CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • OCTOBER 23, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: Approval of Minutes

3. UNFINISHED BUSINESS

: **2025-1068:** Parks and Recreation Fiscal Year 2026 Budget
September 2025 P&R Financials.pdf
FY_2026_P_R_Budget.pdf

: **2025-1159:** Jefferson Memorial Park Pool Project Update - Thrasher Group and Palmer Construction
Jefferson Pool Tracking Update 10-16-2025.pdf

: **2025-1160:** Tree Board Business

: **2025-1165:** Skate Park Mural and Bridge Cutting Event
Press Release for Skate Park ribbon cutting.docx

: **2025-1166:** RFP for Pickleball Court

: **2025-1167:** Summer Tennis Recap
TennisExpensesOverRevenue2025.pdf

4. NEW BUSINESS

: **2025-1069:** Parks and Recreation Budget - Revision #1
FY 2026 P&R Revision #1.pdf

: **2025-1070:** Designation of Parks and Recreation Account Signature Holders

: **2025-1071:** MOU with Happy Retreat
MOU 12082015 Happy Retreat and Parks and Rec.pdf

: **2025-1072:** Willingham Knolls Border/Fence Row
Screenshot 2025-10-16 133901.png
57.jpg
59.jpg
67.jpg
64.jpg

: **2025-1158:** Park Manager's Update
Cave Entrance 2.jpg
Cave Entrance 1.jpg
Managers Update 10-23-25.docx

: **2025-1168:** Issues at Willingham Knolls Park
53.jpg
54.jpg
48.jpg
50.jpg
51.jpg
Screenshot 2025-10-23 105014.png
Screenshot 2025-10-23 105148.png

: **2025-1170:** Department Supplies Request: Ladder

: **2025-1171:** Parks and Recreation Financial Policy

: **2025-1172:** Funding request for Evitts Run path repair
82.jpg
81.jpg

: **2025-1175:** Designation to CLEAN Parks Committee
CLEAN Parks Briefing Sheet Ocotober 2025.pdf

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: 10/23/25
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Approval of Minutes

Approval of Minutes - September 18, 2025

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1068: Parks and Recreation Fiscal Year 2026 Budget

Parks and Recreation Fiscal Year 2026 Budget

ATTACHMENTS:

- September 2025 P&R Financials.pdf
- FY_2026_P_R_Budget.pdf

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	-		-	-		
00 Pool Admission	20,400		-	20,400	0%	
01 Pool Concession Stand	3,000		16	2,984	1%	
02 Pool Rental	2,000		-	2,000	0%	
03 Pool Passes	3,000		-	3,000	0%	
04 Swimming Lessons	5,000		-	5,000	0%	
07 Pavilion Rental	4,000	200	1,200	2,800	30%	
10 Park Donations	-		-	-		
12 Hotel/Motel	100,000	7,704	14,443	85,557	14%	
14 Tennis CIP Donations	1,000		-	1,000	0%	
21 Junior Tennis	1,200	455	455	745	38%	
22 Tennis Lessons	7,500	4,884	4,884	2,616	65%	
38 Interest on Investments	750		551	199	73%	
39 Contributions from GF	20,000		20,000	-	100%	
52 Sale of Items	-	170	170	(170)		
TOTAL REVENUES	**167,850**	**13,413**	**41,719**	**126,301**	**25%**	

	EXPENSES	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
03	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary
08	Overtime	1,000		-	1,000	0%	
11	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line
13	Utilities	12,000	391	930	11,070	8%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).
16	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.
20	Advertising/Legal Pub	200		-	200	0%	Publishing fees
21	Training	500	380	380	120	76%	CPR/First Aid training
26	Insurance & Bonds	4,000		-	4,000	0%	Commercial Property, Umbrella Liability, Automobile, Worker's
30	Contracted Services	50,000	5,310	18,851	31,149	38%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
36	Refunds	-		100	(100)		
37	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department
41	Departmental Supplies	13,150	258	1,352	11,798	10%	Trophies, T-shirts, Floats and whistles.
41	Junior Tennis Supplies	850		300	550	35%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42	Concession Stand Supplies	1,000		-	1,000	0%	
45	Uniforms	-		-	-		
59	Capital Outlay	-		-	-		
99	Contingencies	-		-	-		
TOTAL EXPENSES		**167,850**	**6,339**	**34,288**	**133,562**	**20%**	
REVENUES OVER EXPENSES		**-**	**7,075**	**7,432**			

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover	-					
16 Clifford Trust Restricted Donation	-		27,947	(27,947)		
38000 Interest on Investments	-					
38005 Dividends	-	1,340	1,646	(1,646)		
38010 Gains/ Losses on Investments	-	6,524	34,890	(34,890)		
TOTAL REVENUES	**-**	**7,864**	**64,483**	**(64,483)**		

EXPENSES	CURRENT BUDGET	SEPTEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
23 Professional Services	-	784	1,735	(1,735)		
59 Clifford Trust Capital Expenditures	-		-	-		
TOTAL EXPENSES	**-**	**-**	**-**	**-**		
REVENUES OVER EXPENSES	**-**	**7,864**	**64,483**			

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE AS OF 5/31/25	FY 2026 BUDGET	FINANCE NOTES
Carryover					113,000	113,000		
00 Pool Admission	6,462	17,706	16,535	20,126	20,000	7,707	20,400	
01 Pool Concession Stand	1,159	3,044	2,877	2,611	2,410	984	3,000	
02 Pool Rental	400	3,595	3,900	5,010	4,000	1,380	2,000	
03 Pool Passes	2,990	3,503	4,270	3,095	3,000	2,241	3,000	
04 Swimming Lessons		6,753	13,211	9,168	9,000	12,275	5,000	
07 Pavilion Rental	4,025	3,525	5,225	4,600	4,500	3,400	4,000	
10 Park Donations	3,580	3,000	3,500			24,059		
12 Hotel/Motel	58,400	82,318	103,943	99,855	100,000	73,651	100,000	
14 Tennis CIP Donations		1,800	2,400	2,600		800	1,000	
21 Junior Tennis		780	1,290			1,265	1,200	
22 Tennis Lessons		7,523	9,925	10,426	9,000	6,046	7,500	
38 Interest	14	186	392	325		1,315	750	
39 Contributions from GF	42,500	42,500	37,500	37,500	20,000	20,000	20,000	
TOTAL REVENUES	**119,530**	**176,234**	**204,968**	**195,315**	**284,910**	**268,123**	**167,850**	

EXPENSES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE		FINANCE NOTES
03 Salaries	23,508	51,124	73,224	62,373	52,000	43,990	62,000	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04 FICA Tax Expense	1,801	3,911	5,602	5,463	4,160	3,428	5,000	FICA @ 7.65% of Salary
08 Overtime						1,022	1,000	
11 Telephone	1,489	1,039	852	884	900	371	1,000	Jefferson Memorial Pool Phone Line
13 Utilities	6,419	8,950	12,240	12,795	7,500	7,334	12,000	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15 Buildings and Grounds	11,005	7,879	5,995	2,874	6,000	2,606	12,000	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).
16 Pool supplies and equipment	-	-	-	4,250	11,000	1,011	5,000	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.
20 Advertising/Legal Pub	54	148	442		100	19	200	Publishing fees
21 Training	329	-	-		500	-	500	CPR/First Aid training
26 Insurance & Bonds	5,952	4,628	3,548	3,602	4,000	3,051	4,000	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	42,311	47,500	50,274	57,480	50,000	39,363	50,000	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
37 Other Fees/Taxes	131	168	131	138	150	-	150	Pool permit fee Health Department
41 Departmental Supplies	15,726	17,637	18,785	2,818	15,000	9,727	13,150	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies							850	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	776	1,724	2,032	1,469	-	605	1,000	
45 Uniforms	-	400	820	420	600	451		
59 Capital Outlay					100,000	-		
99 Contingencies					33,000	-		
TOTAL EXPENSES	**109,502**	**145,107**	**173,944**	**154,566**	**284,910**	**112,979**	**167,850**	
REVENUES OVER EXPENSES	**10,028**	**31,127**	**31,023**	**40,749**	**-**	**155,144**	**-**	

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

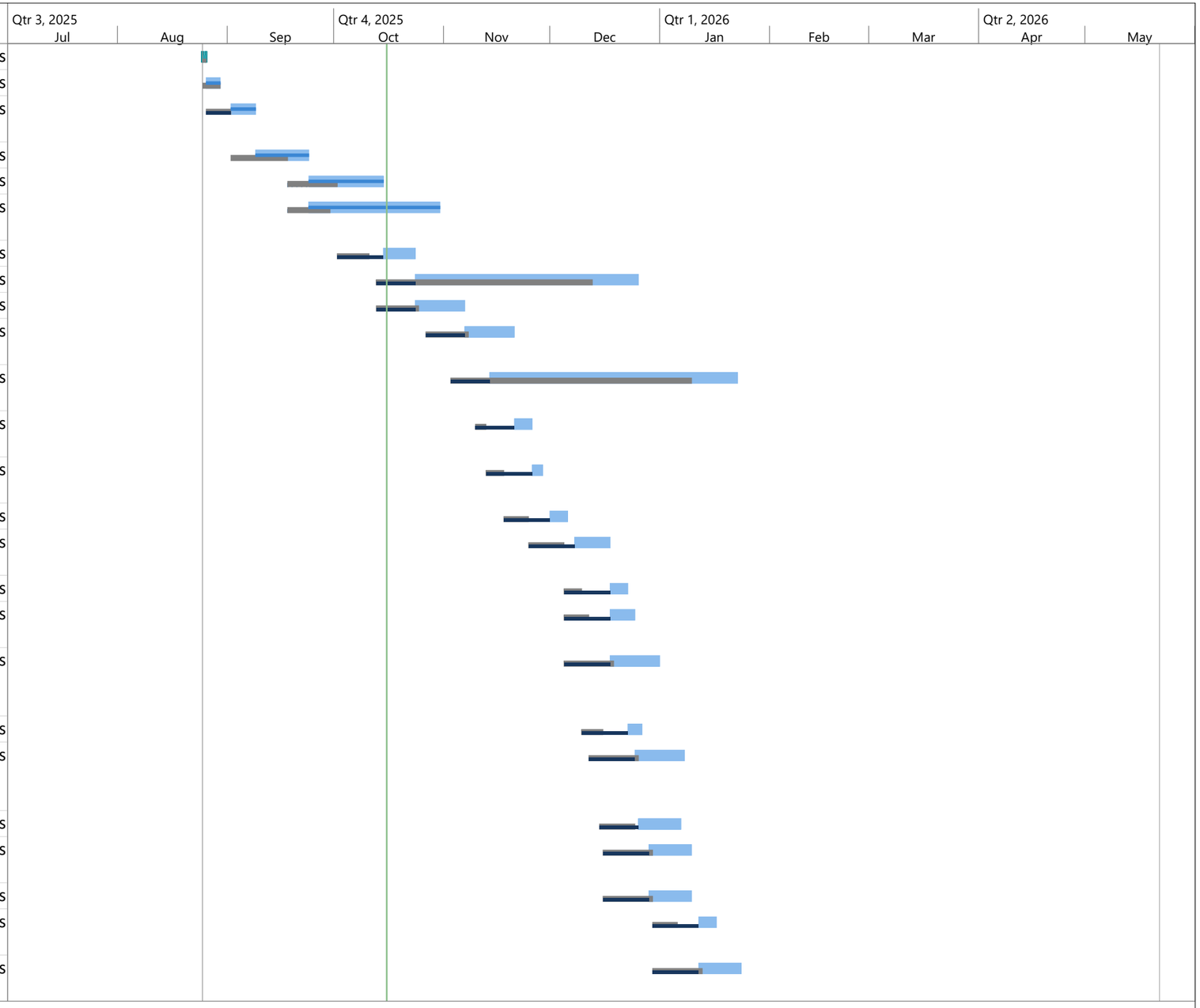
2025-1159: Jefferson Memorial Park Pool Project Update - Thrasher Group and Palmer Construction

Jefferson Memorial Pool Project:

- 2nd progress meeting was held onsite at 10/16/25 to assess pool renovation progress.
- Palmer Construction is working on subgrade, site utilities, and footers for the new concession portion of the building.
- There is a section of the concrete wall facing the pool deck which was formerly the pump/mechanical room that has substantial structural damage from age-old water leaks. Thrasher/Palmer is working on a new structural support plan for this isolated area that will fix structural concrete block wall damage. This will also require soil testing to see if it will sustain the new outside footers that will be required to be poured as part of the remediation plan.
- As of 10/16, the projected project completion date is late May 2026 and Palmer continues to seek areas where they can recoup time loss.

ATTACHMENTS:
- Jefferson Pool Tracking Update 10-16-2025.pdf

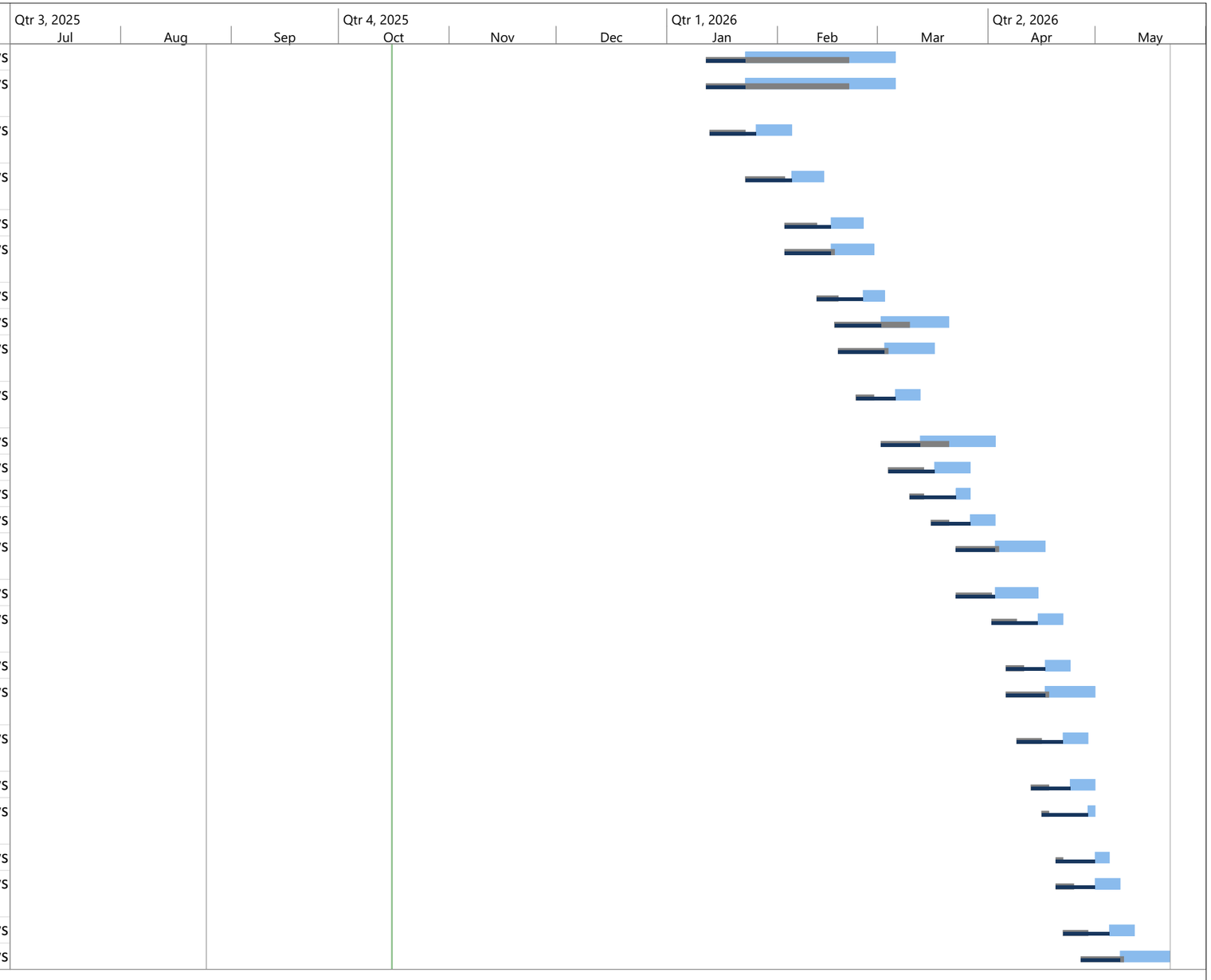
ID	Task Mode	Task Name	Start	Finish	Late Start	Late Finish	Free Slack
1		Notice To Proce	Mon 8/25/25	Mon 8/25/25	Mon 8/25/25	Mon 8/25/25	0 days
2		Mobilize	Mon 8/25/25	Fri 8/29/25	Mon 8/25/25	Fri 8/29/25	0 days
3		Selective Building	Tue 9/2/25	Mon 9/8/25	Tue 9/2/25	Mon 9/8/25	0 days
4		Site Clearing and	Tue 9/2/25	Tue 9/23/25	Tue 9/2/25	Tue 9/23/25	0 days
5		Pool Demolition	Thu 9/18/25	Tue 10/14/25	Thu 9/18/25	Tue 10/14/25	0 days
14		Underslab Plumbing	Thu 9/18/25	Thu 10/30/25	Thu 9/18/25	Thu 10/30/25	0 days
6		Site Grading	Wed 10/15/25	Thu 10/23/25	Wed 10/15/25	Thu 10/23/25	0 days
7		Site Utilities	Fri 10/24/25	Thu 12/25/25	Fri 10/24/25	Thu 12/25/25	0 days
51		Utility Main Worl	Fri 10/24/25	Thu 11/6/25	Wed 11/5/25	Tue 11/18/25	0 days
8		Building Addition	Fri 11/7/25	Thu 11/20/25	Wed 11/19/25	Tue 12/2/25	0 days
17		Pool Forming and Concrete	Fri 11/14/25	Thu 1/22/26	Fri 11/14/25	Thu 1/22/26	0 days
10		Addition Masonry	Fri 11/21/25	Tue 11/25/25	Wed 12/3/25	Fri 12/5/25	0 days
11		Addition Under Slab Utilities	Wed 11/26/25	Fri 11/28/25	Mon 12/8/25	Wed 12/10/25	0 days
12		AdditionSlab on (	Mon 12/1/25	Fri 12/5/25	Thu 12/11/25	Wed 12/17/25	0 days
13		Addition Perimeter CMU	Mon 12/8/25	Wed 12/17/25	Thu 12/18/25	Mon 12/29/25	0 days
15		Set Roof Trusses	Thu 12/18/25	Mon 12/22/25	Tue 12/30/25	Thu 1/1/26	0 days
24		Existing Building Interior CMU	Thu 12/18/25	Wed 12/24/25	Thu 1/15/26	Wed 1/21/26	0 days
25		Slab on Grade Surrounding Pool Building	Thu 12/18/25	Wed 12/31/25	Fri 5/8/26	Thu 5/21/26	101 days
16		EPDM Roofing	Tue 12/23/25	Fri 12/26/25	Fri 1/2/26	Wed 1/7/26	0 days
26		Existing Building MEP Wall and Ceiling Rough In	Thu 12/25/25	Wed 1/7/26	Thu 1/22/26	Wed 2/4/26	12 days
9		Retaining Wall	Fri 12/26/25	Tue 1/6/26	Tue 5/12/26	Thu 5/21/26	97 days
27		Addition MEP Wall and Ceiling	Mon 12/29/25	Fri 1/9/26	Fri 5/1/26	Thu 5/14/26	0 days
39		Frame Canopies	Mon 12/29/25	Fri 1/9/26	Thu 1/8/26	Wed 1/21/26	0 days
28		Gypsum Ceilings at Addition	Mon 1/12/26	Fri 1/16/26	Fri 5/15/26	Thu 5/21/26	89 days
40		Metal Roofing for Pool Building	Mon 1/12/26	Fri 1/23/26	Thu 1/22/26	Wed 2/4/26	0 days



Project: Jefferson Memorial Poo
Date: Thu 10/16/25

Task	Inactive Task	Manual Summary Rollup	External Milestone	Progress
Split	Inactive Milestone	Manual Summary	Deadline	Manual Progress
Milestone	Inactive Summary	Start-only	Baseline	Slippage
Summary	Manual Task	Finish-only	Baseline Milestone	
Project Summary	Duration-only	External Tasks	Baseline Summary	

ID	Task Mode	Task Name	Start	Finish	Late Start	Late Finish	Free Slack
18		30 Day Pool Cure	Fri 1/23/26	Thu 3/5/26	Fri 1/23/26	Thu 3/5/26	0 days
38		Pool Mechanical Room Install	Fri 1/23/26	Thu 3/5/26	Fri 3/6/26	Thu 4/16/26	30 days
29		Gysum Ceilings at Existing Bldg	Mon 1/26/26	Wed 2/4/26	Thu 2/5/26	Mon 2/16/26	0 days
30		Install Doors and Windows Entire	Thu 2/5/26	Fri 2/13/26	Tue 2/17/26	Wed 2/25/26	0 days
31		Paint Ceilings	Mon 2/16/26	Tue 2/24/26	Thu 2/26/26	Fri 3/6/26	0 days
41		Install Perimeter Insulation board	Mon 2/16/26	Fri 2/27/26	Mon 4/13/26	Fri 4/24/26	0 days
32		Install Ceiling Fixt	Wed 2/25/26	Mon 3/2/26	Mon 3/9/26	Thu 3/12/26	0 days
42		Cement Board Sic	Mon 3/2/26	Fri 3/20/26	Mon 4/27/26	Fri 5/15/26	0 days
33		Paint CMU Walls of Pool Bldg	Tue 3/3/26	Mon 3/16/26	Fri 3/13/26	Thu 3/26/26	0 days
19		Pool Water Tightness Test	Fri 3/6/26	Thu 3/12/26	Fri 3/6/26	Thu 3/12/26	0 days
20		Trench Drains	Fri 3/13/26	Thu 4/2/26	Fri 3/13/26	Thu 4/2/26	0 days
34		Apply Epoxy Floo	Tue 3/17/26	Thu 3/26/26	Fri 3/27/26	Tue 4/7/26	0 days
43		Install Soffit Fasci	Mon 3/23/26	Thu 3/26/26	Mon 5/18/26	Thu 5/21/26	40 days
35		Install Plumbing F	Fri 3/27/26	Thu 4/2/26	Wed 4/8/26	Tue 4/14/26	0 days
21		Concrete Deck Perimeter of	Fri 4/3/26	Thu 4/16/26	Fri 4/3/26	Thu 4/16/26	0 days
36		Install Toilet Part	Fri 4/3/26	Tue 4/14/26	Wed 4/15/26	Fri 4/24/26	0 days
37		Install Toilet Accessories	Wed 4/15/26	Tue 4/21/26	Mon 4/27/26	Fri 5/1/26	0 days
22		Tile and Coping	Fri 4/17/26	Thu 4/23/26	Fri 5/8/26	Thu 5/14/26	0 days
47		Pool Sanitation Equipment	Fri 4/17/26	Thu 4/30/26	Fri 4/17/26	Thu 4/30/26	0 days
44		Install SS Tables and Sinks	Wed 4/22/26	Tue 4/28/26	Mon 5/4/26	Fri 5/8/26	0 days
23		Diamond Brt Fini:	Fri 4/24/26	Thu 4/30/26	Fri 5/15/26	Thu 5/21/26	15 days
45		Install Admissions	Wed 4/29/26	Thu 4/30/26	Mon 5/11/26	Tue 5/12/26	0 days
46		Install Shutters	Fri 5/1/26	Mon 5/4/26	Wed 5/13/26	Thu 5/14/26	0 days
48		Pool Safety and Deck Equipment	Fri 5/1/26	Thu 5/7/26	Fri 5/1/26	Thu 5/7/26	0 days
50		Pool Building Pur	Tue 5/5/26	Mon 5/11/26	Fri 5/15/26	Thu 5/21/26	8 days
49		Pool Start Up	Fri 5/8/26	Thu 5/21/26	Fri 5/8/26	Thu 5/21/26	0 days



Project: Jefferson Memorial Poo
Date: Thu 10/16/25

Task	Inactive Task	Manual Summary Rollup	External Milestone	Progress	
Split	Inactive Milestone	Manual Summary	Deadline	Manual Progress	
Milestone	Inactive Summary	Start-only	Baseline	Slippage	
Summary	Manual Task	Finish-only	Baseline Milestone		
Project Summary	Duration-only	External Tasks	Baseline Summary		

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1160: Tree Board Business

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1165: Skate Park Mural and Bridge Cutting Event

ATTACHMENTS:

- Press Release for Skate Park ribbon cutting.docx

FOR IMMEDIATE RELEASE: OCTOBER 20, 2025

Contacts: Elizabeth Ricketts, President of Charles Town Parks and Recreation Commission
(304) 397-0115; ricketts4ctown@gmail.com
Gavin Bailey, Parks and Recreation Manager for City of Charles Town
304-724-3236; gbailey@charlestownwv.us

RIBBON CUTTING TO CELEBRATE PEDESTRIAN BRIDGE AND MURAL AT CHARLES TOWN SKATE PARK TO BE HELD SATURDAY

CHARLES TOWN, WEST VIRGINIA - The City of Charles Town Parks and Recreation Commission is excited to welcome the public to an event at the Charles Town Skate Park on Saturday, October 25th from 12PM to 3PM to recognize the artist that transformed the park and cut the ribbon on the newest park amenity: a pedestrian bridge connecting the Skate Park and Evitts Run Park.

The event will include an ice cream truck and a rubber duck race from the newly built bridge across Evitts Run. The public is invited to enjoy new park amenities such as benches and picnic tables while viewing the newest Charles Town public art piece. The art covers the existing skate park ramps and asphalt tying in depictions of regional fauna with more fantastical deep-sea creatures.

According to the artist, Christina Rogombé, “I hope that this mural has been a blessing to the City of Charles Town and am overjoyed for a chance to be a part of something that positively impacts our beautiful community.”

Christina Rogombé is a first generation American artist native to Charles Town who is committed to glorifying God's wonderful creations through artistry. From before she could remember, art has been a part of her life and a passion close to her heart. As well as a mural artist, she creates digital art, crochet, writing and other mediums of artistry which can be found on her website www.rogoworks.com

Prior to submitting a proposal for the skate park, Rogombé was one of the artists who helped create the Charles Street star murals. Elizabeth Ricketts, City Council Member and President of the Charles Town Parks and Recreation Commission, was excited to work with Rogombé again.

“Having worked with Christina on her Juneteenth mural on Charles Street, the City knew she had experience creating works of art on different surfaces and materials, such as asphalt. Incorporating the asphalt around the skate equipment into the art piece was a big portion of this project as it had been covered over the years with crude graffiti. The Parks and Recreation

Commission's goal was to embrace art while also brightening up the Skate Park and making it more welcoming to kids and families," stated Ricketts

"All glory be to God," says Rogombé. "I was truly blessed by this opportunity to revamp the skate park and would like to thank Elizabeth Ricketts whose tireless commitment to this project for years made it happen. I would also like to thank the Parks and Recreations board for all the work that they did in order to make this happen. Another thank you goes to my brother, Jeremy Rogombé who helped me to paint this project and to the many kind strangers for their words of encouragement along the way."

While the mural was actually completed a year ago, the Parks and Recreation Commission waited to host this event until other amenities were finished at the park. The bridge across Evitts Run was recently completed and opened to pedestrians for use and two new skating ramps were installed.

According to Ricketts, "The City Council has advocated for connectivity and walkability and this bridge connecting the two parks was a major milestone in those efforts. We are investing in our parks and you can see that with upgrades, big and small, across our parks."

The addition of lighting, a portable bathroom, and new skate boarding ramps have helped bring renewed interest to a beloved but neglected park. The addition of the bridge will allow families with children of different ages to more easily access and enjoy the amenities between the two parks.

"Even if you can not join us at noon on Saturday for the ribbon cutting, we hope that residents and visitors will visit the Skate Park to enjoy the new mural and utilize the bridge walkway," says Ricketts.

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

Meeting: 10/23/25
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SCHEDULED

AGENDA ITEM (ID #)

2025-1166: RFP for Pickleball Court

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1167: Summer Tennis Recap

ATTACHMENTS:
- TennisExpensesOverRevenue2025.pdf

P&R TENNIS REVENU
MAY-AUGUS

Revenues	Amount
Tennis Lessons	4,884
Totals	
Expenses	
Salaries	11,100
FICA Taxes	849
Supplies	81
Totals	**12,030**
Revenue over Expenses	**(7,146)**

JE & EXPENSES
ST 2025

Notes
Billed on 9/4/25 but not received as of 9/25/25.
5 instructors' and 1 manager's salaries
Tennis balls.

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1069: Parks and Recreation Budget - Revision #1

Parks and Recreation Budget - Revision #1

ATTACHMENTS:

- FY 2026 P&R Revision #1.pdf

the city of Charles Town, WV

FY 2026 P&R Revision #1

REVENUES	FY 2026 BUDGET	REVISION #1	CURRENT BUDGET	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover		151,293	151,293	-	151,293	0%		FY 2025 carryover brought into FY 2026.
00 Pool Admission	20,400		20,400	-	20,400	0%		
01 Pool Concession Stand	3,000		3,000	16	2,984	1%		
02 Pool Rental	2,000		2,000	-	2,000	0%		
03 Pool Passes	3,000		3,000	-	3,000	0%		
04 Swimming Lessons	5,000		5,000	-	5,000	0%		
07 Pavilion Rental	4,000		4,000	1,200	2,800	30%		
10 Park Donations			-	-	-			
12 Hotel/Motel	100,000		100,000	14,443	85,557	14%		
14 Tennis CIP Donations	1,000		1,000	-	1,000	0%		
21 Junior Tennis	1,200		1,200	455	745	38%		
22 Tennis Lessons	7,500		7,500	4,884	2,616	65%		
38 Interest on Investments	750		750	551	199	73%		
39 Contributions from GF	20,000		20,000	20,000	-	100%		
52 Sale of Items			-	170	(170)			
TOTAL REVENUES	**167,850**	**151,293**	**319,143**	**41,719**	**277,594**	**25%**		

EXPENSES	FY 2026 BUDGET	REVISION #1	CURRENT BUDGET	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
03 Salaries	62,000		62,000	11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
04 FICA Tax Expense	5,000		5,000	849	4,151	17%	FICA @ 7.65% of Salary	
08 Overtime	1,000		1,000	-	1,000	0%		
11 Telephone	1,000		1,000	-	1,000	0%	Jefferson Memorial Pool Phone Line	
13 Utilities	12,000		12,000	930	11,070	8%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
15 Buildings and Grounds	12,000		12,000	425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
16 Pool supplies and equipment	5,000		5,000	-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
20 Advertising/Legal Pub	200		200	-	200	0%	Publishing fees	
21 Training	500	500	1,000	380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
26 Insurance & Bonds	4,000		4,000	-	4,000	0%	Commercial Property, Umbrella Liability, Automobile, Worker's	
30 Contracted Services	50,000		50,000	18,851	31,149	38%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
36 Refunds		300	300	100	200	33%		Allowance for refund of pavillion rental and registration fees.
37 Other Fees/Taxes	150		150	-	150	0%	Pool permit fee Health Department	
41 Departmental Supplies	13,150		13,150	1,352	11,798	10%	Trophies, T-shirts, Floats and whistles.	
41 Junior Tennis Supplies	850		850	300	550	35%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
42 Concession Stand Supplies	1,000		1,000	-	1,000	0%		
45 Uniforms		2,000	2,000	-	2,000	0%		Guard uniforms
59 Capital Outlay		114,000	114,000	-	114,000	0%		
99 Contingencies		34,493	34,493	-	34,493	0%		
TOTAL EXPENSES	**167,850**	**151,293**	**319,143**	**34,288**	**284,855**	**11%**		
REVENUES OVER EXPENSES	**-**	**-**	**-**	**7,432**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	FY 2026 BUDGET	REVISION #1	CURRENT BUDGET	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover		433,636	433,636			0%		FY 2025 Donations received carried into FY 2026
16 Clifford Trust Restricted Donation		28,000	28,000	27,947	(27,947)	100%		Additional donations received from the Clifford Trust.
38000 Interest on Investments		7,000	7,000			0%		Interest earned on money market checking account.
38005 Dividends		1,600	1,600	1,646	(1,646)	103%		Dividends received on investments.
38010 Gains/ Losses on Investments		35,000	35,000	34,890	(34,890)	100%		Gains/Losses received on investments.
TOTAL REVENUES	**-**	**505,236**	**505,236**	**64,483**	**(64,483)**	**13%**		

EXPENSES	FY 2026 BUDGET	REVISION #1	CURRENT BUDGET	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
23 Professional Services		1,800	1,800	1,735	65	96%		Portfolio management fees.
59 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**	**505,236**	**1,735**	**65**	**0%**		
REVENUES OVER EXPENSES	**-**	**-**	**-**	**62,747**				

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1070: Designation of Parks and Recreation Account Signature Holders

Designation of Parks and Recreation Account Signature Holders

Proposed Motion:

The language in the minutes should read: "_____ is removed and _____ has been appointed with signature authority for all P&R bank accounts including the Clifford Trust."

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1071: MOU with Happy Retreat

MOU with Happy Retreat

ATTACHMENTS:

- MOU 12082015 Happy Retreat and Parks and Rec.pdf

MEMORANDUM OF UNDERSTANDING

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

RECITALS:

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

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

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

NOW THEREFORE, the parties agree as follows:

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

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

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

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

WITNESSETH, the following signatures and seals:

1/18/2016
Date

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

1/19/2016
Date

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

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

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

2025-1072: Willingham Knolls Border/Fence Row

Willingham Knolls Border/Fence Row

ATTACHMENTS:

- Screenshot 2025-10-16 133901.png
- 57.jpg
- 59.jpg
- 67.jpg
- 64.jpg


Old Cave Rd
Google Maps









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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1158: Park Manager's Update

ATTACHMENTS:

- Cave Entrance 2.jpg
- Cave Entrance 1.jpg
- Managers Update 10-23-25.docx





Manager's Update

Automated External Defibrillators (AEDs)

I successfully secured funding through an AED corporate buy-down program, which provided a discount on AED units and related materials. Two cabinets, two AED kits (each containing a razor, CPR mask, and biohazard bag), and two alarmed cabinets were ordered. One set will be installed for city use, and the other at the pool. The total cost for the Parks Department's portion was **$1,283.56**.

In addition, I coordinated **CPR/AED training** for city staff. The class is scheduled for early December. Special thanks are extended to the **Jefferson County Emergency Services Agency** for providing the instruction at no cost.

WVRPA Conference Highlights

I met with **Rich Edwards** of the **Outdoor Economic Development Collaborative (OEDC)** at **West Virginia University**, who oversees a program that assists municipalities with planning, building, and maintaining trail systems through hands-on instruction and workshops. Due to our proximity to Martinsburg, we hold a special economic designation that increases our eligibility for OEDC collaboration. As the trail training season is ending, I intend to review their online resources and initiate contact to coordinate a training opportunity in the spring.

The **West Virginia Recreation and Parks Association (WVRPA)** sessions were highly informative. I gained a deeper understanding of **ADA compliance requirements**, examples: the legal prohibition against requiring advance notice from individuals with disabilities and clarification that emotional support animals are not protected under ADA provisions.

Additionally, I learned more about the **government grant process**, particularly regarding the standard elements of applications—such as defining outcomes and outputs, adhering to mandatory reporting, and understanding various funding structures (e.g., invoicing versus reimbursement). The conference also provided access to numerous online grant resources, including checklists, timelines, and templates.

Social Media and Public Engagement

Progress on expanding the department's social media presence continues, albeit slowly. The initial plan to repurpose the existing pool Facebook page for the Parks Department

has been delayed due to access issues. **Liz Cook** and I are actively working to resolve this; in the interim, she is assisting with event postings.

I have established new accounts on **TikTok** and **Instagram** and am developing content strategies for both platforms. The objective is to increase public engagement while highlighting the value of our parks, town initiatives, and community involvement. Efforts will prioritize **posting consistency** and the creation of informative, accessible, and engaging short-form content.

Little Library Installation

A new **Little Library** has been installed at **Evitts Run Park**. Sincere thanks are extended to **Tobias Saenko** of **Boy Scout Troop 51** for designing, constructing, and installing the structure.

Bridge Ribbon-Cutting Event

Preparations for the **Bridge Ribbon-Cutting Ceremony** are complete. The event will include a ducky float, snow cones provided by **Kona Ice**, and goodie bags for children. The total cost to date is **$384.61**, with an additional **$300** to be billed by Kona Ice following the event.

Additionally, **Elizabeth** and I recently conducted maintenance at the skatepark, removing and covering graffiti.

Story Walk

With the support of **Fuzzy Dog Books**, the **Story Walk** at **Jefferson Memorial Park** is now up and currently features *Room on the Broom*. The installation has proven durable, with only two signs having fallen over and none missing.

Alana Williams Memorial

The placement for the memorial bench and tree has been finalized. The installation will be located along the trail bend adjacent to the pool, facing Morrison Street. From the perspective of someone seated on the bench, the tree will be positioned forward and to the left, allowing sufficient space for growth.

CLEAN Parks Initiative

Next steps for the **CLEAN Parks Initiative** will be contracting with the **WV Rivers Coalition** and the **Blue Ridge Watershed Coalition** to conduct water quality monitoring. Funding for these activities is being arranged through **GHHI**, which will allow for three-month cash advances.

Invitations to participate in the **Advisory Council** are scheduled to be distributed on **October 30**.

Parks Collaboration

Two remaining park entities remain to be contacted: the **Bolivar Parks Board** and the **Shepherdstown City Council**. As both organizations have limited contact options, I plan to attend their upcoming meetings in early November to formally introduce myself and establish lines of communication and cooperation.

Current collaboration has been limited. I have offered to assist the **Harpers Ferry Parks** with distributing event materials and extended the same courtesy to **Tim at Ranson Parks and Rec**. I anticipate increased cooperation as additional relationships are established and as **CTPaR's** media presence continues to develop.

Cave Entrance

I have found the wooden entrance cover disturbed twice, but there is a large metal slab that sits beneath that hasn't been moved or tampered with. The cave entrance is secured and I do not expect anyone to be able to gain access.

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1168: Issues at Willingham Knolls Park

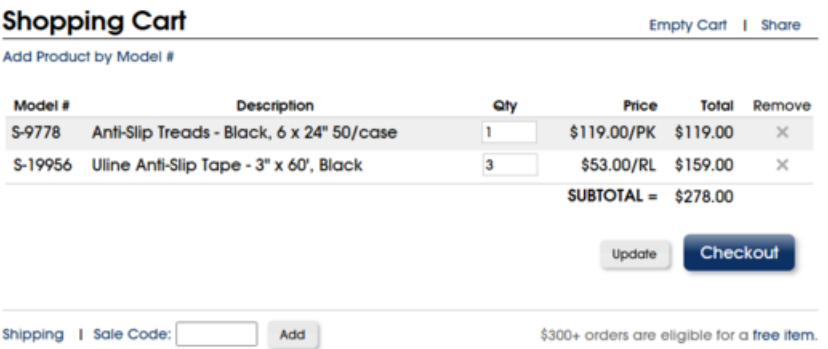
ATTACHMENTS:

- 53.jpg
- 54.jpg
- 48.jpg
- 50.jpg
- 51.jpg
- Screenshot 2025-10-23 105014.png
- Screenshot 2025-10-23 105148.png




WILLINGHAM KNOLLS




Shopping Cart
Empty Cart | Share
Add Product by Model #
Model # Description Qty Price Total Remove
S-9778 Anti-Slip Treads - Black, 6 x 24" 50/case 1 $119.00/PK $119.00
S-19956 Uline Anti-Slip Tape - 3" x 60', Black 3 $53.00/RL $159.00
SUBTOTAL = $278.00
Update
Checkout
Shipping | Sale Code:
Add
$300+ orders are eligible for a free item.

Uline Anti-Slip Tape - 3" x 60', Black



Enlarge

Help prevent injuries from slipping and falling.

- Grit sandpaper surface with adhesive back.
- Grease and water resistant.
- Temperature range -20° to 150°F.

MODEL NO.	SIZE	MIL	COLOR	PRICE PER ROLL			IN STOCK SHIPS TODAY
				1	3	6+	
S-19956	3" x 60'	22	Black	$55	$53	$51	1 ADD

Additional Info Shopping Lists Request a Catalog

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1170: Department Supplies Request: Ladder

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1171: Parks and Recreation Financial Policy

ATTACHMENTS:

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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1172: Funding request for Evitts Run path repair

ATTACHMENTS:
- 82.jpg
- 81.jpg





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

Meeting: 10/23/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1175: Designation to CLEAN Parks Committee

ATTACHMENTS:

- CLEAN Parks Briefing Sheet Ocotober 2025.pdf

Charles Town Leads Environmental Action in Neighborhood Parks (CLEAN Parks)

$350,000 EPA Thriving Communities Grant Will Create Green Infrastructure Plan, Upgraded Park Concepts & Cleaner Evitts Run Creek in Charles Town's West End

EPA Grant Program: Baltimore-based nonprofit Green & Healthy Homes Initiative (GHHI) was granted $90 million by the U.S. Environmental Protection Agency (EPA) to provide "Thriving Communities" subgrants of up to $350,000 each to foster neighborhood-based initiatives to plan for environmental sustainability and healthier communities.

Charles Town "CLEAN Parks" Project: The City of Charles Town secured a $350,000 Thriving Communities grant to foster green infrastructure, stormwater management, and healthier waters in and along the Evitts Run Creek and West Side neighborhood area. The specific objectives and deliverables for the CLEAN Parks project are to:

1.) **Create a "Green Infrastructure Master Plan"** – Create a community-driven master concept plan for potential green infrastructure facilities for stormwater management, urban tree plantings, heat island reduction, upgraded parks and natural landscapes, and community health in the brownfields and municipal properties along the Evitts Run Creek corridor.
   - Potential **target areas** include the six-acre Skatepark property, the 9-acre Perry Fields property, the 1-acre Boys & Girls Club property, the 2-acre Evitts Run Park, and the Fisherman's Hall community center, perhaps 13-Acre Craighill Estates Park. The green infrastructure plan should be integrated with park and landscaping upgrade plans.
   - **Green Infrastructure** could include riparian bioswales, raingardens, tree and native vegetation planting, and replacement of asphalt and other impervious surfaces with meadows, and pervious parking pavement systems.

2.) **Design, Engineer, Cost Estimate & Permit A Targeted Number of Specific Green Infrastructure Facilities** – High priority green infrastructure facilities from the Master Plan will be fully designed, engineered, cost estimated, permitted, and otherwise made shovel-ready for construction. Number of facilities designed depend on community priorities and funding available for engineering consultants.

3.) **Conduct Water Quality Monitoring & Stream Health Activities** – The WV Rivers Coalition and the Blue Ridge Watershed Coalition will purchase needed monitoring equipment, and expand annual monitoring of the Evitts Run Creek for a variety of pollutants (e. coli & total coliform, pH, dissolved oxygen, PFAS, temperatures) to quarterly testing that will better inform the community of stream health, promote natural trout habitats, and enable tracking of the benefits from deployment of green infrastructure. Local volunteers will be recruited and trained for monitoring and data collection, and this data will be shared with the community.

4.) **Establish These Plans with Robust Community & Neighborhood Input** including local workshops and input sessions, environmental education, and recruitment of citizens and families for ongoing stream and neighborhood restoration endeavors.

Tasks & Schedule:

1.) **Create Advisory Council** (October 2025) – We advise that certain organizations be representative, but that this informal Council be open to any community members who wish to participate. Advisory only, with no decision authority on which projects to adopt or build.
- City Council representative
- City Parks & Recreation Board representative
- City Infrastructure Committee representative
- City Tree Board representative
- City Parks & Recreation Director Gavin Bailey (project manager)
- City Assistant City Manager & Director of Community Development Alissa Meeks
- WV Rivers Coalition, Senior Scientist Than Hitt (sub-awardee)
- Blue Ridge Watershed Coalition, President John Maxey (sub-awardee)
- African American Community Association of Jefferson County, Jamilia Jones (sub-awardee)
- Jefferson NAACP representative
- Boys & Girls Club representative
- City of Ranson representative
- Ranson Community Gardens representative
- Garden Club representative(s)
- Matt Ward (project consultant)
- Design/engineering consultants selected by procurement
- Neighborhood representatives & others welcome

We need a letter to go out in October 2025 from the Mayor or other City official inviting people to the project, explaining its goals, and setting a first meeting date and place.

2.) **Contract Community Engagement Coordinator** (October 2025)

3.) **Contract WV Rivers / BRWC monitoring initiative, launch effort** (October-Nov 2025)
- Procure stream monitoring equipment
- Establish monitoring baselines, objectives, protocols, schedules
- Consider trout habitat improvements
- Establish public engagement for volunteer recruitment, transparency of results

4.) **Seek 3-month advance from grantors** – Likely $35,000 for: $10,000 for monitoring equipment and supplies, $10,000 for WV Rivers, $10,000 for BRWC, $5,000 for Coordinator

5.) **Integrate with Master Park Planning & Design** – It is essential that green infrastructure master planning and facility design at parks along Evitts Run be integrated with professional-quality parks & recreation master and concept planning designs, to prevent conflicts and waste of resources, and to ensure high quality park development at what are now underinvested & unattractive spaces.

6.) **RFQ and contracting for Green Infrastructure Design, Engineering & Park Planning Consultant(s)** (November 2025-January 2026)

7.) **Hold 1st Community Workshop in November to Launch & Engage the Public / 2nd Community Workshop to Review Draft Master Plan and select target Facilities / 3rd Workshop with draft facility designs / 4th workshop for environmental education & citizen recruitment** (November 2025 and during 2026)