# CITY OF CHARLES TOWN
## BOARD OF PARKS AND RECREATION
## AGENDA • MARCH 28, 2024

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

**101 E Washington Street, Charles Town, WV 25414**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

: **2024-344:** Parks and Recreation Board Meeting Minutes - February 22, 2024

P_R_Minutes__February_2024.pdf

: **2024-345:** Board of Parks and Recreation Special Meeting - March 4, 2024
P&R Report_ March 2024_Special Meeting.pdf

**3. UNFINISHED BUSINESS**

: **2024-346:** Skate Park Artist RFP
Skate Park Artisan Mural RFP.pdf

: **2024-347:** Request from Washington High School Key Club to participate in this year's Make It Shine Event

: **2024-348:** Thrasher Engineering Pool Contract Update

**4. NEW BUSINESS**

: **2024-349:** Safe Streets for All (SS4A) Grant Opportunity

: **2024-350:** Rental Prices for Pavilion and Pool
ParkRentalForm.pdf
parkrentalform 2nd v.pdf

: **2024-351:** Parks Strategic and Spending Plan

: **2024-352:** Location for April 2024, Meeting

: **2024-353:** Park Updates

**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: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-344: Parks and Recreation Board Meeting Minutes - February 22, 2024

**ATTACHMENTS:**

- P_R_Minutes__February_2024.pdf

*City of Charles Town*
# Parks and Recreation Commission

## I. CALL TO ORDER: *Thursday, February 22 at 6 PM* - City Hall

**Persons Present:** *Commissioners:* Nick Zaglifa, James Kratovil, Elizabeth Ricketts, Mike Slover, Nathan Hartman (*Zoom*), Trudy Roth ; *Staff:* Alissa Meeks; John Nissel; *Guest:* Amanda Stroud

## II. APPROVAL OF MINUTES

Approved with correction of name.

## III. UNFINISHED BUSINESS

**2024-213: Thrasher Engineering Executed Pool Contract -** *Information only.*

**2023-1073: Skate Park Project - RFP from Artists - TABLED**

*Remained tabled at this time*

## IV. NEW BUSINESS

**2024-209: Community Request for Little Reading Library at JMP**

Ranson resident, Amanda Stroud, was granted permission to work with City of Charles Town staff to build and install a new style of "little library" at Jefferson Memorial Park. The current library door also needs repair.

Motion: J. Kratovil / 2nd: M. Slover

**2024-210: Request by Ms. Karen Scott and Megan Cantely of the Washington High School (WHS) Key Club to participate in "Make it Shine" event**

The commissioners are happy to grant permission to the WHS Key Club to clean up trash and leave "kindness rocks" at a park on April 6th as part of this event. The park is TBD until after the P&R Strategic Session in March.

Motion: M. Slover / 2nd: N. Hartman

**2024-212: Review of the City's Summer Tennis and Swim Programs**

The commissioners and staff will hold a special meeting Monday, March 4 at 6PM via Zoom to receive an update and vote on the fee schedule for the tennis and swim programs for the summer 2024 season.

Motion: M. Slover / 2nd: N. Zaglifa

**2024-214: Date Selection for Parks and Recreation Commission Strategic Session**

The commission agreed to meet Saturday, March 23 at 9AM for a daylong strategic session which will include visiting each of the city's five parks and receiving public input via a survey.

**2024-211: Fiscal Year ‘25 Parks and Recreation Operating Budget and overview of 2025 Capital Budget**

The commissioners and staff reviewed a proposed P&R budget as prepared by staff. This will be included for City Council during the FY25 budget discussions.

**V. ADJOURNMENT** at 7:18 PM

**VI. INFORMATION ONLY**

**Strategic Session**: Saturday, March 23rd 9AM at City Hall and parks
**Next regular meeting**: Thursday, March 28th at 6PM at City Hall

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-345: Board of Parks and Recreation Special Meeting - March 4, 2024

**ATTACHMENTS:**

- P&R Report_ March 2024_Special Meeting.pdf

*City of Charles Town*

# Parks and Recreation Commission

Special Meeting

## I. CALL TO ORDER: *Monday, March 4, 2024 at 6 PM* - virtual (Zoom)

**Persons Present:** *Commissioners:* Nick Zaglifa, Elizabeth Ricketts, Mike Slover, Nathan Hartman; *Staff:* Alissa Meeks

## II. APPROVAL OF MINUTES

N/A - will approve at next regular meeting

## III. UNFINISHED BUSINESS

**: 2024-224 Review and approve summer parks swim and tennis registration fee amounts**

The commission unanimously approved adjusting swim lessons and the tennis summer program rates as follows:

**Swim Lessons**
$65 resident of county / $70 non resident (increase of $5)
**Tennis Camp**
$70 residents of county / $75 non residents

**Motion**: Nathan Hartman / 2nd: Mike Slover

**2024-244 Finalizing agenda for Parks and Recreation Strategic Session - March 23**

The commissioners reviewed the final agenda for the Strategic Session.

## IV. ADJOURNMENT at 6:55 PM

## V. INFORMATION ONLY

**Strategic Session**: Saturday, March 23rd 9AM at City Hall
**Next regular meeting**: Thursday, March 28th at 6PM at City Hall

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Contract
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-346: Skate Park Artist RFP

This agenda item needs to be removed from the Table.

**ATTACHMENTS:**

- Skate Park Artisan Mural RFP.pdf

# City of Charles Town

# Request for Proposals (RFP)

# Skate Park Mural & Artwork

February 2024

**City of Charles Town**

**Request for Proposals (RFP) –** The City of Charles Town is soliciting proposals from qualified artists or team of artists to provide design and implementation services for an exterior mural and public art project on skating equipment at the Skate Park. The mural(s) would be painted on the skating ramps located at the park.

**Scope of Project**

For purposes of this RFP, the objective is to obtain proposals from qualified persons, firms or artisans, hereafter referred to as "Vendor", to provide professional design and artisan/painting services to paint a mural on the skating ramps and equipment at the park. The work will further include all preparatory, surfacing, and final painting. Pricing should be separated and itemized per detail of work. See fee schedule for individualized itemization.

The project area includes four (4) pieces of skate equipment to include ramps, rails, and backboards. Photographs in this RFP depict the equipment. Work would consist of design as well as preparation and production of work on-site, which must be executed by experienced artists. The selected vendor must properly prime and prepare any area approved for painting and a high-quality exterior varnish will be required to secure the longevity of the mural(s).

The subject matter of the mural and public art area shall encompass a design relevant to the City and its "Historically Hip" branding and will be finally determined by the City during the mural design process. There will be no logos, words, or commercial imagery in the mural or public art. The design will be developed within a collaborative process that includes the City and Parks and Recreation Board. The goal of the project is to create a piece of public art for an outdoor park environment that reflects the spirit of the City and to select a dedicated and qualified artist(s) or artist team that can demonstrate artistic excellence. Multiple artists may be selected.

The City reserves the right to select the mural colors that best blend with the interest of the natural surroundings and utilized on similar outdoor sport environments. The vendor is responsible for the daily clean-up of debris and disposal of work-related materials to maintain the established park site in a clean, presentable, and continuously usable manner, less the ramps when they are being painted and sealed. The work shall be done in a thorough, complete, and professional manner.

The vendor shall provide a comparative cost-analysis for all work performed inclusive of all materials, labor, design, and equipment, and ensure the work meets all applicable state and local code requirements. The vendor shall obtain all required permits and contractor licenses.

**Proposals**

Artists are invited to submit proposals, not more than 10 pages, containing their qualification and experience providing a cost-analysis of similar projects completed by the artist to include wall

displays, outdoor artistry, and other sports complexes for either a public or private entity. To be considered, include a response to each item listed below and include a complete rate and fee schedule of costs including a lump sum project as well as an individualized hourly rate and itemization. A timeline/schedule detailing the project milestones, to include itemized items anticipated by certain date points shall also be included. Applicants must also demonstrate they have the capacity to provide a high level of service and expertise to the City through their answers and documentation.

The City reserves the right to not select any of the submitted proposals.

Any questions regarding this Request for Proposals should be addressed to the Director of Community Development, Alissa Meeks, at ameeks@charlestownwv.us or 304-724-3253. To be considered, proposals must be received no later than **4:00 p.m. on February 26, 2024**.

Submission of a hardcopy and electronic version must be received prior to the deadline in a sealed envelope addressed to:

**Alissa Meeks**
**Director of Community Development**
**101 East Washington Street**
**Charles Town, WV 25414**

Please note on the cover of the envelope or in the subject line of the email: Skate Park Art Mural RFP – Artist(s) Name.

Upon selection, it is anticipated the City of Charles Town may enter in a contract subject to the information contained in this RFP and the business proposal. East submittal must include:

1. Name of vendor/business, address, telephone number, year established, brief history of the company and specialty.

2. Name of the company representative, if other than the artist, that will be responsible for the contract and will serve as the principal contact for the City. Name and contact information of the on-site manager, if different.

3. Qualifications and experience of the Vendor and key individuals who will be assigned to this project, as indicated by prior involvement in similar projects.

4. Experience and ability of the artist to self-perform most of the work.

5. A list of names of potential sub-contractors anticipated to be utilized in either the design, or preparation phase.

6. Portfolio – Documentation of business and professional work illustrating similar projects.

7. A comprehensive description and generalized/estimated timeline of events for each phase of the project as well as a description of the approach to the project such as methods of surface preparation, primer applications, varnish or other material to secure the longevity of the mural.

8. A proposed itemized budget for an artist or team of collaborative artist, delineating the artist(s) fees, supply costs, preparation of ramp equipment, any travel-related expenses and other associated costs.

9. Warranty for completed work. A suitable artist maintenance program that includes applications of anti-graffiti/anti-ultraviolet coating, inspections, surface cleanings, additional coats of protective paint. Artwork longevity of murals must display for at least five (5) years and the maintenance program must incorporate a schedule of costs and timeline for maintenance.

10. Provide a list of not more than three (3) other current, municipal/government or private clients the artist/vendor has worked with or serviced in the past five (5) years specializing in the scope of work outlined above. Please summarize the work completed and services provided to each of the three (3) entities. Include images and reviews of previously completed work. Artwork samples of murals or other projects shall be no more than ten (10) and listed in chronological order with the most recent as the first sample.

11. Note if the company has ever done any other work for the City of Charles Town during the last five (5) years.

12. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the business in the past five (5) years which are related to the regular course of business offered. Please state if there are NO litigation claim(s) or contract disputes filed by or against the business in the past five (5) years.

13. Provide proof of general business and liability insurance and an agreement to keep in effect while working with the City of Charles Town.

14. Provide proof the company has a West Virginia business license, contractor's license if applicable, and has or will obtain a City of Charles Town business license prior to conducting business in the City.

15. If applicable, attach a copy of the applicant's standard contract containing the terms and conditions (subject to negotiations with the City).

16. A narrative and design illustrating the concept, including a digital format of all components.

**Fees**

The scope of services for which a pricing schedule is requested should be based on an hourly rate and total project cost as well as an itemized breakdown of certain work categories such as labor cost, preparation, sealing, etc. The vendor will be required to provide detailed and itemized billing for the work. City Business and Occupation Tax at 2% of the gross cost must be included in the bid price. Financial compensation will be made in accordance with an agreed upon contract between the artist(s)/vendor and the City.

**Selection of Business/Contractor**

The following factors will be considered when selecting a vendor:

- A complete proposal with responses to all sixteen (16) questions items listed in this RFP.
- Experience and qualifications successfully completing art/mural projects similar in nature.
- Demonstrated ability to complete the project in a timely manner.
- Hourly cost/rate/total project calculation for the entirety of the scope of work.
- Quality of work, as demonstrated by portfolio submission, showing examples and photographs of previous and/or similar work.

**Failure to provide a fee may result in your proposal being rejected.**

I, _____, acting on behalf of the firm/business of _____certify that I have reviewed and fully understand the City of Charles Town's Request for Proposals for the Skate Park Art Mural project. I further certify and swear that the information submitted in response to the Request for Proposals is a true, correct, and complete representation of our firm's ability to provide such services.

_____ _____

Signature Date

City of Charles Town Skate Park – North West Street, Charles Town, West Virginia



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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-347: Request from Washington High School Key Club to participate in this year's Make It Shine Event

This request is from Ms. Karent Scott and Megan Cantely.

**ATTACHMENTS:**

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Contract
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-348: Thrasher Engineering Pool Contract Update

**ATTACHMENTS:**

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-349: Safe Streets for All (SS4A) Grant Opportunity

This grant would be used for Forrest Avenue next to Jefferson Memorial Park.

**ATTACHMENTS:**

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-350: Rental Prices for Pavilion and Pool

**ATTACHMENTS:**

- ParkRentalForm.pdf
- parkrentalform 2nd v.pdf

*City of Charles Town Board of Parks and Recreation Commissioners*
*101 East Washington Street - Charles Town, WV*
*304-725-2311*

# Event Rental Application

***Terms of Rental***

- **Eligibility.** City parks and facilities may not be used for profit-making activities with the exception of fund-raising events for non-profit organizations.
- **Pavilion Use Fee.** $75. Fee includes pavilion, parking and maintenance costs. Payment must be made in advance at City Hall or mailed to PO Box 14, Charles Town, WV 25414.
- **Pool Use Fee.** $200 for up to 50 people for 2 hours. $225 for over 50 people for 2 hours. Fee includes pool reservation and lifeguards. Payment is made at the time of the event..
- **Application Review.** Event applications will be reviewed by the City of Charles Town Staff.
- **Cancellation.** Applicants will receive a refund when notice of a cancellation is given to the City at least 2 weeks in advance.
- **Facility Maintenance.** Applicants are responsible for leaving the park/pool as they found it. This includes removing belongings and putting all trash in the receptacles provided.
- **Insurance.** The City of Charles Town may require proof of insurance for events at their discretion.
- **Hold Harmless.** The applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City.
- **Safety.** Events must not present an unreasonable risk to the safety of the public.
- **City Ordinances.** Relevant City Ordinances apply.
- **Local, State, Federal Laws.** All local, state, and federal laws apply.
- **Adjacent Properties.** The event must not impose an unreasonable disturbance on adjacent property owners including, but not limited to: noise, light, and traffic.

**Applicant's Name**

_____

**Applicant's Phone Number**

_____

**Applicant's Address**

_____
_____
_____

**Applicant's Email**

_____

**Requested Facility**

_____

**Requested Date/Time**

_____

**Anticipated Number of People**

_____

**Purpose of Event**

_____
_____
_____
_____

*By signing, the applicant agrees to abide by the Terms of Rental shown above.*

**Applicant Signature**

_____

**Date**

_____

**FOR CITY STAFF USE ONLY:**
DATE RECEIVED: _____ STAFF INITIALS: _____
DATE APPROVED: _____ STAFF INITIALS: _____

*City of Charles Town Board of Parks and Recreation Commissioners*
*101 East Washington Street - Charles Town, WV*
*304-725-2311*

# Event Rental Application

## *Terms of Rental*

- **Eligibility.** City parks and facilities may not be used for profit-making activities with the exception of fund-raising events for non-profit organizations.
- **Pavilion Use Fee.** $100. Fee includes pavilion, parking and maintenance costs. Payment must be made in advance at City Hall or mailed to PO Box 14, Charles Town, WV 25414.
- **Pool Use Fee.** $230 for up to 50 people for 2 hours. $260 for over 50 people for 2 hours. Fee includes pool reservation and lifeguards. Payment is made at the time of the event..
- **Application Review.** Event applications will be reviewed by the City of Charles Town Staff.
- **Cancellation.** Applicants will receive a refund when notice of a cancellation is given to the City at least 2 weeks in advance.
- **Facility Maintenance.** Applicants are responsible for leaving the park/pool as they found it. This includes removing belongings and putting all trash in the receptacles provided.
- **Insurance.** The City of Charles Town may require proof of insurance for events at their discretion.
- **Hold Harmless.** The applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City.
- **Safety.** Events must not present an unreasonable risk to the safety of the public.
- **City Ordinances.** Relevant City Ordinances apply.
- **Local, State, Federal Laws.** All local, state, and federal laws apply.
- **Adjacent Properties.** The event must not impose an unreasonable disturbance on adjacent property owners including, but not limited to: noise, light, and traffic.

**Applicant's Name**

_____

**Applicant's Phone Number**

_____

**Applicant's Address**

_____

_____

_____

**Applicant's Email**

_____

**Requested Facility**

_____

**Requested Date/Time**

_____

**Anticipated Number of People**

_____

**Purpose of Event**

_____

_____

_____

_____

*By signing, the applicant agrees to abide by the Terms of Rental shown above.*

**Applicant Signature**

_____

**Date**

_____

**FOR CITY STAFF USE ONLY:**
DATE RECEIVED: _____ STAFF INITIALS: _____
DATE APPROVED: _____ STAFF INITIALS: _____

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-351: Parks Strategic and Spending Plan

**ATTACHMENTS:**

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-352: Location for April 2024, Meeting

**ATTACHMENTS:**

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

Meeting: 03/28/24
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2024-353: Park Updates

- Evitts Run Park
- Happy Retreat/Craighill Estates
- Jefferson Memorial Park - and trail repair
- Skate Park
- Willingham Knolls Park
- Other Parks

**ATTACHMENTS:**