CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • JUNE 11, 2026

Commission/Board Meeting | **JEFFERSON MEMORIAL PARK** | **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1600:** Approval of Minutes - May 14, 2026 and May 21, 2026, Meetings
May_2026_Meeting_Minutes_DRAFT.docx
May_2026_Special_Meeting_Minutes_DRAFT.docx

3. UNFINISHED BUSINESS

: **2026-1588:** Jefferson Memorial Park Pool Update
PoolDrone060426.JPG

: **2026-1589:** Pool Operations Discussion
Concession Equipment Signed Quote.pdf
PoolDeckEquipmentQuote.pdf

: **2026-1590:** Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session

: **2026-1591:** Public Private Partnership Between Charles Town and Ranson Community Garden Discussion
MOUCharlesTownParksRansonCommunityGardensDRAFT.docx

: **2926-1592:** Clean Parks Initiative

: **2026-1593:** FY2027 Budget
FY 2027 P&R Budget_removed.pdf

: **2026-1594:** Happy Retreat MOU Special Meeting
2026 Happy Retreat Events Schedule.docx
HRPicnicBenches.jpg
hrTrail1.jpg
hrTrail2.jpg
hrTrail3.jpg
hrTrail4.jpg

4. NEW BUSINESS

: **2026-1595:** Parks Master Plan
Master Parks RFP.docx

: **2026-1596:** Pickleball Courts Grand Opening

PballTballCourtsDrone060426.JPG
pBallCourtGround.jpg

: **2026-1597:** Happy Retreat Bridge Dedication

: **2026-1598:** Manager's Report
ManagersReport061126.docx

: **2026-1599:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland, Public Comment

5. **ADJOURNMENT**

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

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

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1600: Approval of Minutes - May 14, 2026 and May 21, 2026, Meetings

Board will review minutes report for last month's meeting and special meeting for approval.

ATTACHMENTS:

- May_2026_Meeting_Minutes_DRAFT.docx
- May_2026_Special_Meeting_Minutes_DRAFT.docx

City of Charles Town

Parks and Recreation Commission Report

May 2026

May 14, 2026 / 6:00 PM / City Hall

I. CALL TO ORDER: 6:00 PM

Persons Present:
Commissioners Present: Alden Roth, Elizabeth Ricketts, Mike Slover, Kevin Derr, Steven Galleher
Absent: Trudy Roth, Nick Zaglifa
Staff: Alissa Meeks, Gavin Bailey, Lori Nice (Finance Director)
Guest: Sam Rich (Thrasher Engineering, via Zoom)

II. APPROVAL OF MINUTES:

2026-1488: Charles Town Parks and Recreation Minutes Report

April 2026 Minutes - Approved with no corrections.

April 2026 Special meeting with Friends of Happy Retreat – Approved with no corrections.

III. UNFINISHED BUSINESS

2026-1476: Jefferson Memorial Park Pool Update

Sam Rich from Thrasher Engineering joined the meeting via Zoom to provide a general project update.

No Action

2026-1477: Pool Operations Discussion

Staff reported that Washington Landing is not interested in partnership regarding pool facility use. Pool staffing appears promising with nine interviews conducted and eight applications still pending.

No Action

The Commission discussed pool opening plans and construction coordination.

Motion: to continue with the board's commitment to open the pool this swim season, with the understanding that availability will be ultimately be dictated by what the parks and rec department can do safely given staffing and construction constraints.
Motion: K. Derr; 2nd: E. Ricketts
Unanimous

Motion: to authorize Vice President Kevin Derr to draft an initial public statement about the pool opening to circulate for revision and then review at a special Parks and Recreation Commission meeting.
Motion: E. Ricketts; 2nd: M. Slover
Unanimous

Motion: to schedule a virtual special meeting of the Parks and Recreation Commission to discuss pool operations on May 21st at 8pm.
Motion: E. Ricketts; 2nd: K. Derr
Unanimous

Staff presented cost estimates from multiple suppliers for pool equipment and furnishings. Staff requested input from the board.

Motion: to authorize staff to outfit the pool using Coal Severance Tax funds as presented, with staff exercising discretion in procurement.
Motion: E. Ricketts; 2nd: S. Galleher
Unanimous

Motion: to direct staff to explore options and possibilities regarding delaying or slowing down construction of the splash pad.
Motion: M. Slover; 2nd: E. Ricketts
Unanimous

Motion: to approve proposed end-of-season bonus structure with the condition that pool staff are eligible for end-of-season bonus if they work 90% of scheduled hours, at the discretion of the pool manager.
Motion: K. Derr; 2nd: M. Slover
Unanimous

2026-1478: Tennis Staffing Discussion

Staff provided an update regarding tennis instructor recruitment.

No Action

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

Motion: pursuant to West Virginia Code §6-9A-4, the board motions to enter executive session to discuss possible real estate transactions starting at 7:49pm.
Motion: E. Ricketts; 2nd: K. Derr
Unanimous

Motion: to exit executive session at 7:59pm.
Motion: E. Ricketts; 2nd: K. Derr
Unanimous

No Action taken

2026-1480: New Mowing Contracts Discussion

No changes to mowing contracts. Staff provided an update on Happy Retreat mowing in the Manager's Report.

No Action

2026-1481: Happy Retreat MOU Special Meeting

Staff reported that tables have been relocated to Happy Retreat. The City's insurance covers activities at the site. Happy Retreat event schedule was provided. Staff is awaiting updates on stump grinding and arborist coordination.

No Action

2026-1482: Preliminary Capital Budget Discussion

Staff presented capital budget estimates and Capital Improvement Plan (CIP) requests.

Motion: to move small playground equipment replacement at Jefferson Memorial Park to FY28, move tennis court resurfacing to FY27, and strike Jefferson Memorial Park pavilions from the CIP
Motion: M. Slover; 2nd: S. Galleher
Unanimous

2026-1483: Parks Financial Policy Discussion

Staff reported that the City Attorney does not believe a change in the Parks financial policy is necessary. The Commission follows the spirit of the law by actively seeking at least three proposals in the RFP process.

No Action

2026-1484: National Fitness Campaign Briefing

This item was tabled indefinitely at the April meeting.

2026-1485: Public-Private Partnership Between Charles Town and Ranson Community Gardens Discussion

Motion: to table
Motion: E. Ricketts; 2nd: K. Derr
Unanimous

2026-1486: Seasonal Parks Maintenance Plan Discussion

Motion: to table
Motion: K. Derr; 2nd: E. Ricketts
Unanimous

2026-1487: CLEAN Parks Initiative

Staff provided several updates. The Quality Assurance Project Plan (QAPP) for stream monitoring has been completed by the Parks Manager and is currently being signed by all parties for submission to the EPA for approval. Partnership agreements with Blue Ridge Watershed Coalition, WV Rivers, and Jefferson County NAACP have been sent and are under review.

The Commission discussed the proposed maintenance yard land swap and its impact on the green infrastructure master plan. The Commission confirmed its intent to proceed with the land swap, contingent on approval by Land and Water Conservation Fund authorities.

The Commission requested that Matt Ward attend the next regular meeting to provide an update on CLEAN Parks.

No Action

IV. NEW BUSINESS

2026-1490: FY27 Budget

Finance Director Lori Nice attended the meeting to discuss the FY27 budget. Staff will return with an updated draft of the budget.

No Action

2026-1491: Park Manager's Update

Parks Manager provided updates.

No Action

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

Staff reported receiving multiple community comments regarding the condition of the tennis courts. One individual suggested organizing a fundraiser or pursuing grant funding for tennis court improvements.

No Action

2026-1494: Willingham Knolls Fence

Maintenance Director Jim Wysong inquired whether the Commission wishes the new split rail fence to be finished with paint or stain, or left natural.

Motion: to delegate the decision regarding finishing or lack thereof of the Willingham Knolls fence to the discretion of Maintenance Director Jim Wysong
Motion: E. Ricketts; 2nd: K. Derr
Unanimous

V. ADJOURNMENT: 8:42PM
VI. NEXT MEETING: June 11th, 2026 at 6PM
SPECIAL MEETING SCHEDULED: May 21st, 2026 at 8PM

City of Charles Town

Parks and Recreation Commission Report Special Meeting

May 2026

May 21, 2026 / 8:00 PM / Remote – Over Zoom

I. CALL TO ORDER: 8:00 PM

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

II. NEW BUSINESS

2026-1514: Pool Operations

Board discussed the possibility of delaying the construction of the splashpad during the swimming season.

Motion: to direct staff to work with the contractors of the pool and splashpad project to pause construction of the splashpad once temporary occupancy is approved for the pool, and to resume work on the instillation of the splashpad no earlier than the 8th of September.
Motion: E. Ricketts, 2nd: T. Roth

Unanimous

2026-1515: Public Statement on Charles Town Public Pool

Board discussed a draft of the public statement on the Charles Town Public Pool.

Motion: to instruct staff to publish the final draft dated 05/12/26 for immediate release to the City and Parks and Recreation Facebook accounts ran by City Staff, and the City's website.
Motion: N. Zaglifa, 2nd: E. Ricketts

Unanimous

III. ADJOURNMENT: 8:42PM

IV. NEXT MEETING: June 11th, 2026 at 6PM at Jefferson Memorial Park Pavilion 4

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1588: Jefferson Memorial Park Pool Update

Board will receive updates on the pool construction.

ATTACHMENTS:

- PoolDrone060426.JPG



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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1589: Pool Operations Discussion

Board will discuss operations at the pool.

ATTACHMENTS:

- Concession Equipment Signed Quote.pdf
- PoolDeckEquipmentQuote.pdf

Johnnies
* FOOD * EQUIPMENT * SUPPLIES *

Quote

05/19/2026

Project:
City Of Charles Town Pool - updated 5/15/26
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**	2,680.00	2,680.00
		Atosa USA, Inc. Model No. MCF8720GR 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		
	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**	2,980.00	2,980.00
		Atosa USA, Inc. Model No. MCF8723GR 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®		
	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**	3,575.00	3,575.00
		Star (Middleby) Model No. 30CBD 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		
	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**
7	1 ea	**DISPLAY CASE, HOT FOOD, COUNTERTOP**	1,445.00	1,445.00
		Winco Model No. 51012 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 ea	One year warranty - parts only, standard		
			ITEM TOTAL:	**1,445.00**
10	1 ea	**SOFT SERVE MACHINE**	15,860.00	15,860.00
		Spaceman USA Model No. 6235-C 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		
	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**	3,115.00	3,115.00
		BUNN Model No. 58000.0015 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		
	1 ea	Prices include applicable tariffs		
			ITEM TOTAL:	**3,115.00**
12	1 ea	**REACH-IN REFRIGERATOR**	2,395.00	2,395.00
		Atosa USA, Inc. Model No. MBF8505GR Atosa Refrigerator, reach-in, one-section, 27"W x 31-7/10"D x 83-1/10"H, bottom-mount self-contained refrigeration, 19.1 cu. ft., (1) locking right hinged solid door , digital temperature control, 33° to 40°F temperature range, (3) adjustable shelves, interior LED lighting, automatic evaporation, air defrost, stainless steel interior & exterior, galvanized steel back, 4" casters, R290 Hydrocarbon refrigerant, 1/7 HP, 115v/60/1-ph, 2.1 amps, cord with NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	2 year labor & parts warranty, 5 years warranty on compressor (continental USA only)		
			ITEM TOTAL:	**2,395.00**
			Total	34,275.00

Thank you for this opportunity!

Acceptance: _____ Date: 5-19-26

Printed Name: ALISSA J. MECKS

Project Grand Total: 34,275.00

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POB 88
Russellville, AL 35653

Phone: 866.765.6726
Fax: 267.295.7897

Created Date 5/26/2026
Quote Number 00108185

Prepared By Jerrod McKinney
Email jwmckinney@leisurecreationsfurniture.com

Contact Name Alissa Meeks
Email ameeks@charlestownwv.us
Phone (304) 724-3253

Bill To Name City of Charles Town
Bill To 101 E Washington St
Charles Town, WV 25414
Jefferson

Ship To Name City of Charles Town
Ship To 101 E Washington St
Charles Town, WV 25414
United States
Ship via Mixed Van with Install

ProductImage	Product	Product description	Line Item Description	Customization Summary	Quantity	Sales Price	Total Price
	3938S	Urban Lines Sling Chaise Lounge		Finish: Starlight Black FABRIC SLING: Marina	40.00	$374.46	$14,978.40
	BNLS72	6' Steel Diamond Bench		Finish: Starlight Black	3.00	$911.77	$2,735.31
	PICTRD46X84MGP	46"X84" Round Mgp Portable Picnic Table		3/4" MGP: Royal Blue	8.00	$1,406.07	$11,248.56
	PICTRD46X84MGP HANDICAP ACCESSIBLE	46x84 Portable ADA Picnic Table MGP		3/4" MGP: Royal Blue	5.00	$1,380.57	$6,902.85
	UMB9	9' Market Umbrella (QS*)		BONNET FABRIC: Classic Royal CANOPY FABRIC: Classic Royal TIE FABRIC: Air Blue Umbrella Height: STANDARD 9' Umb Frame: Black Crank	19.00	$459.69	$8,734.11
	4806MGP	Leisure MGP Bar Stool without arms		Finish: Starlight Black MGP: Royal Blue	2.00	$264.16	$528.32
	LC1BK5P-SM	Thermoplastic Surface Mount Bike Rack, 44 1/2", holds 5 Bikes	black		1.00	$696.74	$696.74
	BNU72MGP	6' Modern Urban Loft Bench MGP		Finish: Starlight Black MGP: Royal Blue	4.00	$1,017.45	$4,069.80
		24" Square MGP w/100 lb		Finish: Starlight			

leisurecreations

	18524X24MGP	Umbrella Base (includes locking pin)	Black 3/4" MGP: Royal Blue	14.00	$666.45	$9,330.30
	4748MGP	48" Backless Bench Mgp Seat	Finish: Starlight Black 3/4" MGP: Royal Blue	4.00	$329.87	$1,319.48
	CHBMGP Set	Set of Cornhole Boards (2 Boards per Set) (QS*)	MGP Corn Hole Board Top: Royal Blue MGP Frame: Black	3.00	$459.00	$1,377.00
	WRCLS30	30 Gallon Round Waste Receptacle	Finish: Starlight Black	10.00	$716.04	$7,160.40
	3917S	Urban Loft Chair w/ Adjustable Back	Finish: Starlight Black FABRIC SLING: Marina	17.00	$264.47	$4,495.99

Subtotal	$73,577.26
Tax	$0.00
Order Freight	$8,498.17
Fuel Surcharge	$0.00
Order Total	$82,075.43

VENUE SELECTION, WAIVER OF JURY TRIAL, AND APPLICABLE LAW AGREEMENT

VENUE SELECTION, WAIVER OF JURY TRIAL AND APPLICABLE LAW: The parties hereto this Contract/Agreement/Quote-Acceptance/Purchase/Sale agree that in the event that a dispute, of any kind or nature, arises concerning any aspect of said Contract/Agreement/Quote-Acceptance/Purchase/Sale or any product made subject thereof, including any and all negotiations/discussions touching and/or concerning the same Contract/Agreement/Quote- Acceptance/Purchase/Sale, including any interpretation of the meaning of said Contract/Agreement/Quote-Acceptance/Purchase/Sale, and including any breach of contract, breach of warranty, default on payment of any and all subsequent Invoices relating to and/or arising out of said Contract/Agreement/Quote-Acceptance/Purchase/ Sale, and collection(s) efforts thereon shall be resolved within the sole and exclusive venue of the Circuit Court of Franklin County, Alabama or the District Court of Franklin County, Alabama. The parties agree that any defense of an inconvenient forum as it relates to the maintenance of any action brought in said Circuit Court of Franklin County, Alabama or District Court of Franklin County, Alabama regarding any dispute, of any kind or nature, concerning any aspect of said Contract/Agreement/Quote-Acceptance/Purchase/Sale, any product made subject thereof, or any default on payment of any and all subsequent Invoices relating to and/or arising out of said Contract/Agreement/Quote-Acceptance/Purchase/Sale, and collection(s) efforts thereon is hereby irrevocably waived and any such defense shall not be raised. The parties intend this Contract/Agreement/Quote-Acceptance/Purchase/Sale to be a waiver of any right to demand a trial by jury and agree that the resolution of any dispute will be resolved by the Circuit Court Judge of the Circuit Court of Franklin County, Alabama or the District Court Judge of the District Court of Franklin County, Alabama sitting without a jury. **The parties acknowledge that this waiver of the right to trial by jury and the consent to the sole and exclusive jurisdiction and venue to resolve any dispute, being the Circuit Court of Franklin County, Alabama or the District Court of Franklin County, Alabama, is a material part of this Contract/Agreement/Quote-Acceptance/Purchase/Sale which has been bargained for and without this Contract/Agreement/Quote-Acceptance/Purchase/Sale would not have been reached.** This sale and/or Contract/Agreement/Quote-Acceptance/Purchase/Sale, including any and all negotiations/discussions touching and/or concerning the same Contract/Agreement/Quote- Acceptance/Purchase/Sale, including any interpretation of the meaning of said Contract/Agreement/Quote-Acceptance/Purchase/Sale, and including any breach of contract, breach of warranty, default on payment, and collection(s) efforts shall be governed SOLELY by the laws of the State of Alabama.

SEVERABILITY WAIVER: If any word, phrase, or section of this Venue Selection, Waiver of Jury Trial and Applicable Law agreement shall be found to be void, voidable, unenforceable, or otherwise unlawful, this Venue Selection, Waiver of Jury Trial and Applicable Law agreement shall be construed as though only that word, phrase or section were omitted and all other portions of this Venue Selection, Waiver of Jury Trial and Applicable Law agreement shall remain undisturbed. The failure to enforce any provision of this Venue Selection, Waiver of Jury Trial and Applicable Law agreement will not constitute a waiver.

TERMS AND CONDITIONS

leisurecreations

- Interest 1.5% per month on all invoices over 30 days.
- Shipping choices F.O.B. origin or F.O.B. destination.
- Returns require a 50% restocking fee plus the freight costs.
- Proper anchoring of pergolas and cabanas is the customer's responsibility.
- The consignee is responsible for unloading and inspection of all deliveries and must note damage on the freight bill. Furniture will not be replaced unless damage is noted on the freight bill.
- Purchaser/Customer, by executing the foregoing Contract/Agreement/Quote-Acceptance/Purchase/Sale, agrees that they have read, understand, and agree to the **Venue Selection, Waiver of Jury Trial and Choice of Law Agreement** which is incorporated herein as referenced as though set out in full. Additionally, after reading and comprehending the terms of said **Venue Selection, Waiver of Jury Trial and Choice of Law Agreement** they have executed said **Venue Selection, Waiver of Jury Trial and Choice of Law Agreement** concurrently herewith this Contract/Agreement/Quote-Acceptance/Purchase/Sale.

Quote Acceptance Information

Approved By: _____

Approval Date: 5-26-24

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1590: Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session

Board to discuss the possibility of the Parks and Rec Department acquiring the lot adjacent to 414 W. Liberty St.

ATTACHMENTS:

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

SCHEDULED

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1591: Public Private Partnership Between Charles Town and Ranson Community Garden Discussion

This item was tabled at the May Parks and Rec Meeting. Board to discuss the possibility of a private-public partnership between the City of Charles Town Department of Parks and Rec and Ranson Community Garden.

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

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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

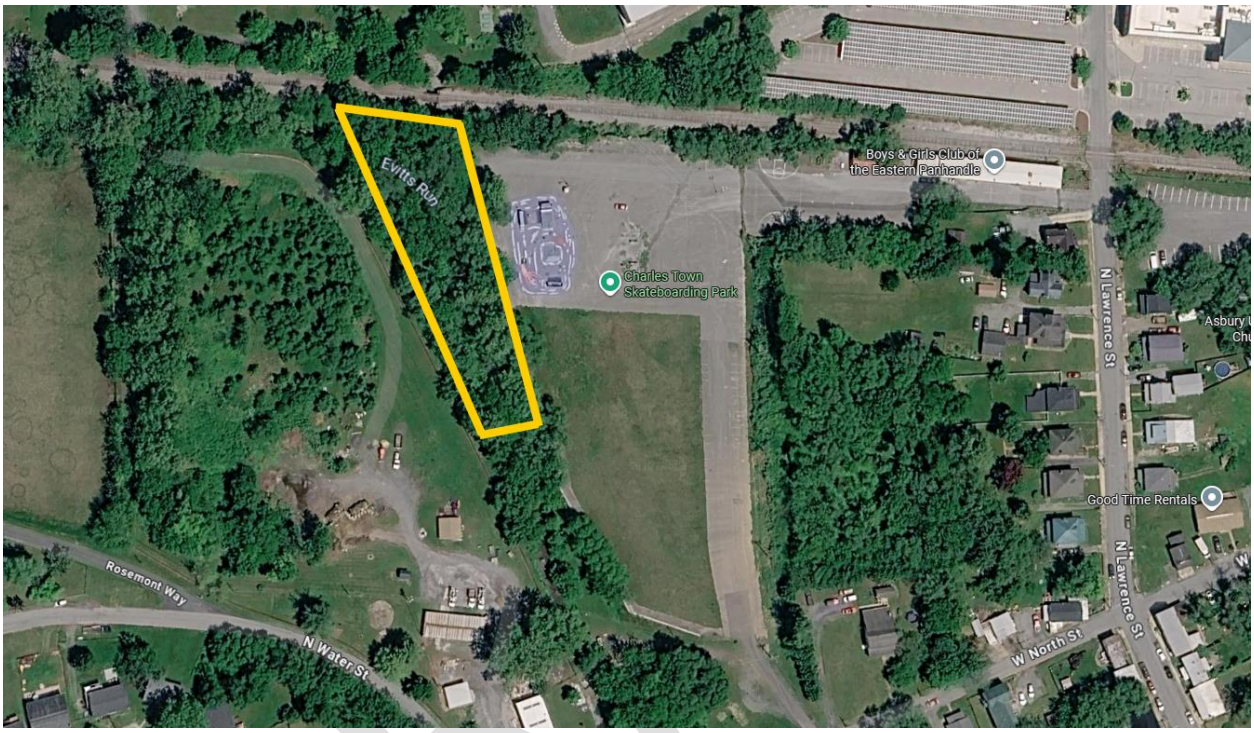
Date: _____

APPENDIX A: LOCATION DESCRIPTION

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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.



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2926-1592: Clean Parks Initiative

Board will receive updates on the CLEAN Parks project.

ATTACHMENTS:

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1593: FY2027 Budget

Board will review the FY2027 Parks and Rec budget for approval.

ATTACHMENTS:
- FY 2027 P&R Budget_removed.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		38,045		
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	3,500	17%	
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**	**217,395**		

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	91,825	48%	Pool - 15 Part-time employees @ $71,000 Tennis - 6 Part-time employees @ $12,000 Bonuses for Pool Staff and Concessions $3325
207-900-104 FICA Tax Expense	3,911	5,602	5,463	3,428	849	5,000	7,600	52%	FICA @ 7.65% of Salary
207-900-108 Overtime				1,022		1,000	3,000	200%	
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%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000
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	3,000	500%	Pool Operation Certifications, Lifeguard Certifications (10 @ $200), Food Handler's Card (10 @ @15)
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	52,500	5%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000; Porta Potty Setup/Clean and Service - $7,000 Payroll Processing - $2500 Annual Pest Control Services - $500 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**	**217,395**		
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: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1594: Happy Retreat MOU Special Meeting

Board will receive updates on items outlined in the Happy Retreat MOU.

ATTACHMENTS:

- 2026 Happy Retreat Events Schedule.docx
- HRPicnicBenches.jpg
- hrTrail1.jpg
- hrTrail2.jpg
- hrTrail3.jpg
- hrTrail4.jpg

April 18, 2026

CURRENT SCHEDULE FOR HAPPY RETREAT EVENTS

Public events with over 50 people must have 2 Liability Insurance Certificates. One each for Happy Retreat and City of Charles Town.

*tol = Tickets on Line

Upcoming Events for 2026

April 19th Sunday - Music of the Regiment 2 PM Place to be announced. Walter Washington is the contact

April 24th Friday - UVA Alumni Event 4-8PM -Rebecca McIntosh is contact

First Fridays at Happy Retreat start in June this year Amanda Updike is the contact.

June 5th is the first 2026 First Friday on Happy Retreat back lawn.

June 14th Sunday Civil War Professor from Yale. Walter Washington is the contact.

July 3rd First Friday on Happy Retreat back lawn.

August 3rd - 7th The Appalachian Chamber Music Festival Student Workshop during the day all week. WW contact person.

August 7th First Friday on Happy Retreat lawn.

August 11th Tuesday The Appalachian Chamber will be holding a reception at Happy Retreat during the evening 5PM - 7PM. WW is contact person.

September 4th First Friday on Happy Retreat lawn.

October 2nd (our last) First Friday on Happy Retreat lawn.

December 6th Christmas Open House tentative date

December 12th Mildred's Merry Market 10am-3pm Contact

is Peggy Smith.

All events at Happy Retreat must have two Liability Certificates. (Unless the event is being run by Happy Retreat.) One covering Happy Retreat and one covering City of Charles Town.

All events inside Happy Retreat must be monitored at all times by a Board Member as per our insurance coverage.

Also, anything taking place on the second floor of HR, a Board Member must be present up stairs at all times as per our insurance coverage.

*tol = Tickets on Line

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1595: Parks Master Plan

The board will discuss the parks master plan. Attached is the previous Request for Proposal.

ATTACHMENTS:

- Master Parks RFP.docx

REQUEST FOR PROPOSALS (RFP)

City of Charles Town Board of Parks & Recreation

RFP TITLE	**City of Charles Town Master Parks Plan**	
PURPOSE	The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for concept planning services.	
DEADLINE FOR RFP SUBMISSIONS	4:00 P.M. **March 10, 2023** LATE AND/OR UNSIGNED PROPOSALS WILL BE REJECTED	
SUBMIT RFP TO THIS ADDRESS	CHARLES TOWN BOARD OF PARKS & RECREATION 101 E. WASHINGTON STREET CHARLES TOWN, WV 25415	
DIRECT ALL INQUIRES TO	**NAME**	Alissa Meeks
	TITLE	Director of Community Development
	PHONE #	304-724-3253
	EMAIL	ameeks@charlestownwv.us
	WEB SITE	www.charlestownwv.us

INTRODUCTION

The City of Charles Town Board of Parks and Recreation is requesting proposals from qualified consulting/engineering firms to provide professional services to the City to create an all-inclusive Parks Master Plan. The selected firm will have proven experience and knowledge in park and recreation planning, project management and effective public involvement processes and work closely with City staff, the Board of Parks and Recreation, and other key stakeholders in preparing the Master Plan.

The City of Charles Town Board of Parks and Recreation intends to use the results of this process to award a contract for the creation of the City's Master Park Plan. The City utilizes comprehensive planning to define a consistent future vision and strategic priorities. The City will use the Master Parks Plan to establish the desired future of its services, while recognizing the realities of the external operating environment and developing an action plan to make the desire future a reality.

PROJECT SCOPE

The purpose of this Request for Proposal (RFP) is to solicit proposals from interested firms to provide professional services to City of Charles Town Board of Parks and Recreation for the following purposes:

- Create a Master Parks Plan incorporating all five (5) City-owned parks: Charles Town Skate Park; Evitts Run Park; Happy Retreat/Craighill Estates; Jefferson Memorial Park; and Willingham Knolls Park and other identified and designated parkland.

- Facilitate and coordinate community outreach to include a series of public meetings with partners and stakeholders to establish a common vision for the City's parks.

- The established Master Plan will drive City parks long-range and near-term planning and direct decision-making and resources toward a clearly defined vision for its future, including development and redevelopment of the parks, facilities, open space, trail connectivity and overall comprehensive recreation system over the next 20 years.

- The planning process shall include needs/amenity assessment, visioning, identification and evaluation of community needs, priorities and opportunities, defining level of service standards, and creating a phased implementation and financial plan. In addition, the Plan should include an analysis/update to the City's Park and Recreation Developer Fee and be consistent with the Historically Hip Charles Town 2040 Comprehensive Plan.

- The selected firm must create a response document which summarizes the planning process, the public input process, maps and data collected, process for analyzing level of service standards, process for updating the developer fee, the analysis of forecasted needs and implementation strategies and present it to the Board of Parks and Recreation for review and approval.

PROJECT BACKGROUND

In 2009, the City of Charles Town collaboratively with the City of Ranson developed a preliminary concept plan for Evitts Run Park, but those plans never completely came to fruition. Since that time, the City Council adopted the Historically Hip Charles Town 2040 Comprehensive Plan which states the City will ensure the provision of quality and affordable public services to meet the health, safety, and welfare needs of its residents and visitors which includes continuing to provide diverse recreational programs and opportunities, quality facilities, and open natural spaces.

Since the creation of the City's Comprehensive Plan, the Charles Town Board of Parks and Recreation has not developed a parks and recreation master plan; however, as indicated above, the City's Evitts Run Revitalization Master Plan provides a series of detailed expansion and improvement recommendations for Evitts Run Park, as well as repurposing opportunities for the Charles Town Skate Park. According to the Comprehensive Plan Community Survey, community outreach endeavors concluded the general public's interest in the availability of volleyball courts, tennis courts, and water features (splash pads), bike trails, soccer fields, bike lanes, baseball fields, among other recreational facility amenities The Parks Board envisions that the creation and development of a Master Parks Plan will conserve both natural and cultural resources, while also offering diverse recreational opportunities and connectivity options among all of the City's park amenities, trails, and other locations. The 2018 Historically Hip Charles Town 2040 Comprehensive Plan and the West End Master Plan is available on the City's website www.charlestownwv.us via Government tab and Plans and Proposals. The Evitts Run Concept plan is also available by contacting Alissa Meeks at ameeks@charlestownwv.us.

Partners and Stakeholders

Partners and stakeholders for this concept plan include, but are not limited to, City of Charles Town Parks and Recreation Board, City of Charles Town City Council, Jefferson Memorial Park Dolphins Swim Team, Jefferson Junior Boys/Girls Tennis League, Jefferson County Boys & Girls Club, and other partners and stakeholders will be identified during the concept planning process.

Parks

Charles Town Skate Park – 1.5 acres
Evitts Run Park –2 acres
Happy Retreat/Craig Hill Estates -23 acres
Jefferson Memorial Park – 11.6 acres
Willingham Knolls Park – 66 acres
Other identified parkland*

*Other City-owned and deeded parkland areas will need to be identified through this planning process and designed to reflect either active or passive park status.

PROJECT COMPONENTS

Task 1 – Project Start-Up

- Attend a meeting to launch the planning process and appropriate roles of the consultant, partners, and staff. Initial insights, context, and expectations will be discussed at this meeting.
- Contact and coordinate planning with City of Charles Town Board of Parks and Recreation and other partners and stakeholders.

Deliverables:

- Arrange and facilitate a meeting
- Prepare summary of findings. Provide web ready electronic and hard copies of written summary to the City's Community Development Director.

Task 2 – Research and Inventory

Review other plans, studies, and site history.

- Review other appropriate studies or plans related to developing a city-wide comprehensive Master Parks Plan. This could include, but is not limited to, the following plans:

  - 2018-Historically Hip Charles Town 2040 Comprehensive Plan
  - 2009 Evitts Run Park Master Plan – Summary of Opportunities and Constraints
  - West End Revitalization Plan
  - 2016 City of Charles Town Walkability and Connectivity Study – (Trail Connectivity)
  - Most recent Jefferson County Parks and Recreation Master plan
  - Research the history of the sites, including but not limited to, the past and present uses of the sites including any cultural/historical aspects.

Site Inventory and Analysis

- Identify key natural resource features, facilities, and site conditions for site inventory analysis considerations.
- Conduct a needs assessment process to analyze open space, community park and recreation needs and interests and identify the gaps to be addressed to meet those needs and interests. There are other agencies with open space and recreational opportunities within and near the City and recognition of those existing facilities and open spaces must factor in to the assessment process.
- Assess the future vision of the parks, open space and conservation, and recreation-related services.

Deliverables:

- Convene and facilitate meetings as needed with City staff to coordinate the development of site inventory.
- Prepare a map and written summary of opportunities and constraints based on site inventory and analysis.
- Determine the strategic priorities to achieve the vision and a cost-analysis/implementation plan that incorporates the City's capital developer fees to address short- and long-term planning.
- Evaluate active and passive recreational opportunities.

- Assess and rate the conditions of park amenities such as playgrounds, outdoor restrooms, shelters/pavilions, hard courts, skate park, grass/dirt sports fields and other amenities.

Task 3 - Public Involvement

Facilitate and coordinate public meetings with partners and stakeholders to establish a common vision for each identified park (and other lands identified in the process) and collectively as a comprehensive park system and a needs assessment.

- Kick-off meeting that sets the stage for the planning process: project goals, key issues, expectations, concept planning timeline and public involvement/visioning. Consultant will also present and discuss the opportunities and constraints for the parks based on a site inventory and analysis.
- Conduct public meetings to present a final draft concept plan at a Board of Parks and Recreation meeting regular board meeting and City Council meeting.

Deliverables:

- Facilitate public meetings and arrange with City of Charles Town Board of Parks and Recreation.
- Coordinate the development of meeting materials (agendas, power point presentations, presentation boards, etc.).
- Summarize meetings and public comments for Charles Town Board of Parks and Recreation to review.
- Provide web ready electronic and hard copy of written summary to the City's Community Development Director.

Task 4 - Preliminary Plan Development

Provide a first-draft conceptual concept plan for each of the five (5) parks (or more if additional parkland is identified in the analysis) based on site research and inventory, and public input.

Deliverables:

- Prepare a written summary of proposed conceptual concept plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance and development.
- Provide a city-wide vision for the established parks and generate a strategic direction for the parks system to include recognition of the City's Parks developer fee to provide financial sustainability to accomplish Plan goals.
- Foster an awareness of parks, open space and conservation.
- Identify key areas for future park land development and potential acquisition.
- An implementation plan included in the Master Parks Plan that identifies priorities for near and long-range planning, including an analysis of costs (capital as well as operating) and how public-private partnerships with local groups might help implementation.
- Give a public presentation of the draft plan during a Board of Parks & Recreation meeting.

- Provide a color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a pdf format compatible with the City's software and a hard copy of the draft visual concept plan.

Task 5 - Final Concept plan

Identify and achieve consensus for a final Master Parks Plan based on prior conceptual draft plans and public input. The final Master Parks Plan should be a "living document" which reflects the outcomes of the process and provides clear direction on actions to be taken to address strategy and provides a foundation for the development of all other planning and operating documents (e.g., budget, capital, facility and marketing plans).

Deliverables:

- Convene and facilitate meetings as needed with stakeholders and City of Charles Town Board of Parks and Recreation & staff to reach a consensus on a final draft concept plan.

- The firm must submit a final report which summarizes the findings and conclusions and includes a clear demonstration that the firm has fulfilled all the elements contained in the agreed upon scope of work. The Plan must include written goals, plans, objectives and policy statements that articulate a clear vision and "road map" for the City's parkland future. The firm will make two (2) on-site presentations to report and summarize findings. The first presentation onsite will be to the City's Board of Parks and Recreation and the second presentation will be the final presentation to the City Council. The report must be in an easy-to-understand format with charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences. The final report must be submitted as follows: A color version of the final Master Plan document consisting of fifteen (15) printed and bound color copies and an electronic copy in a .pdf format compatible with the City's software and a hard copy of the visual concept plan.

Any questions concerning this RFP must be submitted in writing by e-mail on or before February 24 at 12:00 p.m. to:

Alissa Meeks
Director of Community Development
101 E. Washington Street Charles Town, WV 25414
304-724-3253
E-MAIL: ameeks@charlestownwv.us

In the event it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the City of Charles Town's website.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

PREPARING AND SUBMITTING A PROPOSAL

The evaluation and selection of a firm and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Proposers must submit one (1) original, bound copy and an <u>electronic version</u> of all materials required for acceptance of their proposal by March 10, 2023 at 4:00 p.m. to:

City of Charles Town Board of Parks and Recreation
Attn: Alissa Meeks
Director of Community Development
101 E. Washington Street
Charles Town, WV 25414

All proposals must be packaged, sealed and display the following information on the outside of the package: Firm/Proposer's name, address, and response to the RFP title.

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). The sequent of the listing is not intended to reflect the relative weight of each category.

1. Letter of Transmittal
    - Statement indicating an understanding of the work to be performed and interest in performing the scope of work.
    - Discuss consultant's availability over the next 6-12 months.
    - Identification of key contact persons for communicating with the City on the proposal and all project-related matters.

2. Qualifications/Project Portfolio
    - Areas of specialization.
    - Years in the business and history of firm.
    - Examples of three (3) to five (5) projects the firm took a lead role in the preparation of a Comprehensive Master Plan and community-wide survey, specifically as it relates to Master Parks Planning. The projects should be compatible in complexity, size, scope and discipline as described in this RFP's Scope of Work and undertaken during the past five (5) years.

3. Project Management

    - Introduction to the team (all firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provides educational background/training, experience and detailed descriptions of roles played on past projects.

- Services/functional roles to be performed by each team member.
- Location of each team member.
- Availability and commitment of assigned professionals who will undertake the scope of work.
- Technical resources of the firm.

4. Methodology and Process to Complete all Phases of the Project
    - Describe the vision, strategic overview and approach to the project.
    - Express how the components above reflect your qualifications for this project.
    - Discuss what parameters you will engage to develop a project that will be creative, logical and engaging.
    - Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within this scope of work.
    - Discuss tasks, timelines and anticipated deliverables for each phase of the project.
    - Include the proposed process and methods to assure quality, cost, and schedule control.
    - Explain in the proposal all supporting studies, models, and assumptions that will be used or developed as part of the study.

5. References
    - List of three (3) to five (5) references (similar in scope) we may contact that have been undertaken during the past five (5) years with client contact information.
    - Indicate project names and the personnel assigned to this project (include sub-consultants) and the roles and involvement in each project.

6. Schedule
    - Provide a proposed detailed project work schedule with a start date of May 2023 (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
    - Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

7. Fee Proposal
    - One (1) copy in a sealed envelope along with an electronic copy in .pdf format)
    - Include a total "**not to exceed**" figure for the scope of work (based on the estimated level of effort to be spent on each task) including any noted reimbursable expenses.
    - Include itemized schedule of all expenses by phase and a composite schedule of hours estimated for included tasks.
    - Provide hourly rates for all team members, sub-consultants and staff levels.
    - Describe the methodology for billing reimbursable expenses (such as travel, production documents, etc.).
    - Do not include any reference to fees in the body of the RFP response. Failure to comply with this provision will result in disqualification of your firm. The City reserves the right not to fund any portion of the firm's proposal.

PRIMARY OBJECTIVES

- Prepare and implement a comprehensive community outreach plan, especially to underserved and underrepresented neighborhoods for the Master Parks planning process.
- Conduct and prepare an amenity study for Charles Town's population while considering the youth/young & elderly adult population.
- Conduct and prepare a comprehensive needs assessment study for the parks, recreation, arts, trails and open space within Charles Town.
- Conduct and prepare a condition assessment report of major park assets such as outdoor restrooms and playgrounds.
- Prepare and recommend capital projects for the next 10 years including cost estimates.
- Develop a useful, readable planning document that will guide the Board of Parks and Recreation in strategically managing Charles Town's Park system for the next 20 years.
- Hold public meetings and interact with the community to find out the expected level of service, goals and objectives from the residents.
- Develop a Charles Town Master Parks Plan to reflect current needs and priority.
- Provide recommendations based on public input for types of uses in undeveloped parks.
- Provide guidance for updating existing parks.

PROPOSAL SELECTION

The proposals will first be reviewed to determine all requirements are met. Failure to meet requirements will result in the proposal being rejected. In the event all firms do not meet one or more of the mandatory requirements, the Board of Parks and Recreation reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

RIGHT TO REJECT PROPOSALS and NEGOTIATE CONTRACT TERMS

The Board of Parks and Recreation reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Board of Parks and Recreation may negotiate a contract with the next highest scoring proposer.

EVALUATION CRITERIA

The Board of Parks and Recreation will select a firm on the basis of its ability to respond to the Request for Proposal (RFP) requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, cost, firm resources and the firm's willingness to negotiate and execute an acceptable written agreement. The City reserves the right to reject any, some portions of or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The City reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City also reserves the first right of-refusal to work with any sub-consultant proposed by the firm.

After a thorough review by City staff of the proposals submitted by respondents to this RFP, a short list will be created of the firms that meet the requirements outlined in this RFP and those firms may be required to make a presentation on their qualifications and proposals to the staff and Parks and Recreation Board. Based on these interviews, the City team will recommend to the Board the firms that are the best fit for the City and this project for approval. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the City. When conducting negotiations, the City will not disclose information from proposals submitted by competing firms. A selection committee will review each proposal to determine if it meets the RFP requirements. A firm will be selected based on professional qualifications and demonstrated competence, according to the responses to information required.

The Board of Parks and Recreation will utilize a qualifications-based selection process in selecting a firm for this project. Firms will be evaluated on creativity, experience and expertise in preparing parks master plans.

In addition, the City (Board of Parks and Recreation) will review the selected firm's ability to meet schedules, coordinate effectively with groups and interested parties, and work effectively with community groups and to work within the budget limitations.

- Firm's past experience on project of similar size and scope (40%)
- Evaluation of approach (20%)
- Proposed organizational structure and key staff (20%)
- *Total project cost (20%)

*The proposal will be scored using a standard quantitative calculation where the most project cost criteria points will be awarded to the proposal with the lowest cost.

AWARD

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer. The Board reserves the right to not make any selection of applications.

SPECIAL CONTRACT TERMS AND CONDITIONS

The City of Charles Town and the Board of Parks and Recreation shall have the right to review all deliverables prior to issuing payments. Payments shall be issued no later than 60 days after deliverables are submitted to Charles Town Board of Parks and Recreation.

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1596: Pickleball Courts Grand Opening

Board will receive updates on the opening of the newly constructed pickleball courts at Jefferson Memorial Park.

ATTACHMENTS:

- PballTballCourtsDrone060426.JPG
- pBallCourtGround.jpg





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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1597: Happy Retreat Bridge Dedication

Board will discuss planning an event to dedicate the newly constructed bridge at Happy Retreat.

ATTACHMENTS:

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1598: Manager's Report

Board will receive updates from the Parks and Rec Manager.

ATTACHMENTS:
- ManagersReport061126.docx

Manager's Report 6-11-26

Illegal Dumping at Evitts Run Park

A concerned citizen who lives near Evitts Run reached out to the city concerning the amount of illegal dumping at Evitts Run Park. They asked the city to move the trash bins away from the road and to enforce the city's trash ordinances. The bins were moved away from the street and the City and Police Department worked together on creating signage informing the public about the city's dumping rules so that they could be enforceable.

The bins have been moved away from the street and since then there has been a major reduction in dumping at Evitts Run. Decals that will be placed on the lids of the bins have been ordered from Vital Signs Plus and have yet to arrive. Decals will be placed on all bins at Evitts Run as well as both bins at Willingham Knolls Park. Once they are placed, the city's trash ordinances will be enforced.

Rutting of Grass on Potato Hill

The same concerned citizen above informed us of rutting that had happened because of mowing on the hill when the ground was soft from rain. Maintenance has been made aware and will seed the rutted areas.





Tennis

Jorge and all the summer tennis staff came in this week to complete their onboarding processes. There are 5 staff + Jorge – same as last year. Summer Tennis starts June 15th.

Registration numbers for June are below split by cohort and residency status. June revenue is tracking at 26% of last year's amount.

	Registrations June 2026		
Cohort	Res	nRes	
5-7 B	7	1	B = Beginner
8-11 B	1		I = Intermediate
12-15 B	5		
7-9 I	1		
10-13 I	5		
13-16 I	2		
Total	21	1	
Revenue	$1,764.00	$ 89.00	<- Res $84, nRes $89
Our Cut (70%)	**$1,297.10**		

Pickleball Paddle Rack



On Monday of this week I came across a handmade paddle rack that was installed at the pickleball courts without anyone being notified. I removed the rack and kept ahold of it for the day. The person who had built and installed the rack reached out to have it returned. Him and I had a conversation both over the phone and in-person when he came to pick up the removed rack. I informed him that I like the sentiment and think that it is amazing that we have such an active pickleball community, but that additions like this one need to be ran by the city first. He apologized and asked how to properly go about getting a rack installed. We now have each other's contacts.

He told me that he has built similar racks at several other public pickleball courts in the area and that many people have voiced a want for one of these at our courts. Also, that at one point over the weekend there were 16 people at the new courts wanting to play a round. Pickleball paddle racks act as a way for people to keep track of who is up next to play on the courts, keeping everyone organized when taking turns.

I reached out to TopGun about asking the fence manufacturer if having an item hanging on the fence like this posed an issue. They said they doubt it, but they will be giving me an answer soon from the fence guys. I also looked at mounting brackets that would fit the fence as well as manufactured alternatives.

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

Meeting: 06/11/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1599: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland, Public Comment

ATTACHMENTS: