CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • MARCH 27, 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

: **2025-365:** Board of Parks and Recreation Commission February Meeting Report
P&R Report_ February 2025.pdf

3. UNFINISHED BUSINESS

: **2025-359:** Activation and Programming of Parks

: **2025-360:** JMP Pool and Thrasher Contract
1192609-01-02 Charles Town Splash Pad Layout.pdf
1192609-01-02 Charles Town Splash Pad Concept.pdf

: **2025-232:** Tree Board Business

4. NEW BUSINESS

: **2025-362:** Property for Sale Near Evitts Run Park

: **2025-363:** Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

: **2025-364:** Capital Improvement Projects (CIP) Schedule

5. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas-and-minutes/

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

Meeting: 03/27/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-365: Board of Parks and Recreation Commission February Meeting Report

ATTACHMENTS:

- P&R Report_ February 2025.pdf

City of Charles Town
Parks and Recreation Commission Report
February 2025

Agenda Packet link: https://d3n9y02raazwpg.cloudfront.net/charlestownwv/031e61c9-d8dd-11ef-a9e2-005056a89546-74cf6f28-b229-4cb7-99f3-3c7895906f23-1740491529.pdf

I. CALL TO ORDER:

Persons Present: *Commissioners Present:* Elizabeth Ricketts, Mike Slover, James Kratovil, Nick Zaglifa, Alden Roth, Nate Hartman
Absent: Trudy Roth
Staff: Alissa Meeks, Liz Cook, Jim Wysong, Stephanie Grove
Guests: Sam Rich (*Thrasher Engineering),* Karen and Austin Gregoryk, Walter Washington (*FOHR),* Matt Ward (*FOHR*), and Randy Hilton (*FOHR)*

II. APPROVAL OF MINUTES:

January 2025 - *Approve*- **Motion:** M. Slover**; 2nd:** J. Kratovil
Unanimous

III. UNFINISHED BUSINESS

2025-229: Happy Retreat Parking Lot

The Commissioners heard from members of Friends of Happy Retreat and answered questions and concerns about the proposed exterior grounds project which includes a parking lot that is on Charles Town park land. Commissioners have requested to review the MOU between the commission and FOHR. FOHR will be pursuing additional approvals from the City of Charles Town Planning Commission and requested authorization for the Commission Chair to sign these future applications. The Parks and Recreation Commission moved to authorize the President to sign as co-applicants with FOHR for Planning Commission applications.

Motion: *N. Zaglifa* ***; 2nd:*** *J. Kratovil*
Unanimous

2025-230: Activation and Programming of Parks

TABLED -
Motion: *M. Slover****; 2nd:*** *J. Kratovil*

2025-231: JMP Pool and Thrasher Contract

Sam Rich from Thrasher Engineering updated the committee on the project. The project is still on track to begin construction in May.

No Action.

2025-232: Tree Board Business

Commissioner Ricketts (also Council liaison to the Tree Board) discussed upcoming projects related to the Evitts Run Park buffer, Travis Kable (City Maintenance Staff) earning his certification to be an Arborist, membership in the American Chestnut Society Craighill Estates trail tree planting, and Arbor Day 2025 celebration. The commission would like to invite the Tree Board to the next Parks and Recreation meeting to discuss. The Commission authorized staff and the Tree Board to work on completing and implementing the buffer as part of their Arbor Day celebration.

Motion: *M. Slover****; 2nd:*** *N. Hartman*

Unanimous

IV. NEW BUSINESS

: 2025-184: Update of the Board of Parks and Recreation Bank Signature Authority Selection of 3 members to be able to serve as bank signature authority - 2 signers and 1 alternate.

The Commissioners authorized Elizabeth Ricketts, Jim Kratovil, and Alden Roth (alternate) for bank signature authority.

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

Unanimous

2025-233: Make it Shine Statewide Event - Partnership with K Kids

The Commission authorized the K Kids, if interested, in applying for the statewide clean up event at a City of Charles Town Park.

Motion: *N. Hartman****; 2nd:*** *A. Roth*

Unanimous

2025-234: Special Activity/Event Policy for Parks

The Committee discussed the City's Special Activity/Event Policy as it relates to parks.

No Action.

2025-235: Depot Land Acquired by City of Charles Town for Civic Space

The Committee discussed the Depot Land as well as the City's plan to adopt a Private Outdoor Designated Area (PODA) where alcohol may be consumed.

No Action.

2025-236: Glen Edwards Memorial Plaque Request

Karen and Austin Gregoryk proposed to pay for a memorial plaque to be placed at Jefferson Memorial Park to honor the late tennis coach, Glen Edwards. The commissioners discussed planning in the near future for a dedication event. The commission motioned to authorize staff to work with the Gregoryks to install the plaque.

Motion: *J. Kratovil* ***; 2nd:*** *N. Hartman*

Unanimous

2025-237: Park Storyboard Trails - Request from Liz Cook

Previously tabled. Motion to remove from table

Motion: *N. Hartman****; 2nd:*** *N. Zaglifa*

Liz Cook presented the idea of a one time purchase of metal sign frames for the creation of storyboard trails in City parks. The Commissioners motioned to authorize up to $4,000 from the Parks budget line: *Department Supplies* for the one-time purchase.

Motion: *J. Kratovil****; 2nd:*** *A. Roth*

Unanimous

2025-238: Constituent Request

The Commissioners reviewed a request that had come through the city website from a new resident in town. The Commission President will reach out via email to thank the new resident for their interest in parks.

No Action.

2025-239: FY2026 Budget and Proposals

TABLED

Motion: *J. Kratovil****; 2nd:*** *N. Hartman*

Unanimous

V. ADJOURNMENT: 08:44 PM

VI. NEXT MEETING:

Thursday, March 27th *6PM* at City Hall.

2025-359: Activation and Programming of Parks

This agenda item was Tabled at the February 27, 2025, meeting.

ATTACHMENTS:

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

Meeting: 03/27/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

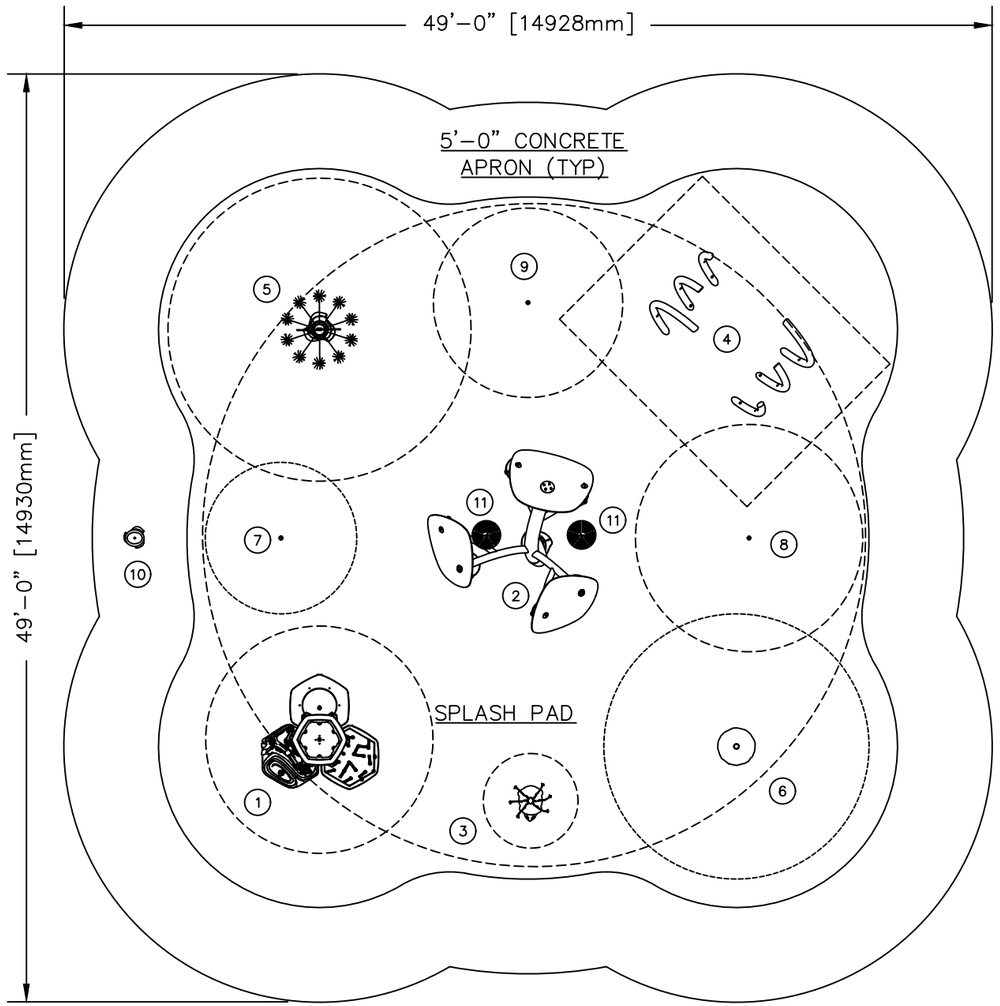
2025-360: JMP Pool and Thrasher Contract

ATTACHMENTS:

- 1192609-01-02 Charles Town Splash Pad Layout.pdf
- 1192609-01-02 Charles Town Splash Pad Concept.pdf

NO	PRODUCT	QTY	LINE SIZE	GPM
1	AQUAGATHER STATION	1	1"	10
2	CANOPYCLUSTER W/ACRYLIC	1	2 ½"	60
3	TOTPACK TURTLE	1	1 ½"	10
4	WHIRLFLEX	1	1 ½"	12
5	WELLSPRING W/ACRYLIC	1	1 ½"	30
6	AQUAROCK LARGE	1	1"	10
7	FUNNEL TWIST	1	1"	5
8	JUNIOR WATER JEWEL	1	1"	7
9	MINI PILLAR	1	1"	10
10	AQUAVATOR	1	--	--
11	DRAIN BOX	1	--	--

SPLASH PAD AREA: 1,358 SQ FT.
APRON AREA: 800 SQ. FT.
TOTAL AREA: 2,158 SQ FT.
TOTAL FEATURE FLOW RATE: 154 GPM



PRELIMINARY
FOR BID ONLY

NOT FOR
CONSTRUCTION

NO.	REVISION	DATE

aquatix by landscape structures
1101 MCKINLEY PARKWAY
DELANO, MN 55328
877-832-0503
Local 952-445-5135
aquatix.playlink.com

JOB TITLE
CHARLES TOWN
SPLASH PAD

LOCATION
CHARLES TOWN, WV

SCALE	DRAWN	CHECKED	DWG. FILE	DATE
NOT TO SCALE	GPC			3/17/25

SHEET TITLE
PROPOSED SPLASH PAD
SCHEMATIC LAYOUT

JOB NO.
1192609-01-02

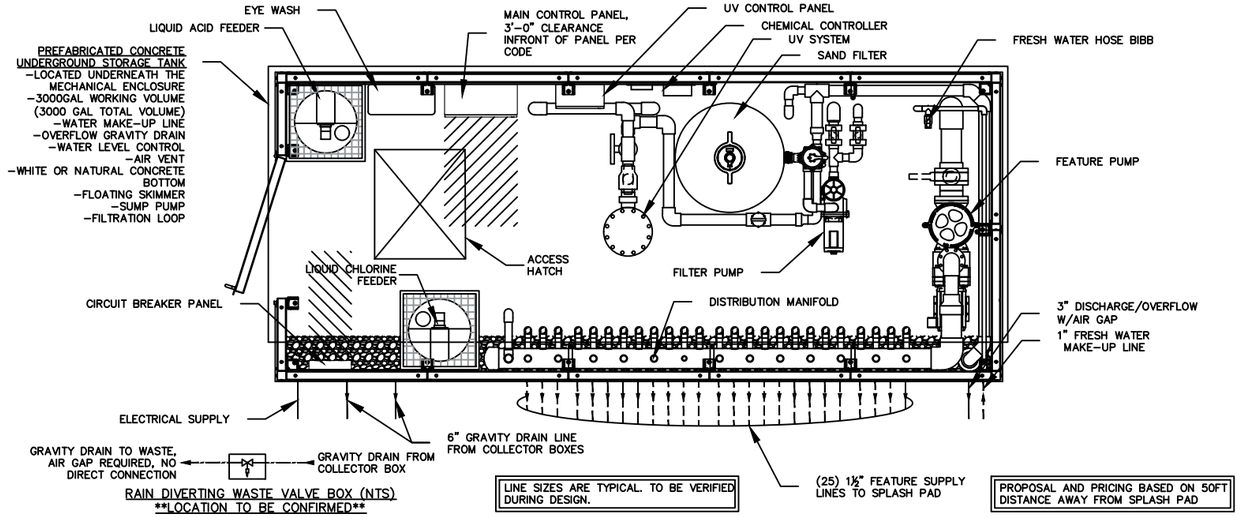
1 OF 2

8

NOTE:
1. ALL CONCRETE SLOPES TO BE 1/8"/FT MIN. AND 1/4"/FT MAX.
2. SITE ELEVATIONS OF SPLASH PAD AND CONCRETE APRON TO BE VERIFIED BY OTHERS. AQUATIX ELEVATION REFERENCE IS 0'-0" FOR TOP OF DRAIN BOX. ALL OTHER NOTED ELEVATIONS ARE REFERENCED FROM THAT POINT.
3. REFER TO SPEC SHEET AND INSTALLATION DRAWING FOR EACH PRODUCT.
4. ACTUAL SIZE, SHAPE, AND LOCATION OF SPLASH PAD TO BE FIELD DETERMINED BY OTHERS. ALL DIMENSIONS OF SIZE AND SHAPE OF SPLASH PAD FOR REFERENCE ONLY.
5. THE INTENT OF A SPLASH PAD IS TO BE A DRY DECK WITH NO STANDING WATER. THE WATER IS TO BE CONTAINED WITHIN THE PERIMETER OF THE SPLASH PAD AND ALL WATER IS TO DRAIN INTO THE DRAIN BOXES. THE CONCRETE IS TO BE FORMED AND SLOPED TO ACCOMMODATE THIS DRAIN PATTERN.
6. ALL TREATED SPLASH PAD WATER IS INTENDED TO REMAIN WITHIN DESIGNATED SPLASH PAD DECK. UNDER NO CIRCUMSTANCES SHOULD SLOPE OF SPLASH PAD ALLOW WATER TO DRAIN OFF PAD.
7. UNDER NO CIRCUMSTANCES SHALL THE SURROUNDING HARDSCAPE AREA BE SLOPED TO ALLOW WATER TO BE DRAINED INTO THE SPLASH PAD DECK.
8. ALL CONCRETE SURFACES TO HAVE A MEDIUM BROOM FINISH.
9. EXPANSION JOINT TO BE EVERY 20'x20'. SAW CUT JOINT TO BE EVERY 10'x10'. COORDINATE EXPANSION JOINT AND SAW CUT LOCATIONS WITH PLAY EQUIPMENT LOCATIONS.
10. DRAWINGS ARE FOR DESIGN/LAYOUT PURPOSES ONLY. PLEASE SEE AQUATIX BY LANDSCAPE STRUCTURES FOR INCLUDED STRUCTURES, EQUIPMENT, SERVICES, AND EXCLUSIONS.
11. —— INDICATES SPLASH ZONE.
12. SPLASH ZONES ARE APPROXIMATE. ACTUAL SPLASH ZONE MAY VARY BASED ON VARIOUS ENVIRONMENTAL CONDITIONS, FLOW RATES, SLOPE OF THE SPLASH PAD, SUBMERGENCE DEPTH AND WIND.
13. DRAWINGS ARE SCHEMATIC ONLY.
14. 18" OF GRANULAR FILL RECOMMENDED, OR AS SOIL CONDITIONS AND/OR LOCAL CODE REQUIRES WITH A MINIMUM OF 2500 PSF SOIL BEARING CAPACITY
15. THERE IS TO BE A MINIMUM OF 6" OF GRANULAR FILL AROUND ALL PIPING
16. CONCRETE REINFORCEMENT TO BE #4 REBAR @12" O.C. EACH WAY OR EQUIVALENT WELDED WIRE MESH (W6 ON 4"X4" SPACING OR W10 ON 6"X6" SPACING)
17. CONCRETE TO BE THICKENED AT ALL PRODUCT INSTALLATION LOCATIONS (BOTH EMBED AND ABOVE GROUND STRUCTURES). REFER TO INSTALLATION DRAWINGS FOR EACH PRODUCT.
18. SCHEDULE 80 PVC TO BE UTILIZED FOR ALL SPLASH PAD MECHANICAL SYSTEM PIPING.
19. LEVEL MOUNTING AREA REQUIRED FOR ALL PRODUCTS
20. RECOMMENDED POOL WATER DEPTHS:
    –DO NOT EXCEED 6" WATER DEPTH ON GROUND SPRAYS AND STRUCTURES UP TO 24" TALL
    –DO NOT EXCEED 12" WATER DEPTH ON STRUCTURES UP TO 48" TALL
    –DO NOT EXCEED 18" WATER DEPTH ON STRUCTURES TALLER THAN 48"
    –DO NOT EXCEED 12" WATER DEPTH ON MULTI LEVEL PLATFORMS . NO WATER SPRAY OR CRAWL TUNNEL TO BE UNDERWATER.

PRELIMINARY FOR BID ONLY

NOT FOR CONSTRUCTION



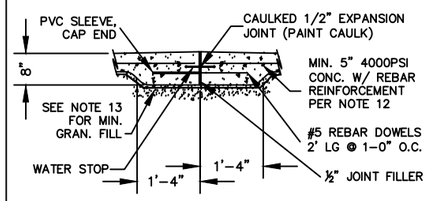
RAIN DIVERTING WASTE VALVE BOX (NTS)
LOCATION TO BE CONFIRMED

LINE SIZES ARE TYPICAL. TO BE VERIFIED DURING DESIGN.

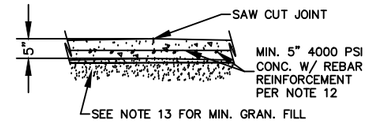
PROPOSAL AND PRICING BASED ON 50FT DISTANCE AWAY FROM SPLASH PAD

NOTE:
–FIELD VERIFY LOCATION AND ELEVATIONS OF JOINTS.
–DIAGRAMMATIC ONLY

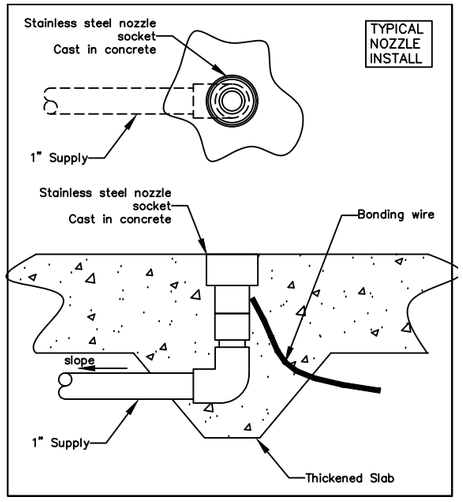
EXPANSION JOINT



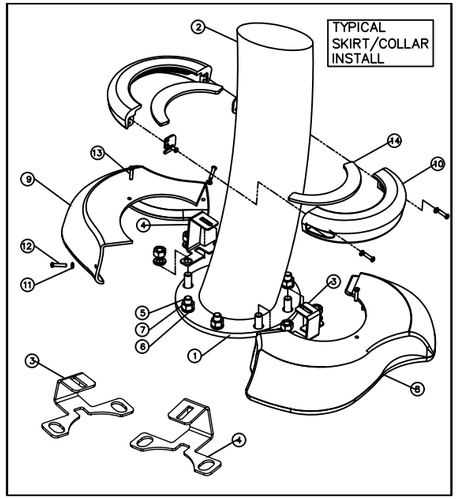
SAW CUT JOINT



TYPICAL NOZZLE INSTALL



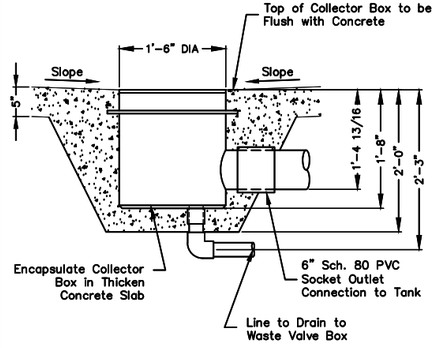
TYPICAL SKIRT/COLLAR INSTALL



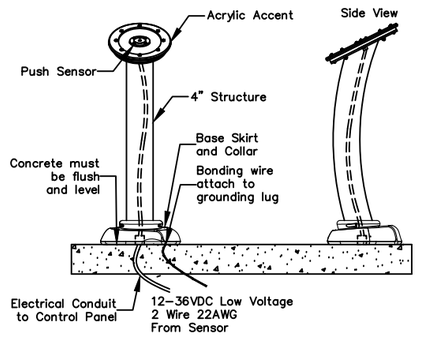
TYPICAL SKIRT/COLLAR INSTALL

ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	6i GASKET	6i FLANGE GASSKET	1
2	6i SCH 40–20 DEGREE ASM.SLDPRT	TYPICAL TUBE	1
3	AQ400377	6i SKIRT LOW SIDE BRACKET	1
4	AQ400376	6i SKIRT HIGH SIDE BRACKET	1
5	625 ANCHOR BOLT	5/8" SST ANCHOR BOLT	8
6	625 LOCK WASHER	5/8" LOCK WASHER	8
7	100323	5/8–11 HEX NUT SST	8
8	AQ400283	6i SHIRT LOW SIDE	1
9	AQ400284	6i SKIRT HIGH SIDE	1
10	6i SKIRT ASM	COLLAR ASSEMBLY	1
11	90295A440	1/4" NYLON WASHER	2
12	BS04C0040SSH200	1/4–20 X 1 1/4 L SST SECURITY HEX PAN HEAD	2
13	FS04C0040SSH200	1/4–20 X 1 1/4 L SST SECURITY FLAT HEAD	2

TYPICAL COLLECTOR BOX



AQUAVATOR ACTIVATOR



NO.	REVISION	DATE

1101 MOONLEY PARKWAY
NEW ULM, MN 56073
877-450-4003
Local 952-445-5135
aquatixplay@landscapeforms.com

aquatix by landscape structures

JOB TITLE
CHARLES TOWN SPLASH PAD

LOCATION
CHARLES TOWN, WV

SCALE	DRAWN	CHECKED	DWG. FILE	DATE
NOT TO SCALE	GPC			3/17/25

SHEET TITLE
PROPOSED SPLASH PAD SCHEMATIC LAYOUT

JOB NO.
1192609–01–02

2 OF 2

Sparks@Play

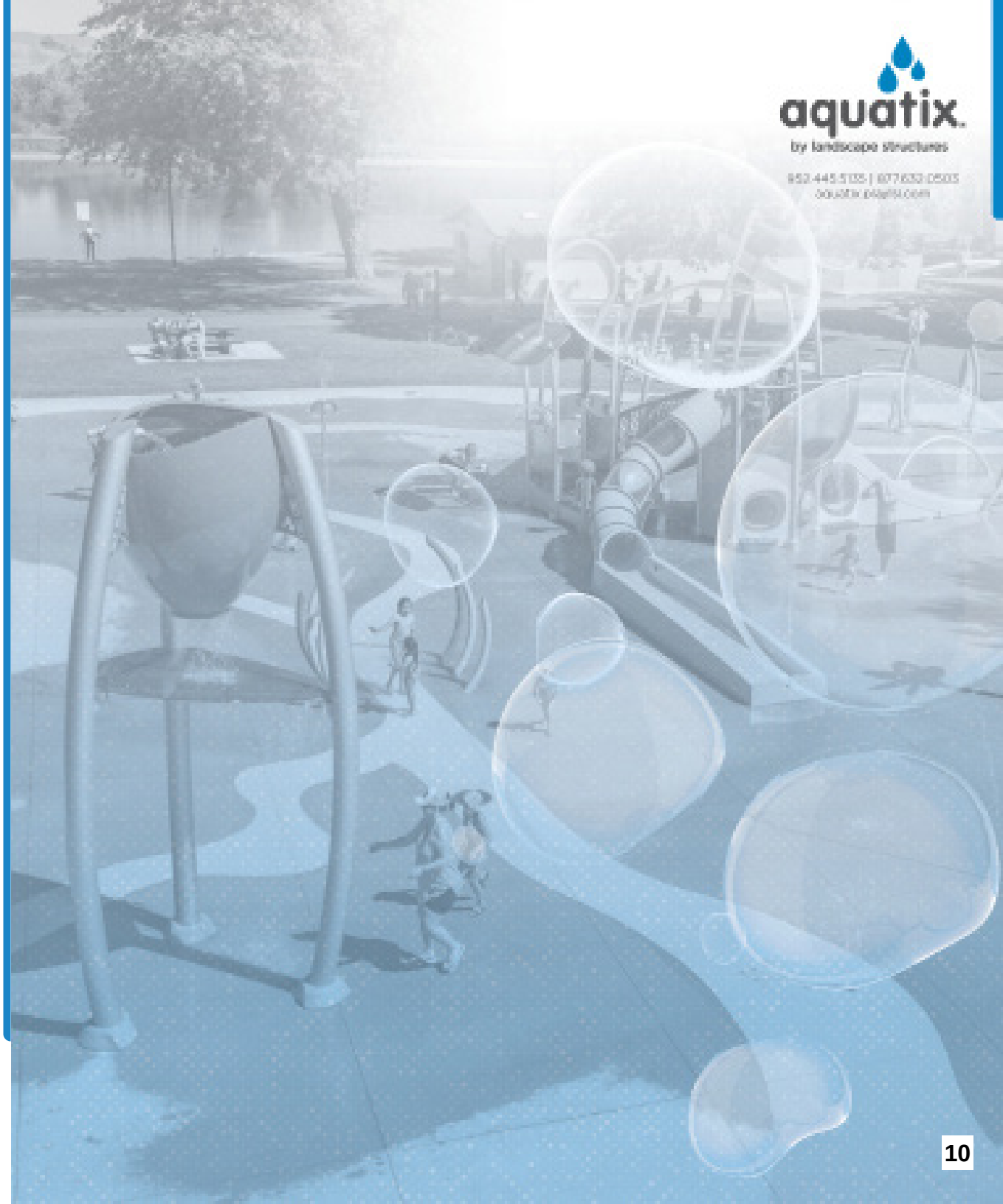
PROUDLY PRESENTED BY

Trevor Dolan
Sparks@Play, LLC
trevor@spartsatplay.com
(410) 356-4151

Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com





Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play

aquatix



Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play

aquatix



Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play

aquatix by Landscape Structures



Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play

aquatix



INCLUSIVE PLAY HIGHLIGHTS

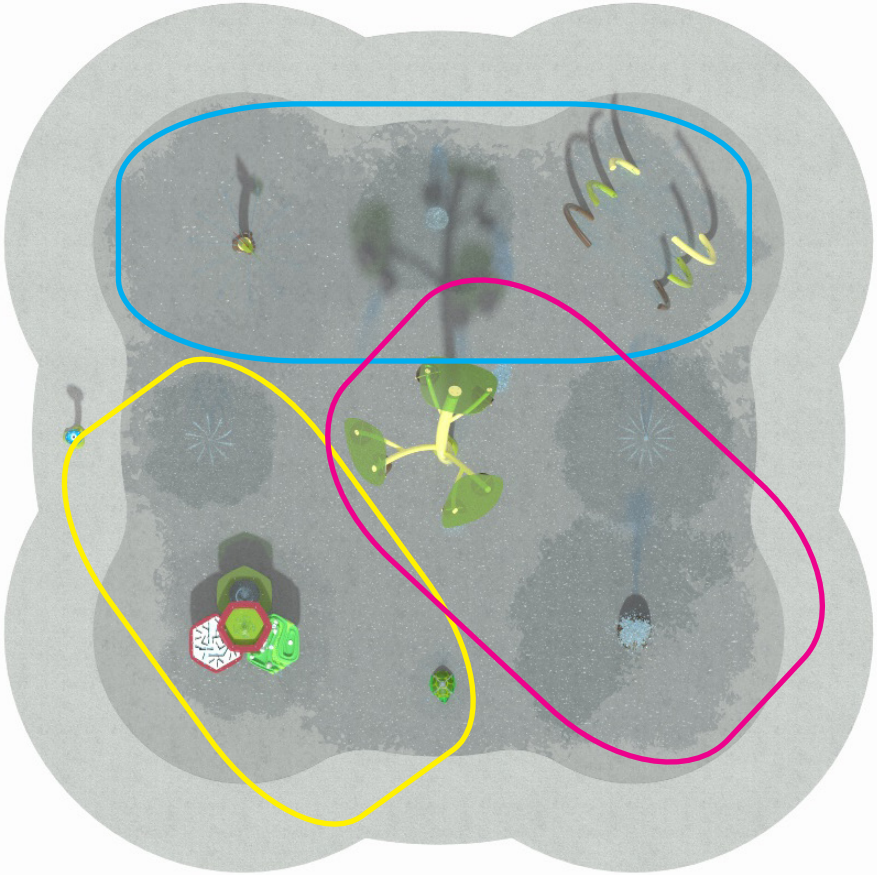
Water, being naturally inclusive, combined with splash play bring together people of all ages and abilities in a world of fun, learning and sensory exploration. Aquatix innovative water features allow for hands-on education tailored to every development stage. The designers at Aquatix work to deliver an educational, exploratory design that encourages physical and social development, with the ability to grow confidence while engaging in the play elements around them. This inclusive approach not only enhances community connection but also ensures there's something for everyone, making it a vibrant hub for social interaction, relaxation and unforgettable memories.

Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play



AGE APPROPRIATE ZONES

GENTLE ACTIVITY ZONE
INFANT/TODDLER

Learning to enjoy texture and water

- Lower, delicate ground sprays
- Lower structures with gentle water formations
- Placement of features close to perimeter and dry zones ensure easy adult supervision and interaction

UNIVERSAL ZONE
ALL AGES

Variety of structures for the whole family

- Unique water formations pour, dump, spray wiggle, launch and spin
- Combines ground spray and structures for all ages
- Centrally placed in splash pad and often a transition zone from Gentle activity to Dynamic

DYNAMIC ZONE
7+ YEARS

Continual excitement and interaction

- High Volume, highly interactive spray features and Climb N Play structures
- Combination of sprays and structures
- Placement of features close to perimeter and dry zones ensure easy adult supervision and interaction

Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

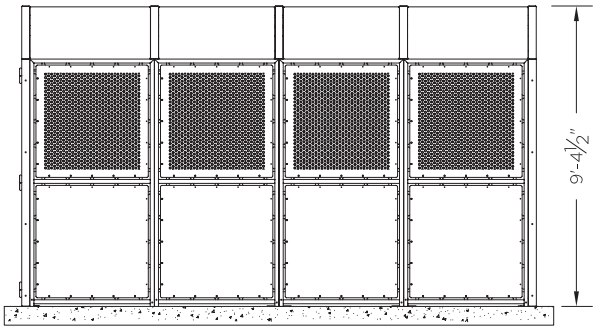
Sparks@Play

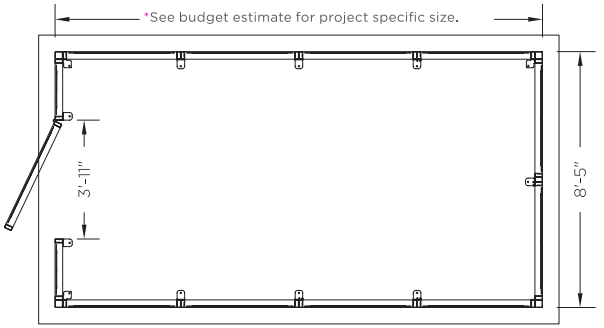
aquatix

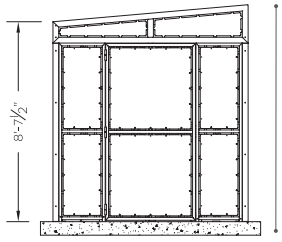


RECIRCULATION SYSTEM ABOVE GROUND MECHANICAL ENCLOSURE

*See budget estimate for project specific size.







* Available colors



Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

Sparks@Play

aquatix by Landscape Structures

Sparks@Play

PROUDLY PRESENTED BY
Trevor Dolan
Sparks@Play, LLC
trevor@spartsatplay.com
(410) 356-4151

Charles Town Splash Pad

Design# 1192609-01-02 **03/17/25**

©2024 Aquatix by Landscape Structures. All Rights Reserved | aquatix.playlsi.com

aquatix

952.445.5135 | 877.632.0503
aquatix.playlsi.com

DESIGN DETAILS

* Surface finishes and/or site furnishings shown are conceptual and provided by others.

PROPOSED COLORS

PAINT COLORS



ACRYLIC COLOR(S)



ENCLOSURE COLOR



PROJECT DETAILS

PROJECT DIMENSIONS

49’-0” LENGTH X 49’-0” WIDTH

TOTAL SYSTEM FLOW RATE

154 Gallons
GPM (GALLONS PER MINUTE)

COLOR APPROVAL

CUSTOMER SIGNATURE

DATE

*Colors shown are for representation purposes.
Consult with your Representative for actual color swatches for final color selection.

2025-232: Tree Board Business

- Beautification and stabilization project for the hillside at the Skate Park.

ATTACHMENTS:

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

Meeting: 03/27/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-362: Property for Sale Near Evitts Run Park

https://link.edgepilot.com/s/571e5739/furiWTjBL0OVdkXDQn5KQA?u=https://www.zillow.com/homedetails/Liberty-St-Charles-Town-WV-25414/447522926_zpid/

ATTACHMENTS:

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

Meeting: 03/27/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-363: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

- Replacement slide for Veterans Memorial Park
- Landscape beautification project for Veterans Memorial Park
- Rotary "Day of Service' for Veterans Memorial Park
- Opening of the Restrooms at Evitts Run Park
- Benches and picnic tables for the Skate Park
- Video Monitoring
- Bridge Update

ATTACHMENTS:

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

Meeting: 03/27/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-364: Capital Improvement Projects (CIP) Schedule

ATTACHMENTS: