# CITY OF CHARLES TOWN
## BOARD OF PARKS AND RECREATION
## AGENDA • APRIL 16, 2026

**Special Meeting** **ON SITE: HAPPY RETREAT** **7:00 PM**

**101 E Washington Street, Charles Town, WV 25414** Charles Town Board of Parks and Rec will be meeting with the Friends of Happy Retreat to discuss the MOU between the two bodies.

**1. CALL TO ORDER**

**UNFINISHED BUSINESS**

: **2026-1394:** Pool Operations Discussion

: **2026-1396:** Pool Update

**NEW BUSINESS**

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

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

: **2026-1391:** Joint Property maintenance plan
City of Charles Town Signed.pdf
Happy Retreat Mowing Map.pdf

: **2026-1392:** Coordinated insurance for Jointly Sponsored Events
MOU 12082015 Happy Retreat and Parks and Rec.pdf

**2. ADJOURNMENT**

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1394: Pool Operations Discussion

Board of Parks and Rec will discuss operation of the pool.

**ATTACHMENTS:**

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1396: Pool Update

Board of Parks and Rec will receive updates relating to the pool project.

**ATTACHMENTS:**

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

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

Board of Parks and Rec and Friends of Happy Retreat will discuss the comprehensive site plan for the 12.3 acre property known as Happy Retreat Park owned by the City of Charles Town as outlined in the MOU.

**ATTACHMENTS:**

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1389: Happy Retreat Event Calendar

Board of Parks and Rec and Friends of Happy Retreat will discuss the Happy Retreat event calendar.

**ATTACHMENTS:**

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1391: Joint Property maintenance plan

Board of Parks and Rec and Friends of Happy Retreat will discuss the joint property maintenance plan which is to include lawn mowing, tree maintenance, and snow removal.

**ATTACHMENTS:**

- City of Charles Town Signed.pdf
- Happy Retreat Mowing Map.pdf

CBP Enterprises LLC

915 Hillcrest Dr

Martinsburg WV 25401

Landscaping Contract for City of Charles Town Parks 2026 Mow Season

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

Craig Hill Walking Trail: $245.00 per mow

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

Jefferson Memorial Park: $305.00 per mow

Evitts
Evans Run Park: $250.00 per mow

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

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

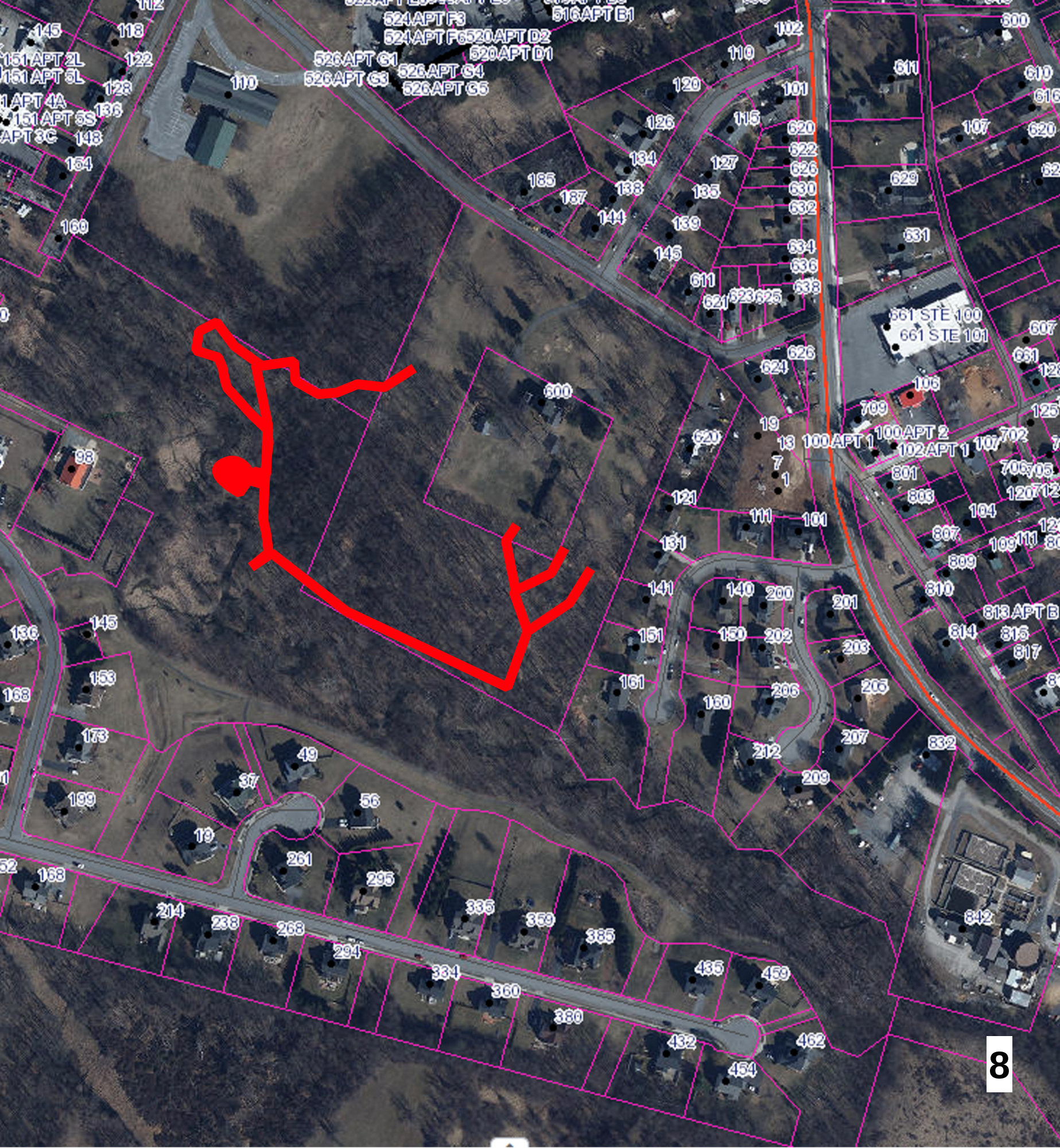
The billing for the services will be done monthly at be beginning of the month following the services and is due 30 days from invoice being issued. This contract is for the 2026 mowing season only.

Jeremy B. Palmer 4-1-26

Jeremy Perkins

John J. Wysong II 4-1-26

John Wysong


524 APT F3
524 APT F6
520 APT D2
520 APT D1
526 APT G1
526 APT G3
526 APT G4
526 APT G5
516 APT B1
661 STE 100
661 STE 101
100 APT 2
102 APT 1
100 APT 1
813 APT B
8

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

Meeting: 04/16/26
Department: Board of Parks and Recreation
Category: Resolution
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

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

Board of Parks and Rec and Friends of Happy Retreat will discuss coordination of insurance for jointly sponsored events.

**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