721 | 16,279 | 67% | Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000<br>Water Testing - Pool - $100<br>Payroll Processing - $700<br>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 | - | 6,785 | 6,365 | 52% | 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** | **4,197** | **65,017** | **254,126** | **20%** | | |
| **REVENUES OVER EXPENSES** | | **-** | **1,978** | **176,905** | | | | |

# SHELIA CLIFFORD TRUST CAPITAL PROJECT

| REVENUES | CURRENT BUDGET | APRIL 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 | 228 | 28,175 | (175) | 101% | | 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 | 1,538 | 11,750 | (10,150) | 734% | | 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** | **1,766** | **508,445** | **(3,209)** | **101%** | | |

| EXPENSES | CURRENT BUDGET | APRIL 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 | 235 | 3,915 | (2,115) | 218% | | 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** | **235** | **3,915** | **501,321** | **1%** | | |
| **REVENUES OVER EXPENSES** | **-** | **1,531** | **504,530** | | | | |

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1492: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

**ATTACHMENTS:**

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

Meeting: 05/14/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1494: Willingham Knolls Fence

**ATTACHMENTS:**