CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • DECEMBER 18, 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

3. UNFINISHED BUSINESS

: **2025-1377:** JMP Pool Update

: **2025-1378:** Tennis Program Analysis and Discussion

: **2025-1379:** Pickleball Court Proposal and Resolution
JEFFERSON MEMORIAL PICKLEBALL.pdf
Parks and Rec Resolution for court at JMP pdf.pdf
TopgunPBallEmail.png

: **2025-1380:** Park's Financial Policy
1-09 Puchasing and Bid Policy pdf.pdf

: **2025-1831:** Willingham Knolls Border Fence Discussion
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Screenshot 2025-10-16 133901.png
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64.jpg

4. NEW BUSINESS

: **2025-1382:** Proposal to Conduct Feasibility Study Involving the Skatepark and Maintenance Yard
evittsRunSkateParkFloodplain.png

: **2025-1383:** Willingham Knolls Pollinator Project
B- Rectangular_Garden_Map_Skate Park 180x34.pdf
A- Polygon_Garden_Map WK site.pdf
grant application draft IV to Gavin 12.13.25pdf.pdf

: **2025-1384:** Evitts Run Little Library Discussion

: **2025-1385:** Dedication of Bridge at Happy Retreat

: **2025-1386:** Perry Fields Utility Right-Of-Way and Potential Trail Options
easementBoundsPerryFields.jpg

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: **2025-1387:** Park Manager's Updates
EWVCF grant letter.pdf

: **2025-1388:** Discussion of Parcel Issues with 414 E. Liberty Street
EvittsRunLand.jpg
20251211_135807.jpg
forSaleLandDeedBounds.png

: **2025-1161:** Parks Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates

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: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1377: JMP Pool Update

ATTACHMENTS:

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AGENDA ITEM (ID #)

2025-1378: Tennis Program Analysis and Discussion

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

Meeting: 12/18/25
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2025-1379: Pickleball Court Proposal and Resolution

ATTACHMENTS:

- JEFFERSON MEMORIAL PICKLEBALL.pdf
- Parks and Rec Resolution for court at JMP pdf.pdf
- TopgunPBallEmail.png

Sport Court Maintenance Proposal

Project:

Pickle ball courts

Jefferson Memorial

Service Provider Information

Company Info

TOP GUN SEALCOATING LLC
1910 Specks Run Court
Bunker Hill WV 25413

PH: 304-820-6191
www.topgunsealcoating.com

Contact Person

Jake Jenkins
Pavement Expert/Owner
jjenkins@topgunsealcoating.com
Office: 304-820-6191

Price Breakdown: Jefferson Memorial Pickleball Court Construction

Please find the following breakdown of all services we have provided in this proposal. This proposal originated on **October 26, 2025** and is valid for ninety (30) business days. This proposal can be withdrawn by Top Gun Sealcoating at any time before agreement.

Item	**Description**- OPTION 1	**Cost**
1	Paving 60x60 pad to include base and site work	$33,350.00
2	Acrylic painting/pickleball nets (2 colors)	$31,115.00
3	4ft Black Chain Link w/ 2 gates	$12,535.00
4	6% Sales TAX	$4,620.00
5	1% City TAX	$816.00
6	1% Occupational TAX	$816.00

TOTAL -

$83,252.00

Payment Terms: 30% down payment upon agreement of proposal. The remainder will be paid in full upon completion of project.

Bid Submission – City of Charles Town Pickleball Court Project at Jefferson Memorial Park

Dear Team,

Thank you for the opportunity to submit a bid for the **Pickleball Court Project at Jefferson Memorial Park**. Top Gun Sealcoating is pleased to present our proposal for this exciting community enhancement project.

Company Overview

Top Gun Sealcoating, established in 2017, is a **full-service asphalt maintenance and sports court construction company** with a strong reputation for quality workmanship and customer satisfaction. We take pride in delivering projects that are both functional and visually exceptional.

Our team has successfully completed **over 30 sports court projects** throughout the tri-state area during the 2024–2025 season. Our contractors collectively bring **over 30 years of specialized experience** in paving, fencing, and surface finishing.

Company Representative

Jacob Jenkins will serve as the sole company representative and primary point of contact for this project.
Phone: 304-820-6191

Relevant Experience

Top Gun Sealcoating has completed multiple large-scale court projects for the **City of Charles Town**, including the **Jefferson Memorial Park Basketball Courts**. Additional notable clients include **The Gallery HOA** and **The Ridge HOA**.

We are proud to have a **proven record of successful collaboration** with the City over the past five years.

Project Understanding

This project is relatively straightforward. The only potential challenge anticipated is the presence of rock during the paving process — a common occurrence in this region — which we are well-equipped to manage.

Key Personnel / Subcontractors

- **Paving:** Phil Pittsnogle – Pittsnogle Paving
- **Fencing:** Aron Shiley – A. Shiley Fence

Both subcontractors are trusted partners with whom we've successfully completed numerous court projects.

Proposed Timeline

- **Paving:** To occur when temperatures are suitable for asphalt application. 60x60ft – strip sod and topsoil – clean up debris and haul off site – supply and intall 4-6 inches of crusher run stone- supply and install 2 inches of 19.0 mm asphalt – supply and install 2 inches of 9.5 mm asphalt over the compacted 19.0 mm- compact.
- **ROCK CLAUSE –** if we have to remove rock either by pneumatic or hydraulic tool there will be an additional $400 per hour for machine AND $400 per mobilization fee for

equipment in and out. WE WILL NOT MOVE FORWARD WITH THIS until an authorized representative signs off and approves from the city

    - If temperature conditions are not met before the end of 2025, paving will commence **April–May 2026**.
- **Fence Post Installation:** 1–2 days following asphalt placement.
- **Asphalt Curing:** Approximately 30 days.
- **Resurfacing & Net Installation:** After curing period.
- **Fence Completion:** Chain link stretched and finished within 1–2 days following court completion.

Budget

A detailed budget breakdown will be submitted on a separate sheet as requested in the RFP.

Warranty

We offer a **1-year warranty** covering pavement, paint, and fencing due to improper installation or faulty material.
While nets are excluded due to normal wear and tear, we are committed to assisting with any issues to ensure the facility remains in top condition.

Legal & Compliance

- We have **no history of lawsuits, disputes, or unresolved issues** with any client, subcontractor, or vendor.
- Business entity documentation will be provided as required.
- No additional disclosures apply.

We appreciate your continued trust in Top Gun Sealcoating and look forward to once again partnering with the City of Charles Town to deliver a high-quality recreational facility for the community.

Sincerely,
Jacob Jenkins
Top Gun Sealcoating
304-820-6191
jjenkins@TopGunSealcoating

Authorization to Proceed & Contract

You are hereby authorized to proceed with the work as identified in this contract. By signing and returning a contract, you are authorized to proceed with the work as stated.

Both parties understand that if any additional work not stated in this proposal/contract is needed, it must be in a new contract or added to this contract for an additional cost.

Please see all attachments for special conditions that may pertain to aspects of this project.

Jacob Jenkins _____

Jacob Jenkins Representative

Owner: Top Gun Sealcoating LLC.

RESOLUTION
ENTERED BY THE CITY OF CHARLES TOWN BOARD OF PARKS AND RECREATION COMMISSIONERS
December 18, 2025

WHEREAS, the City of Charles Town Board of Parks and Recreation Commission is dedicated to the purpose of constructing, improving, extending, developing, maintaining, and operating a City public parks and recreation system;

WHEREAS, the Commissioners of the City of Charles Town Board of Parks and Recreation have the duty to disburse for such purposes, any moneys appropriated to it by the City Council, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise; and

WHEREAS, the Commissioners of the City of Charles Town Board of Parks and Recreation have, through public input and strategic planning, determined that there is a community need for a dedicated Pickleball Court to be erected in Jefferson Memorial Park; and

WHEREAS, the City sought qualified professional bids for the design and construction of such a facility where one (1) qualified bid was received in the amount of $83,252.00; and

WHEREAS, the Commissioners of the City of Charles Town Board of Parks and Recreation have determined funds exist within the Parks and Recreation FY26 budget to sufficiently cover the cost of this project.

THEREFORE BE IT RESOLVED that this resolution provides for the authority for City of Charles Town staff to enter into an agreement with the qualified bidder, TOP GUN SEALCOATING LLC in the amount of $83,252.00 to prepare a contract for design and construction.

Jake Jenkins <jjenkins@topgunsealcoating.com>

To: Gavin Bailey

Fri 12/12/2025 1:24 PM

Gavin and Board Members,

I would like to provide some clarification regarding the potential placement of a new pickleball court in relation to the existing tennis courts.

As some of you may recall, we recently submitted a proposal to completely remove the current tennis court area and rebuild all three courts with new asphalt and fencing. This proposal was declined when the planning commission decided to prioritize the swimming pool project this year, which was an understandable decision.

1. Condition of Existing Tennis Courts

The existing courts have been paved over nearly three times. The cracks now visible extend almost a foot into the older, deteriorated asphalt layers beneath. For long-term structural integrity, the proper solution is to remove all 3–4 layers of asphalt, along with the fencing embedded within those layers, and rebuild the courts from the foundation up.

2. Impact on Future Reconstruction

If a new pickleball court is attached to the old asphalt and existing fence structure now, it will significantly complicate future tennis court reconstruction. This would likely increase both labor and cost when the courts are eventually rebuilt—whether it occurs next year or several years from now.

It's important to note that fencing is the least expensive part of the quoted project (4' chain-link). Combining the projects now to save a small amount on fencing would not be financially beneficial if it compromises our ability to rebuild the tennis courts correctly later. Equipment access for asphalt removal, skid steers, dump trucks, and fence post extraction would all be hindered.

3. Water Runoff Concerns

The current tennis court area has a noticeable slope. If a new pickleball court were placed directly alongside it, stormwater runoff would flow onto the new surface. This could lead to premature wear, drainage issues, and maintenance concerns.

4. Recommended Placement

Considering both the structural issues with the existing tennis courts and the water management concerns, the originally proposed pickleball court layout remains the better long-term option. Installing new asphalt directly against an aging, failing asphalt structure—and fencing that will inevitably need replacement—would create additional challenges over time.

Please let me know if you have any questions or if further details would be helpful. I'm happy to discuss options and implications to ensure the board can make the most informed decision moving forward.

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101 East Washington Street
Charles Town, WV 25414

Meeting: 12/18/25
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2025-1380: Park's Financial Policy

ATTACHMENTS:

- 1-09 Puchasing and Bid Policy pdf.pdf

1.09 PURCHASING AND BID POLICY

A purchasing and bid policy is needed to standardize the sales, bids, and purchasing procedures of the City of Charles Town. It is also needed to promote the fair and equitable treatment of all consumers and suppliers of goods and services, to secure goods and services from local vendors whenever practical, and to provide the most advantageous services to the citizens of Charles Town.

Article 111.02(a) of the Codified Ordinances of Charles Town, updated in February 2022, provides that the policies and procedures contained in this document shall govern the expenditure of funds, except in the case of a declared emergency by the Mayor or the Mayor Pro-Tempore when performing the duties of the office in the absence of the Mayor. For purposes of the City's fiscal procedures, an expenditure of public funds for goods or services included in the annual budget is considered prior approval. The payment for such goods or services will continue to be a part of the routine approval of bills included on the Council agenda. The purpose of this Purchasing and Bid Policy is to assist staff in following approved procedures for selecting contractors and vendors.

The following policies and procedures apply to the purchase of goods or services by all City staff. In the event of a declared emergency by the Mayor, or the Mayor Pro-tempore when serving in such stead, the Mayor may waive the written quote and competitive selection process for purchases above $5,000 when the purchase is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the City of Charles Town. The Mayor will document such purposes when presenting the bills for payment at subsequent Council meetings. The Mayor may not waive the competitive selection process required by state law for the construction of facilities exceeding a cost of $10,000.

When practical, any single purchase expected to be over $5,000 but less than $10,000 will require the solicitation of at least three written quotes, which may include review of Internet pricing, by City staff from businesses believed to be qualified to provide the product or service. A preference should be given to identifying local businesses for these quotes. In the event the purchase is so specialized that only one source can effectively provide the product or service, staff will document the specialized nature of the purchase, identify the limitations of other potential suppliers, and seek a waiver from the City's finance committee of the requirement to solicit additional quotes.

Per WV State Code, any construction of facilities exceeding a cost of $10,000 requires a minimum of three written and sealed competitive bids. Other City purchases expected to exceed $10,000 require a competitive selection process that for the City of

Charles Town includes at least an advertisement for bids in the local newspaper of record, posting the opportunity on the City website, the request for written and sealed competitive bids, and the selection of a provider based on qualifications, price, and responsiveness. Solicitation for competitive, sealed bids will be open for at least 15 days. Preference will be given to local contractors and vendors where the local bid is within a 5% difference of the lowest and most responsive bid received. This preference only applies to contractors and vendors with a primary business address located within the municipal boundaries.

Purchases of more than $10,000 for used, public works, service, or safety equipment with specialized features may be purchased using the three quote process noted above. The City may also purchase products or services valued at more than $10,000 from state term contracts or municipal bulk purchasing programs where a competitive process has already been completed to identify vendors offering the best price. In such instances, staff may shop the competitive price with local contractors and vendors and apply the same 5% preference to determine the lowest and most responsive bid.A Request for Qualifications process will be used to solicit bids for professional services where the qualifications of the contractor are the primary factor in determining the best and most responsive bid. A Request for Proposals process will be used to solicit bids for goods or services where price is the primary factor in determining the best and most responsive bid. Renewal of existing contracts may be exempt from this policy with approval of the CityCouncil.

This policy supplements existing WV State Code 8-12-10 and 8-27-23.

1.10 INVOICE PROCESSING POLICY

1.10.A Procedures

The following procedures are to be followed by each department, board, and commission when submitting bills for payment:

1. Review the Invoice. To avoid double payments, the Finance Department will only process payments from original invoices. Each department must ensure that no sales tax is being charged and that only the current balance on the original invoice is being paid.

2. Approve the invoice. All invoices must be signed by the Department head to certify that the goods have been received, the services have been provided, delivery is satisfactory, and that the supporting documents are accurate complete and in

compliance with applicable laws and regulations. The Department Head must indicate the departmental budget line from which the invoice is to be paid.

3. Finance Department review. The Finance Department will review all invoices submitted for payment for accuracy and determine if adequate funds are available in the Department's budget.

4. Request prior approval if needed. Any invoice requested to be paid from a line that has reached 75% of its total funding, requires the prior approval of the Finance Director.

1.10.B Credit Cards

City Departments are to use the State purchasing card (p-card) to fullest extent possible. Although some purchases may be restricted, the card is generally available for most purchases. The p-card program is administered by the Finance Department.

1.10.C Essential Services

Essential services are non-competitive goods and services incurred by departments and paid by Accounts Payable. Invoices for essential services are exempt from the requirements outlined in Section 1.09 of this Policy if 1) they are approved in the City's operating budget for the current fiscal year and 2) there is adequate funding available in the Department's particular line. The Finance Department is responsible for processing and paying most essential services effected through the p-card to the maximum extent possible.

1.10.D Check and Vouchers for Payment of City Bills

The Finance Department shall prepare checks and vouchers for payment of all bills that cannot be effected with the p-card and shall present such checks to members of the Finance Committee for authorized signature.

1.10.E Presentation to Council

The Finance Director shall prepare and present to the Council a report detailing disbursements from the City's General and Capital Reserve Funds. A detailed report of p-card purchases shall be presented to Council on a monthly basis.

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101 East Washington Street
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2025-1831: Willingham Knolls Border Fence Discussion

ATTACHMENTS:

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




Old Cave Rd
Cave Country Dr
Google Maps







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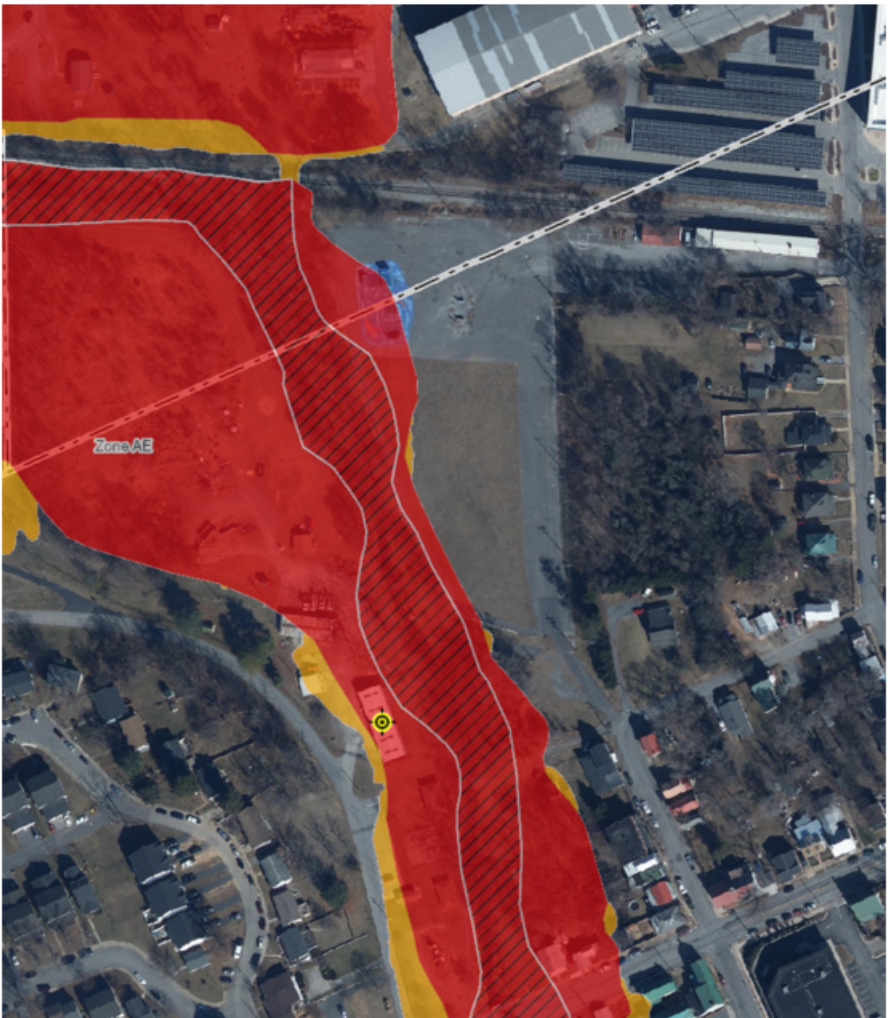
SCHEDULED

AGENDA ITEM (ID #)

2025-1382: Proposal to Conduct Feasibility Study Involving the Skatepark and Maintenance Yard

ATTACHMENTS:

- evittsRunSkateParkFloodplain.png


Zone AE

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AGENDA ITEM (ID #)

2025-1383: Willingham Knolls Pollinator Project

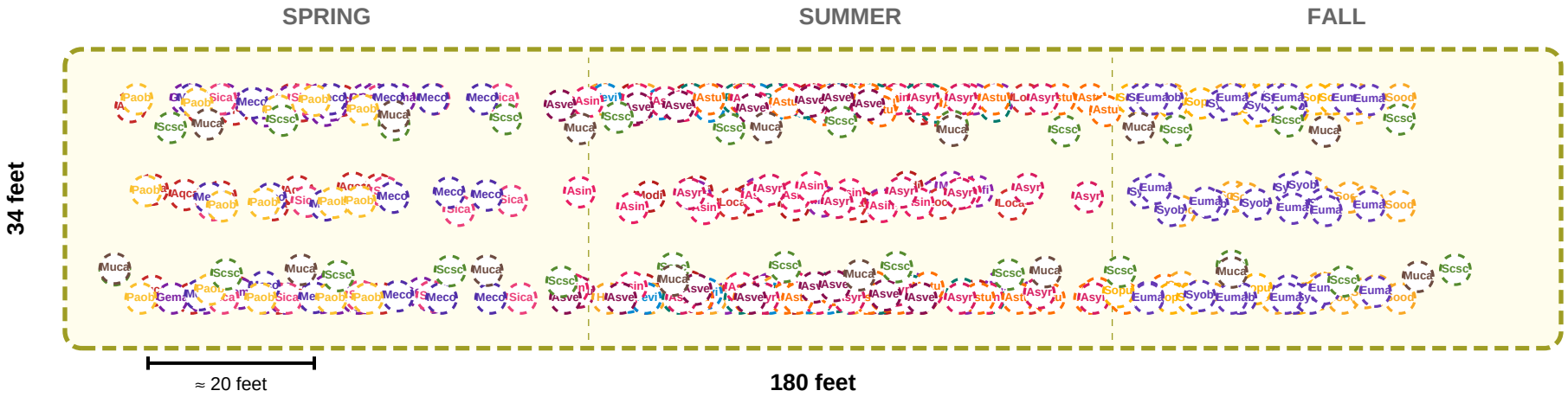
ATTACHMENTS:

- B- Rectangular_Garden_Map_Skate Park 180x34.pdf
- A- Polygon_Garden_Map WK site.pdf
- grant application draft IV to Gavin 12.13.25pdf.pdf

B- Skate Park

Rectangular Pollinator Garden Map

180 feet × 34 feet • 6,120 sq ft • 400 plants



Plant Legend

- Anise-scented Goldenrod — Qty: 25
- Common Milkweed — Qty: 20
- Little Bluestem — Qty: 25
- Whorled Milkweed — Qty: 15
- Aromatic Aster — Qty: 20
- Creeping Mint — Qty: 18
- Pink Muhlygrass — Qty: 15
- Wild Bergamot — Qty: 22
- Bee Balm — Qty: 25
- Culver's Root — Qty: 15
- Purple-headed Sneezeweed — Qty: 15
- Wild Geranium — Qty: 25
- Big Leaf Aster — Qty: 15
- Downy Goldenrod — Qty: 20
- Red Columbine — Qty: 20
- Wild Pink — Qty: 15
- Butterflyweed — Qty: 35
- Hoary Mountain Mint — Qty: 20
- Roundleaf Ragwort — Qty: 15
- Cardinal Flower — Qty: 12
- Joe-Pye Weed — Qty: 18
- Swamp Milkweed — Qty: 30

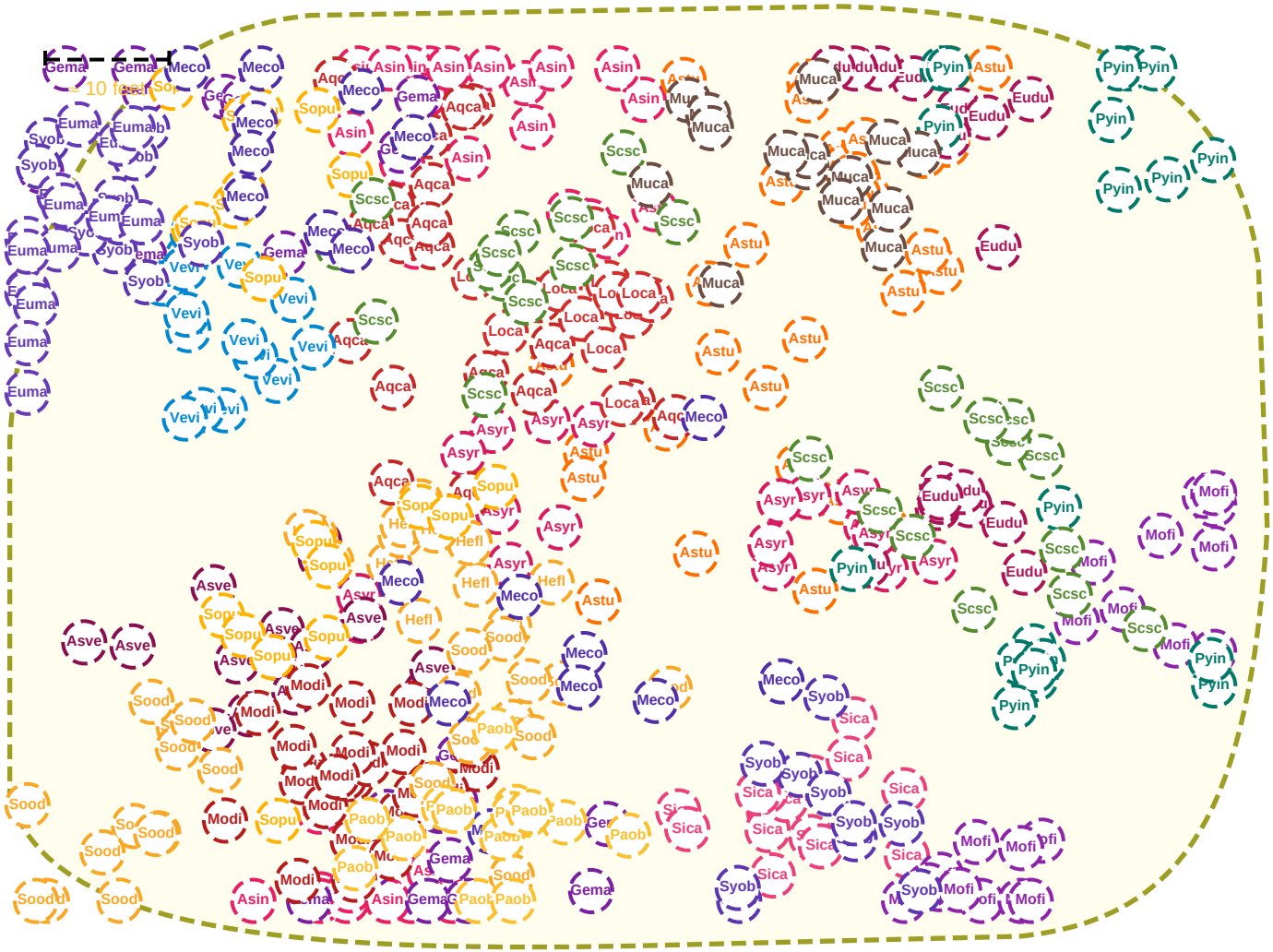
Planting Tips:

- Create 2-3 rows across the 34-foot width with 24-36 inch spacing
- Plant in flowing linear drifts along the 180-foot length
- Spring section (0-60 ft) | Summer section (60-120 ft) | Fall section (120-180 ft)
- Grasses frame both long edges for structure and habitat

A- Willingham Knolls Plan

Monarch Waystation Garden Map

Map Area: 01EA39F3F23C4D4F67C1 • 11,397 sq ft • 400 plants



Plant Legend

- Anise-scented Goldenrod — Qty: 25
- Aromatic Aster — Qty: 20
- Bee Balm — Qty: 25
- Big Leaf Aster — Qty: 15
- Butterflyweed — Qty: 35
- Cardinal Flower — Qty: 12
- Common Milkweed — Qty: 20
- Creeping Mint — Qty: 18
- Culver's Root — Qty: 15
- Downy Goldenrod — Qty: 20
- Hoary Mountain Mint — Qty: 20
- Joe-Pye Weed — Qty: 18
- Little Bluestem — Qty: 25
- Pink Muhlygrass — Qty: 15
- Purple-headed Sneezeweed — Qty: 15
- Red Columbine — Qty: 20
- Roundleaf Ragwort — Qty: 15
- Swamp Milkweed — Qty: 30
- Whorled Milkweed — Qty: 15
- Wild Bergamot — Qty: 22
- Wild Geranium — Qty: 25
- Wild Pink — Qty: 15

Monarch Waystation Grant Program Application

The Monarch Alliance (TMA) grant program awards vouchers worth up to 400 quart-sized native plants during the Spring Native Plant Sale at Sunny Meadows Garden Center. Please complete all sections of the application. Provide the required pictures and any letters of support you wish to include. For more information, please see TMA's grants webpage at: Monarch Alliance Grants – Potomac Valley Audubon Society (potomacaudubon.org)

Contact us at MonarchAlliance@PotomacAudubon.org with any questions.

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Organization Information

Organization Name: City of Charles Town Tree Board

Organization Type: Municipal Tree Board

Team Leader's Name: Aaron C. Amore

Phone number of Team Leader: 304-582-8000

Email address of Team Leader:cttreeboard@gmail.com

Monarch Waystation Location Name: Willingham Knolls Park

Monarch Waystation Location Address: Old Cave Road, Charle Town, West Virginia 25414 https://maps.app.goo.gl/YvH2Axb7ebnXXn5f7

Alternate Location
Charles Town Skatepark S. Mineral Street, Charles Town, WV 25414
https://maps.app.goo.gl/WwyGwSJuGa2TpGTT8

Hillside underneath power lines would be cleared and pollinator plants installed along with seeding of additional native pollinator plants.

What is the mission and/or goals of your organization and how will a Monarch Waystation help further this mission and/or goals?

The Tree Board exists to develop and foster the planting of native trees, shrubs and plants on City owned land and to provide education to its citizens to do the same on their private lands. The Tree Board has installed several pollinator gardens in former brownfield areas and under power lines in our local skate park. It is in the process of applying to be a Bee City USA member to further this goal.

Are you partnering with any other organizations? If yes, please list here: City Parks and Recreation, Boys and Girls Club of Jefferson County, Ranson Community Gardens, private garden groups and community volunteers.

Do you have or are you looking for additional funding sources? If yes, please list here: The Tree Board has its own resources, though limited. The Tree Board is in the process of applying for grants from the Mid-Atlantic Community Forestry Fund and the West Virginia Department of Forestry.

Has your organization received a TMA Monarch Waystation Grant in the past? *(If yes,*

please explain whether this application is for (1) a new Waystation, (2) an expansion of an existing Waystation or (3) replacing plants in an existing Waystation. If replacement plants are requested, explain why additional plants are needed, if there was a problem, and how it was resolved.) **This is a new waystation and the Tree Board has not previously applied for this grant.**

Monarch Waystation Site Details

Briefly, explain why you chose the location of your Monarch Waystation:

Willingham Knolls is a large rural park that contains many natural pollinator species, including milkweed. As it has largely been undisturbed in several areas, the park is already a natural habitat for Monarch Butterflies. The goal is to foster the growth of Milkweed and to add to the diversity of pollinator plants already in the park. Much of the park is subject to hay cutting and we are working to set aside areas to remove such activity and to increase the abundance of Milkweed and other native plants.

What are the dimensions of your proposed Waystation?

Willingham Knolls 11,390 sq feet

Alternate site

Skate Park 5,800 sq feet

https://earth.google.com/earth/d/1kG3tXrf070osof6fK_BmkyVQcCmNo2sk?usp=sharing

If your Monarch Waystation is near a building, which side of the building is it on? NA

Select One: ____ North ____ South ____ East ____ West ____ Courtyard

How much sunlight will your Waystation receive?

Select One: __X_ Full Sun (>6 hours of direct sunlight)

____ Partial Shade (2-6 hours of direct sunlight)

____ Full Shade (<2 hours of direct sunlight)

Describe the soil at your site: *(e.g. wet, dry, sand, or clay)*

Moderate mix of rich soil and clay at both sites.

Is there a garden currently planted on your site? ____ YES __X__ NO

If yes, please indicate its size and a current inventory of plant species at your site. *(Attach an additional page, if necessary)*

If no, what is the current ground cover of your site? Mix of grass and some native species. Removal of grass and existing plants will be done prior to planting.

Willingham Knolls- Grass

Alternate site:

Skate Park – mix of invasive and scrub plants.

How do you plan to prepare the site for planting? *(Be specific)*

Removal of grasses and non-native plants through use of a Bobcat remove top layer and replant with plants from this grant as well as seed with native species to fill in the areas around the plants.

Briefly describe your Waystation garden maintenance plan. *(e.g. mulching, thinning, fertilizers, soil amendments, removing dead stalks, etc.)* **Include details on how you will water your site. Ongoing watering is required for the first summer after planting, at a minimum.** *(e.g. irrigation system, nearby spigot, rain barrel)*

City has a tank and watering pump that can be used to water the garden. The site is

adjacent to Evitts Run, a stream that runs all year and provides moisture adjacent to the planting area. The Tree Board has planted trees in this park almost every year and the trees also require watering and maintenance which is done by the City.

The idea would be to jump start a prairie restoration to have more of a natural habitat as opposed to a formal garden that is mulched. Plants would be thinned as necessary but leaving flower heads for birds in the Fall and Winter will also be a priority. Weeding of invasives will be done by way of community clean out days as part of the annual maintenance plan for the park.

How frequently will you perform the maintenance throughout the year? Who specifically will be responsible for it? Do you anticipate staff or volunteers assisting? *(Be specific)*

Bi-Annual (Spring and Fall). Tree Board members, City Staff and volunteers will be used to maintain the planting area as part of the park maintenance.

Please insert a photo or two of your proposed site: *("before" photo)*

Willingham Knolls



IMG_4359.MOV

Alternate Site

Skate Park- sloped hill (south-West Exposure) under utility lines



IMG_4405.MOV

Community Involvement

What is the expected impact of your Monarch Waystation? How do you see it enhancing your community?

The City plans to make the Monarch Waystation an integral part of our park. Willingham Knolls is a passive park (no ballfields, pavilions, etc) with a long meandering tree lined trail that will end by the Monarch Waystation. We plan to use educational materials to both identify the site and also publicize the site on the City's website and social media outreach. We plan to incorporate volunteers from the local Boys and Girls Club, Ranson Community Gardens and other local garden clubs to make this showpiece an opportunity to foster new Monarch Waystations both at other City owned parks but on private lands as well.

Alternate Site:

Skate Park is an active park used by community and adjacent to the Boys and Girls Club. Location would be on the side of the park as you drive into the park and repurpose land underneath the utility lines. Informational signs would be placed at the site with ready access for all community members.

How accessible is your (existing or proposed) Monarch Waystation to the surrounding community? *(e.g. is it always open to the public or do appointments need to be made? Is it ADA accessible?)* **Willingham Knolls is an open park with a relatively flat, though graded blacktop walkway that is handicap accessible. There are no stairs or other incumbrances. Although the park is a rural park, it sits adjacent to several housing developments in the City as well as near to several major roadways to provide quick and easy access to the park. The location is adjacent to the gravel parking areas with no impairment to view. It is handicap accessible.**

Alternate Site:

Skate Park is an active park used by community and adjacent to the Boys and Girls Club. Blacktop drive into the park is the primary access (though the City has installed connective walking trails and a bridge from the adjacent park) with parking immediately adjacent. It is handicap accessible.

How will you share your Monarch Waystation with your community? (*e.g. media coverage,*

special events/activities, existing community involvement. Please acknowledge TMA in all your public communications and share any press coverage you receive with us.)

City website, social media, park brochures, registration in the Monarch Waystation database as well as promotion through educational materials. The City would do a press release and have a grand opening of the Waystation attended by the Mayor and City Concl persons with accompanying press of the event.

Google Earth double link below to both sites. Click on the left side links to access site information for A and B sites.

https://earth.google.com/earth/d/1kG3tXrf070osof6fK_BmkyVQcCmNo2sk?usp=sharing

Monarch Waystation Plant List and Map

In the **Plant Request Table** below, please indicate the number of each plant species you are requesting and assign a symbol *(e.g. letter, color, shape)* to be used in your Monarch Waystation map to identify each species. The maximum grant award is 400 quart-sized plants.

- All plant selections for this grant award MUST come from the **2026 TMA Grant Plant List** found in Appendix A, attached to this application. *(Note: your Monarch Waystation may include other native plants not included on this list, but TMA cannot provide any additional species outside our Grant Plant List via our grant program)*
- TMA recommends 200 plants per 100 square feet of garden space.
- At least 20% of plants in your Monarch Waystation MUST be milkweed plants. Additionally, at least two different species of milkweed must be included.
- At least nine other (non-milkweed) species of plants from the Grant Plant List must be included in your design. Be sure your Monarch Waystation will have species in bloom throughout the spring, summer, and fall (April to October).
- **SEE BELOW LIST & MAP FOR LEGEND:**

Plant Request Table			
Scientific Name	**Common Name**	**# Requested**	**Map Symbol**
Asclepias incarnata	Swamp Milkweed		
Asclepias syriaca	Common Milkweed		
Asclepias tuberosa	Butterflyweed		
Asclepias verticillata	Whorled Milkweed		
Muhlenbergia capillaris	Pink Muhlygrass		
Schizachyrium scoparium	Little Bluestem		
Meehania cordata	Creeping Mint		
Packera obovata	Roundleaf Ragwort		
Aquilegia canadensis	Red Columbine		
Geranium maculatum	Wild Geranium		
Silene caroliniana	Wild Pink		

Veronicastrum virginicum	Culver's Root		
Eupatorium dubium	Joe-Pye Weed		
Helenium flexuosum	Purple-headed Sneezeweed		
Monarda didyma	Bee Balm		
Monarda fistulosa	Wild Bergamot		
Pycnanthemum incanum	Hoary Mountain Mint		
Eurybia macrophylla	Big Leaf Aster		
Lobelia cardinalis	Cardinal Flower		
Solidago odora	Anise-scented Goldenrod		
Solidago puberula	Downy Goldenrod		
Symphyotrichum oblongifolium	Aromatic Aster		
Total Number of Plants Requested			**Must be ≤ 400**

Monarch Waystation Garden Design

TMA Grant Program 2026

Map Area ID: 01EA39F3F23C4D4F67C1- **Willingham Knolls Park**

Total Garden Area: 11,397 square feet

Total Plants: 400 plants (grant maximum)

Planting Density: 3.5 plants per 100 sq ft (sparse - can supplement)

Design Date: December 2025

Design Overview

This pollinator garden design follows TMA grant requirements and is inspired by the sample Monarch Waystation design. The 400-plant allocation creates a sparse initial planting for the large 11,397 sq ft area. This design serves as a foundation that can be supplemented with additional plants over time.

Grant Requirements Met

- Milkweed plants: 100 (25% of total) - exceeds 20% minimum
- Milkweed species: 4 different species - exceeds 2 minimum
- Non-milkweed species: 13 species - exceeds 9 minimum
- Bloom season: April through October coverage

Complete Plant List

Plant Species	Quantity
MILKWEED SPECIES (Host Plants)	
Swamp Milkweed (Asclepias incarnata) - Pink flowers, June-Aug	**30**
Butterflyweed (Asclepias tuberosa) - Orange flowers, June-Aug	**35**
Common Milkweed (Asclepias syriaca) - Pink flowers, June-July	**20**
Whorled Milkweed (Asclepias verticillata) - White flowers, June-Sept	**15**
NECTAR PLANTS (Spring Bloomers)	
Red Columbine (Aquilegia canadensis) - Red/yellow, April-June	**20**
Wild Geranium (Geranium maculatum) - Purple, April-June	**25**
Wild Pink (Silene caroliniana) - Pink, April-June	**15**
NECTAR PLANTS (Summer Bloomers)	
Joe-Pye Weed (Eupatorium dubium) - Pink, July-Sept	**18**
Bee Balm (Monarda didyma) - Red, July-Aug	**25**
Wild Bergamot (Monarda fistulosa) - Light purple, July-Sept	**22**
Purple-headed Sneezeweed (Helenium flexuosum) - Yellow/purple, June-Oct	**15**
Cardinal Flower (Lobelia cardinalis) - Red, July-Sept	**12**
Culver's Root (Veronicastrum virginicum) - White, June-Aug	**15**
Hoary Mountain Mint (Pycnanthemum incanum) - White, July-Sept	**20**
NECTAR PLANTS (Fall Bloomers)	
Anise-scented Goldenrod (Solidago odora) - Yellow, Aug-Oct	**25**

Plant Species	Quantity
Downy Goldenrod (Solidago puberula) - Yellow, Sept-Oct	**20**
Aromatic Aster (Symphyotrichum oblongifolium) - Purple, Sept-Oct	**20**
Big Leaf Aster (Eurybia macrophylla) - Purple, Aug-Oct	**15**
NATIVE GRASSES (Structure & Habitat)	
Little Bluestem (Schizachyrium scoparium) - Fall color, seeds	**25**
Pink Muhlygrass (Muhlenbergia capillaris) - Pink plumes, fall	**15**
GROUND COVERS (Early Season)	
Creeping Mint (Meehania cordata) - Purple, April-May	**18**
Roundleaf Ragwort (Packera obovata) - Yellow, April-June	**15**
TOTAL PLANTS:	**400**

Planting Instructions

Site Preparation

- Select a location with at least 6 hours of full sun daily
- Test soil to ensure average moisture and drainage
- Remove existing turf and weeds from the 11,397 sq ft planting area
- Do NOT add fertilizer - native plants thrive in average soil
- Avoid pesticides, herbicides, and fungicides

Layout Strategy

With 400 plants covering 11,397 square feet, this design creates strategic pollinator zones rather than complete coverage:

- Plant in organic, flowing drifts following the sample design pattern
- Group same species together in clusters of 3-7 plants for visual impact
- Space milkweed plants 24-36 inches apart throughout the garden
- Distribute blooming periods evenly across the planting area
- Use grasses as structural elements to define borders and pathways
- Leave open areas for future expansion (can add 200+ plants per year)

Planting Timeline

- **Spring (April-May):** Ideal time for planting
- **Fall (September-October):** Also suitable, allows root establishment
- Water plants thoroughly at planting and weekly for first month
- Mulch lightly (1-2 inches) with shredded leaves or bark

Care and Maintenance

First Growing Season

- Water weekly during dry periods until plants are established
- Monitor for and remove aggressive weeds
- Do not deadhead - leave seed heads for birds and insects
- Do NOT fertilize - native plants prefer lean soil

Ongoing Maintenance

- **Spring (March):** Cut stalks to 4-6 inches, scatter between plants
- **Summer:** Water only during severe drought
- **Fall:** Leave seed stalks standing until mid-March for overwintering insects
- Spot-weed as needed, pulling invasives by hand
- Allow self-seeding to fill in gaps naturally

Critical Habitat Practices

- **Leave seed stalks standing:** Many pollinators overwinter in hollow stems and seed heads
- **No pesticides:** Even organic options harm beneficial insects
- **No fall cleanup:** Wait until mid-March when temperatures warm
- **Keep bare ground:** Some native bees nest in bare soil patches

Projected Future Expansion Plan

The 400-plant foundation can be expanded over 3-5 years to achieve the recommended density of 200 plants per 100 sq ft (approximately 2,280 total plants for 11,397 sq ft).

Year 2-3: Add 400-600 plants

- Fill gaps in existing drifts
- Increase milkweed concentrations in key areas
- Add more early spring bloomers (columbine, wild geranium)
- Expand grass borders for habitat structure

Year 4-5: Add 600-800 plants

- Create dense flowering zones for peak monarch migration periods
- Establish solid ground cover areas with creeping mint
- Add specialty plants as budget allows

— End of Garden Design —

For questions about this design or the TMA Grant Program:
Visit monarchalliance.org

ALTERNATE SITE SKATE PARK

Monarch Waystation Garden Design

TMA Grant Program 2026

Garden Dimensions: 180 feet × 34 feet (rectangular)- Skate Park

Total Garden Area: 6,120 square feet

Total Plants: 400 plants (grant maximum)

Planting Density: 6.5 plants per 100 sq ft

Design Date: December 2025

Design Overview

This pollinator garden design follows TMA grant requirements for a long rectangular plot (180ft × 34ft). The 400-plant allocation creates a moderate-density initial planting. The narrow width is ideal for creating linear drifts that flow along the length of the garden, making maintenance accessible from both sides.

Grant Requirements Met

- Milkweed plants: 100 (25% of total) - exceeds 20% minimum
- Milkweed species: 4 different species - exceeds 2 minimum
- Non-milkweed species: 13 species - exceeds 9 minimum
- Bloom season: April through October coverage

Rectangular Layout Benefits

- Long linear drifts create stunning visual ribbons of color
- 34-foot width allows 3-4 plant rows with accessible paths
- Easy maintenance from both long sides
- Natural progression of bloom times from one end to the other

Using the plant map symbols you have designated in the **Plant Request Table** above, draw a **Monarch Waystation Map** to submit with your application. Include the shape and dimensions, roughly to scale, of your space. Add any additional features that are next to or within your existing or proposed Monarch Waystation garden, such as trees, fences, building(s), walkways, doorways, and adjacent vegetation. An example of a Monarch Waystation Map can be found here: Monarch-Garden-and-Plant-List.pdf (potomacaudubon.org) **SEE ATTACHED A and alternative site B.**

Note: Substitutions of equivalent plants may be made by Sunny Meadows, our grower and partner, in consultation with TMA due to lack of availability of plants on this list.

Project Schedule

Please provide a timeline for your Monarch Waystation project from the point of grant application to Monarch Waystation completion, **PLUS 3 years of maintenance** *(e.g. apply for grant, prepare site, plant garden, and maintenance plans, etc.)*

Time Period	Activity
Early Spring 2026	Social media and community outreach to advertise and recruit groups and volunteers.
Spring 2026 March/April	Prepare ground for planting through removal of grass or existing species and prep for installation of plants and seed for additional growth. Seeds to be purchased through OPN local native seed provider in Ohio. Fencing to protect from deer will need to be installed at Willingham Knolls site but alternate site would not require.
Spring 2026 April May	Planting to occur or potted plants and seed with straw added over top as protective layer. Initial watering to be done upon installation.
Summer/Fall 2026	Initial weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Fall 2026	Weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Spring 2027	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions. Supplemental plantings if necessary.
Summer & Fall 2027	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Spring 2028	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Summer & Fall 2027	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Fall 2028	Weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Spring 2029	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.
Summer & Fall 2029	Removal of dead plants and weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.

Fall 2029	Weeding to ensure removal of non-native and unwanted species. Watering to occur as needed depending upon rain and weather conditions.

Project Budget

Provide an estimated budget of costs you anticipate incurring in addition to The Monarch Alliance native plant award voucher. *(e.g. gardening tools, mulch, fencing, signage, educational materials, etc.; please do not include the plants listed previously in this budget)*

Description	**Quantity**	**Unit Cost**	**Total**
Deer Fencing (not needed at Skatepark site)	3	90	270
Additional Seed	4 lbs	1	260
Straw to cover (10 existing bales with 10 to purchase)	10 bales	6	60
Sign	1	200	200
TOTAL			790

Partner and Stakeholder Engagement

Please place an X where you will involve different partners or stakeholders in your Monarch Waystation project. *(e.g. teachers, students, parents, administration, community volunteers, etc)*

	Planning	Promotion	Site Prep	Planting	Maintenance	Summer Care	Education
Team Leader	x	x	x	x	x	x	x
Your Team Members		x	x	x	x	x	x
CT Tree Board		x	x	x	x	x	x
Parks & Rec	x	x	x		x		x
City Staff			x	x	x	x	
Volunteers			x	x	x	x	x

Provide additional information about how partners and stakeholders will be involved in various stages. Since year-round maintenance needs to be a key part of your plan, comment on the maintenance and summer care for your waystation.

Educational Use

Please provide up to three examples of how you plan to use your Monarch Waystation to educate the community. For each example, include a project description, approximate number and age range of expected participants. You may provide an attachment with this information if you need more space.

Note: Education may include plant labels for visitors, prepared self-guided walks, and other passive learning activities. Estimate the number of people who would benefit from these activities.

Description of Educational Activity	Estimated Number of Participants	Anticipated Age Range of Participants
Ribbon Cutting by City Officials with social media publication. Unveiling of sign with map of planting area.	30	All
Creation of Parks map with Monarch Waystation and other pollinator installations. Dissemination at City Hall and inclusion in new homeowner bags	100s	All
Periodic community maintenance and replanting of area.	20	All

Evaluation Plan

Provide at least three examples of how you will measure your project's success. (*e.g. growth of garden; tracking of caterpillar, chrysalis, and adult sightings; citizen science events; number of walk-through visitors; community interest; outdoor learning opportunities, etc.)*

Growth of plants and increased pollinator activity. Charles Town is making an applicaiton to become a Bee City USA town with a committee of local person to advance new pollinator garden installations and enhance existing ones.

Visitor walks through use of park map/pamphlet with educational material about plants, pollinators and enhancement of the environment.

Access for education outings from nearby Boys and Girls Club as well as local schools and church day care sin the area.

Confirmation of Application Requirements

I understand that receiving a TMA Monarch Waystation Grant is a 3-year commitment to maintaining the Monarch Waystation year-round. I hereby certify that I will complete the following tasks:

1. Applicants must **register as a Monarch Waystation** with the Monarch Watch (http://www.monarchwatch.org/waystations/certify.html.) by **October 15, 2026**. Registration is easy and The Monarch Alliance will reimburse the registration fee to you! Upon registering, you will receive a Monarch Watch Waystation sign. We will also give you a TMA Waystation Sign.
2. **Submit a progress report** to MonarchAlliance@PotomacAudubon.org by **October 15, 2026**. The report should include:
    a. A brief summary (3 sentences) of the Monarch Waystation's progress, including a note on any Monarch sightings.
    b. Photographs of the Monarch Waystation.
3. **Submit a final report** by **June 15, 2027**. Annual reports must be submitted to MonarchAlliance@PotomacAudubon.org, and will include:
    a. A project summary including the yearly results of your project evaluation plan and a discussion of the impact your Waystation has had on the community.
    b. Photographs of the Monarch Waystation.

_____ _____

Team Leader Name Date

***Entering a name for the Team Leader here constitutes an electronic signature.*

Application Completion Checklist

- ☐ Addressed all sections and questions on pages 1-13?
- ☐ Attached or inserted a "before" photo of the proposed Monarch Waystation site on page 4? (Insertion preferred)
- ☐ Attached or inserted a map of the plant layout you're planning for your Monarch Waystation on page 7? (Insertion preferred)
- ☐ Attached letters of support? (Optional)

SUBMIT completed applications and attachments to us via e-mail at MonarchAlliance@PotomacAudubon.org.

When submitting the application, please put your organization's name in the subject line along with **"2026 TMA Grant Application" and ensure the attached file of the application adheres to the following naming convention: [organization name_2026_TMA_Grant_Application].

Next Steps

Questions can be submitted during the Q&A period to us via e-mail at MonarchAlliance@PotomacAudubon.org

The grant schedule is as follows:

- **October 1, 2024** – Grant Application Opens
- **December 1, 2024** – Q&A Period Ends
- **December 15, 2024** – Applications Are Due
- **January 15, 2025** – Grant Awards Are Finalized and Grant Winners are Notified
- **mid-May 2025** – Pick up plants during our Spring Native Plant Sale

Thank you for your interest in helping the Monarch Butterfly! Please feel free to contact us via e-mail at MonarchAlliance@PotomacAudubon.org with any questions.

Appendix A: 2026 TMA Grant Plant List

2026 TMA Monarch Waystation Grant Plants							
	Scientific Name	Common Name	Sun Preference	Soil Moisture	Flower Color	Deer Resistance	Notes
Milkweeds	*Asclepias incarnata*	Swamp Milkweed	Full/Part	Medium/Moist	Pink	High	
(Choose at least 2 species. Milkweeds must account for at least 20% of the total plants)	*Asclepias syriaca*	Common Milkweed	Full/Part	Dry/Medium	Pink	High	very vigorous
	Asclepias tuberosa	Butterfly Weed	Full/Part	Dry/Medium	Orange	High	
	Asclepias verticillata	Whorled Milkweed	Full/Part	Dry/Medium	White	High	
Grasses	*Schizachyrium scoparium*	Little Bluestem	Full/Part	Dry/Medium	n/a	High	
(Choose at least 1 species)	*Muhlenbergia capillaris*	Pink Muhlygrass	Full/Part	Dry/Medium	n/a	High	
Ground Covers	*Meehania cordata*	Creeping Mint	Part/Shade	Medium/Moist	Purple	Moderate	
(Choose at least 1 species)	*Packera obovata*	Roundleaf Ragwort	Part/Shade	Medium/Moist	Yellow	High	
Spring Bloomers	*Silene caroliniana*	Wild Pink	Full/Part	Dry/Medium	Pink	High	
(Choose at least 1 species)	*Aquilegia canadensis*	Red Columbine	Full/Part	Medium	Red/Yellow	High	
	Veronicastrum virginicum	Culver's Root	Full/Part	Medium/Moist	White	High	
	Geranium maculatum	Wild Geranium	Part/Shade	Medium	Purple	High	
Summer Bloomers	*Eupatorium dubium*	Joe Pye Weed	Full/Part	Moist/Wet	Pink	High	
(Choose at least 1 species)	*Helenium flexuosum*	Purple-headed Sneezeweed	Full/Part	Moist/Wet	Yellow	High	
	Monarda didyma	Scarlet Bee Balm	Full/Part	Moist	Red	High	
	Monarda fistulosa	Wild Bergamot	Full/Part	Dry/Medium	Purple	High	
	Pycnanthemum incanum	Hoary Mountain Mint	Full/Part	Dry/Medium	White	High	
Fall Bloomers	*Eurybia macrophylla*	Big Leaf Aster	Full/Part/Shade	Moist	Purple	High	
(Choose at least 1 species. Including at least one aster and one goldenrod high encouraged)	*Lobelia cardinalis*	Cardinal Flower	Full/Part	Moist/Wet	Red	High	
	Solidago odora	Anise-Scented Goldenrod	Full	Dry/Medium	Yellow	High	Goldenrods do not cause hay fever
	Solidago puberula	Downy Goldenrod	Full/Part	Dry/Medium	Yellow	High	
	Symphyotrichum oblongifolium	Aromatic Aster	Full	Dry/Medium	Purple	High	

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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1384: Evitts Run Little Library Discussion

ATTACHMENTS:

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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1385: Dedication of Bridge at Happy Retreat

ATTACHMENTS:

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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

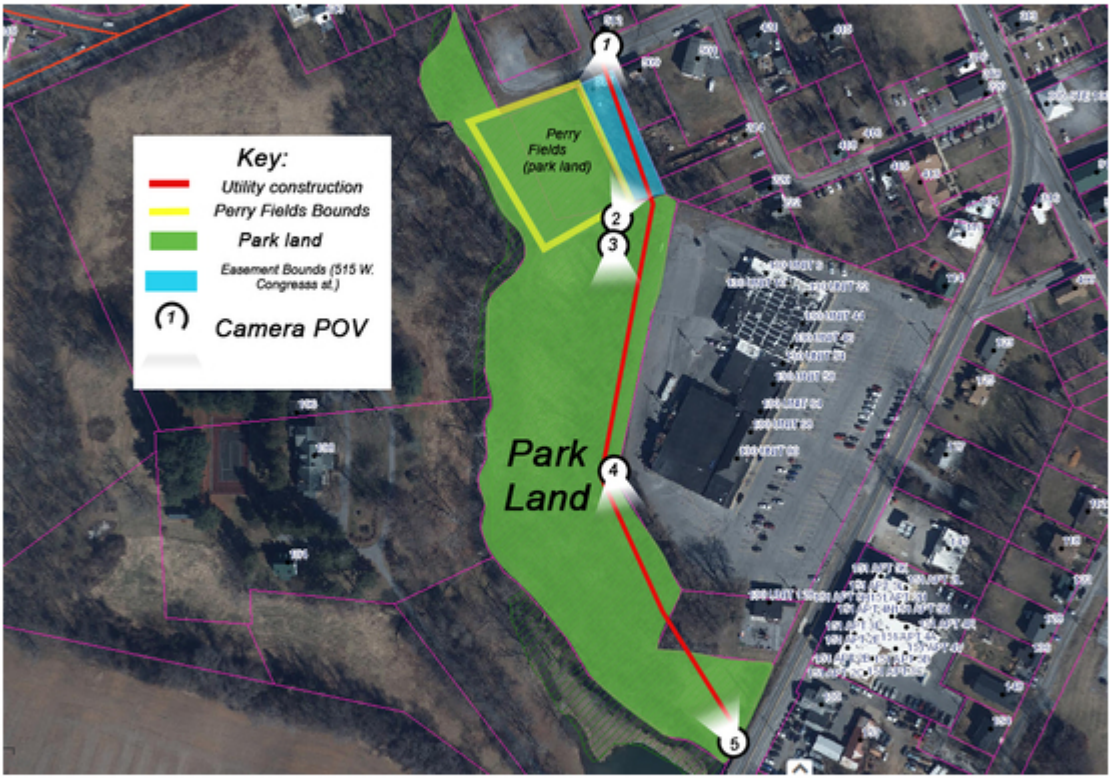
SCHEDULED

AGENDA ITEM (ID #)

2025-1386: Perry Fields Utility Right-Of-Way and Potential Trail Options

ATTACHMENTS:

- easementBoundsPerryFields.jpg
- 1.jpg
- 2.jpg
- 3.jpg
- 4.jpg
- 5.jpg


Key:
Utility construction
Perry Fields Bounds
Park land
Easement Bounds (515 W. Congressa st.)
Camera POV
Perry Fields (park land)
Park Land
1
2
3
4
5









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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1387: Park Manager's Updates

ATTACHMENTS:
- EWVCF grant letter.pdf

EASTERN WEST VIRGINIA
COMMUNITY FOUNDATION
Gather. Grow. Grant.

November 13, 2025

City of Charles Town
Attn: Daryl Hennessy
P.O. Box 14
Charles Town, WV 25414

Dear Mr. Hennessy:

The Board of Directors of the Eastern West Virginia Community Foundation (EWVCF) is pleased to award this $2,500 grant to the **City of Charles Town** from the **Rotary Club of Charles Town J. B. Smith Memorial Fund**. This grant is to be used exclusively for landscaping at Jefferson Memorial Park.

By accepting this grant, your organization agrees to the following terms:

- No related parties, including fund donors and advisors, will receive a personal benefit, including fulfillment of any binding pledges;
- Grant funds will be used exclusively for tax-exempt purposes as described in Section 170(c)(2)(b);
- Grant funds may not be used for any political or lobbying activity;
- The organization will maintain its records to show and account for the uses of the grant funds.

Any public acknowledgement or news release about your grant should recognize the **Eastern West Virginia Community Foundation – Charles Town Rotary J.B. Smith Memorial Fund.** A press release template and a suitable copy of our logo can be found at http://www.ewvcf.org/grants/grant-reporting-forms/.

We appreciate all the fine work being done by the City of Charles Town and we are happy to support Jefferson Memorial Park in this way. If you have any questions or concerns, please contact us at info@ewvcf.org or 304-264-0353. Best wishes for continued success!

With warm regards,

Rebecca Knight
Office and Grants Manager

Enclosure

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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1388: Discussion of Parcel Issues with 414 E. Liberty Street

ATTACHMENTS:

- EvittsRunLand.jpg
- 20251211_135807.jpg
- forSaleLandDeedBounds.png


FOR ILLISTRATIVE PERPOSES ONLY
Key
Evitts Run Park
Property for sale
414 E. Liberty
Estimated Land Swap Bounds
414 E Liberty House Bounds
Evitts Run Park
W. Liberty St.

Beginning at a point in the line of West Liberty Street five inches east of the southeast corner of the dwelling house; thence westerly with said liberty street, seventy-seven feet to Evitts Run; thence northerly with the same run, one hundred and forty feet to a corner of Mrs. Ann Davis; thence easterly with said Davis line, forty-two feet, six inches to a corner of Kercheval; thence southerly with the line of the same, one hundred and thirty-four feet to the place of beginning.

Stolen Copy Stolen Copy Stolen Copy

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

Meeting: 12/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1161: Parks Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates

ATTACHMENTS: