CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • APRIL 27, 2023

Committee 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

: 2023-302 Jefferson Memorial Pool - Review/Selection of Engineering firm updates

4. NEW BUSINESS

: 2023-305 City Employee Requests to Donate Memorial Tree

: 2023-291 Citizen's proposal to make the JMP pool a year-round pool.
Harsha Hatti heated pool proposal.pdf

: 2023-307 Happy Retreat Stromberg Garrigan Associates (SGA) Plans
SGA Happy Retreat Presentation.pdf

: 2023-402 Potential Excavation for footbridge to Washington Cemetary - Army Corps of Engineers

: 2023-403 Master Parks Planning RFP

: 2023-303 **PARK UPDATES:**

Jefferson Memorial Park - Eight (8) Pet stations added to various parks.

Evitts Run Park - "Make-It-Shine" park clean-up initiative held April 2 by the K-Family; Mulch replaced at playground. Maintenance repairs made on the foot-bridge; water expansion concerns from damming.

Willingham Knolls Park

Charles Town Skate Park

Happy Retreat/Craighill Estates
First Energy Notification of Planned Transmission Work Willingham Knolls Park.pdf

5. ADJOURNMENT

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

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

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

Meeting: 04/27/23
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-302 Jefferson Memorial Pool - Review/Selection of Engineering firm updates

ATTACHMENTS:

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AGENDA ITEM (ID #)

2023-305 City Employee Requests to Donate Memorial Tree

The City's Building Official is requesting to donate a tree to plant at Willingham Knolls Park in memory of her sister.

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2023-291 Citizen's proposal to make the JMP pool a year-round pool.

Proposal letter submitted by City resident, Mr. Harsha Hatti, who offers to pay an estimated $250K to provide for the design, engineering and construction of making the existing JMP pool a year-round option for swimmers.

Proposed Motion:

Staff is looking for the Board's response to the proposed letter and offer.

ATTACHMENTS:

- Harsha Hatti heated pool proposal.pdf

Proposal to extend life of Charles Town pool

3-13-2023

To Allissa Meeks

City of Charles Town

Community Development Director

Good afternoon Ms. Meeks. Thank you very much for taking the time to speak with me last week on some opportunities to elongate the life of the Charles town pool. It truly is a great resource for everyone that lives in Jefferson county and I'm sure it will continue to be a great resource once the full renovation is completed. As a current resident of Charles Town/Jefferson County for nearly 2 decades we have enjoyed using the pool during the summers but have always been disappointed that we could not take advantage of it all year. I would like to change that. I realize with limited city budgets it's not feasible at this time to spend money on items that would make it a yearly access pool but I would like to solve that problem. Here is my proposal

I would like to do the following with approval from the city and all respective parties. None of these will cost the city any money since I will pay for all of it

- Have Dick Klein's team from Alpha engineering complete a plan design for upgrading certain components of the pool property as listed below
- Have a WV licensed GC complete all the work listed
- Purchase and install 2 new 550,000 BTU propane heaters to connect to each 2" filter line.
- Purchase and install an appropriately sized propane tank to sit outside of the filter room connected to each new heater
- Purchase and install a thermal blanket that can be used on the water surface to help reduce heat loss when the pool is not in use
- For the absolute coldest months of December, January, February, march I would like to have a temporary tent that would sit above the pool reducing cold wind and weather for swimmers that will be using it during those months
- We can train and certify lifeguards as needed under standard American Red cross regulations

My goal is to help all of those kids that desperately need a place to swim year round and elongate the season that swim lessons can be held for the community. In return I would like the ability to use the pool for the next 4 years or until Charles Town begins to build the new pool, to train kids that want swim team training during the non-summer months and 2 hours per day when the pool is not actively being used. In no way would this take away from the Dolphins swim team since my kids swim on that team also. I would be willing to pay for the power, lifeguards, propane etc. during the days when I am actively using the pool thereby not costing the city any additional operational funds

Thank you

Harsha Hatti

Board of Parks and Recreation
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2023-307 Happy Retreat Stromberg Garrigan Associates (SGA) Plans

Happy Retreat Stromberg Garrigan plans

ATTACHMENTS:

- SGA Happy Retreat Presentation.pdf

HAPPY RETREAT PARKING & ACCESS PROJECT
CITY OF CHARLES TOWN BOARD OF PARKS & RECREATION MEETING

April 27, 2023

“The ultimate goal for the FOHR is to study and preserve the house and its outbuildings for use as a “center for history, heritage tourism, and scholarship, and culture.”

Historic Structures Report

“We are restoring Happy Retreat to become a cultural community center and heritage tourism destination, a hub for arts festivals, orchestra music celebrations, heritage fairs, teaching and other cultural activities.”

Walter Washington

VISION & MISSION

1. **The property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

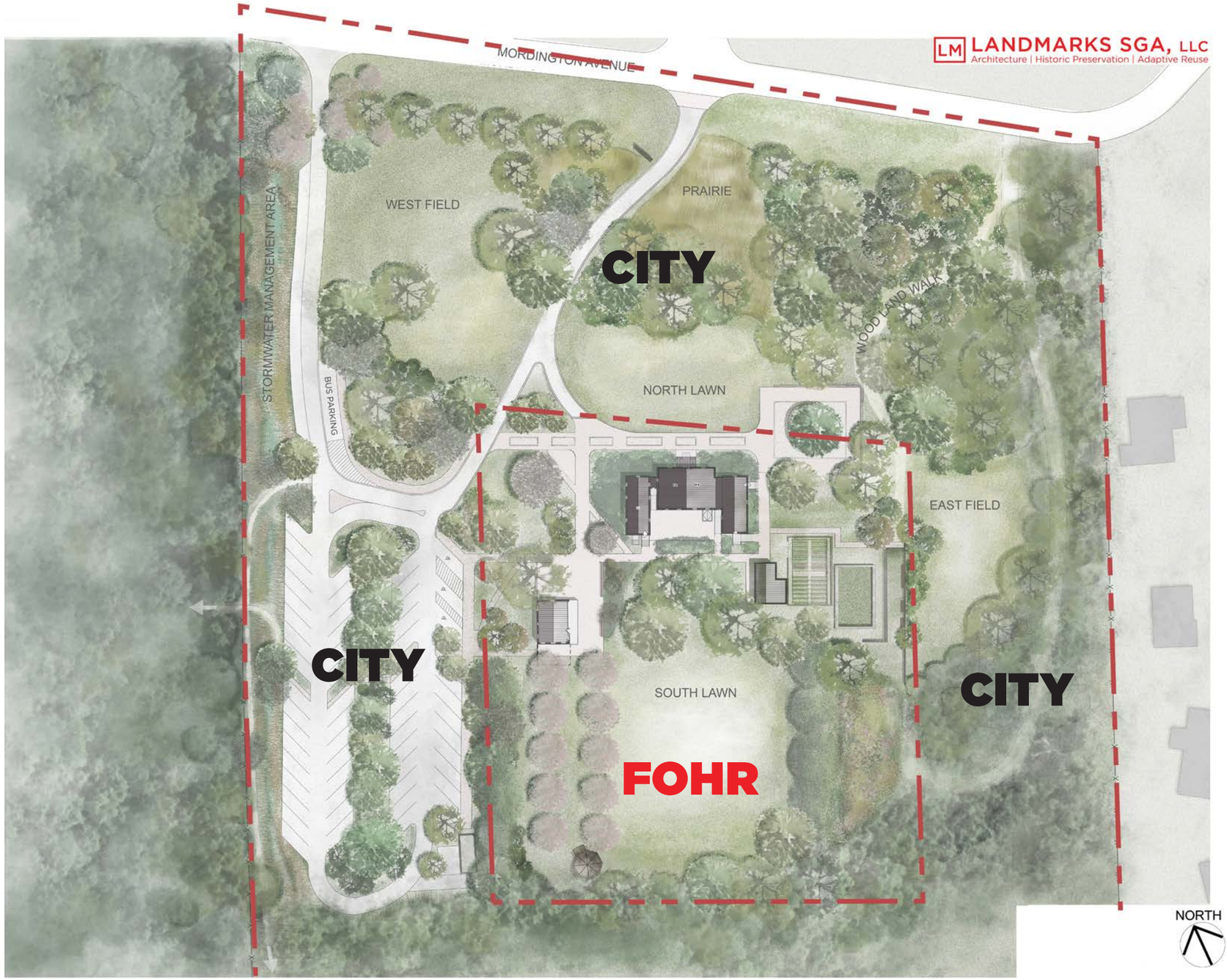
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

VISION & MISSION - VALUES



PRE-ENGINEERING SITE MASTER PLAN



SITE OWNERSHIP OVERLAY



PARKING LOT & CIRCULATION PROJECT LIMITS

THE SITE

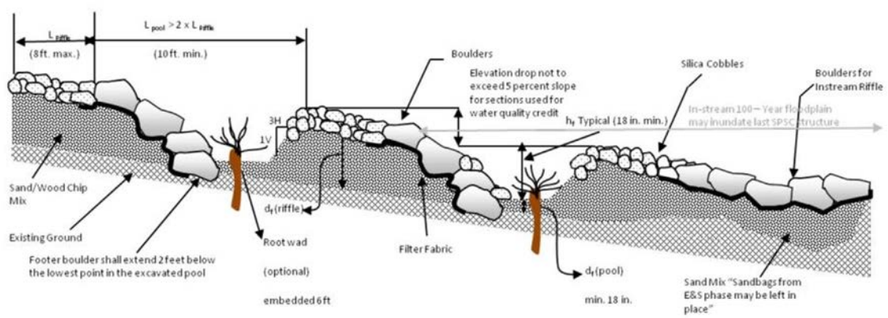


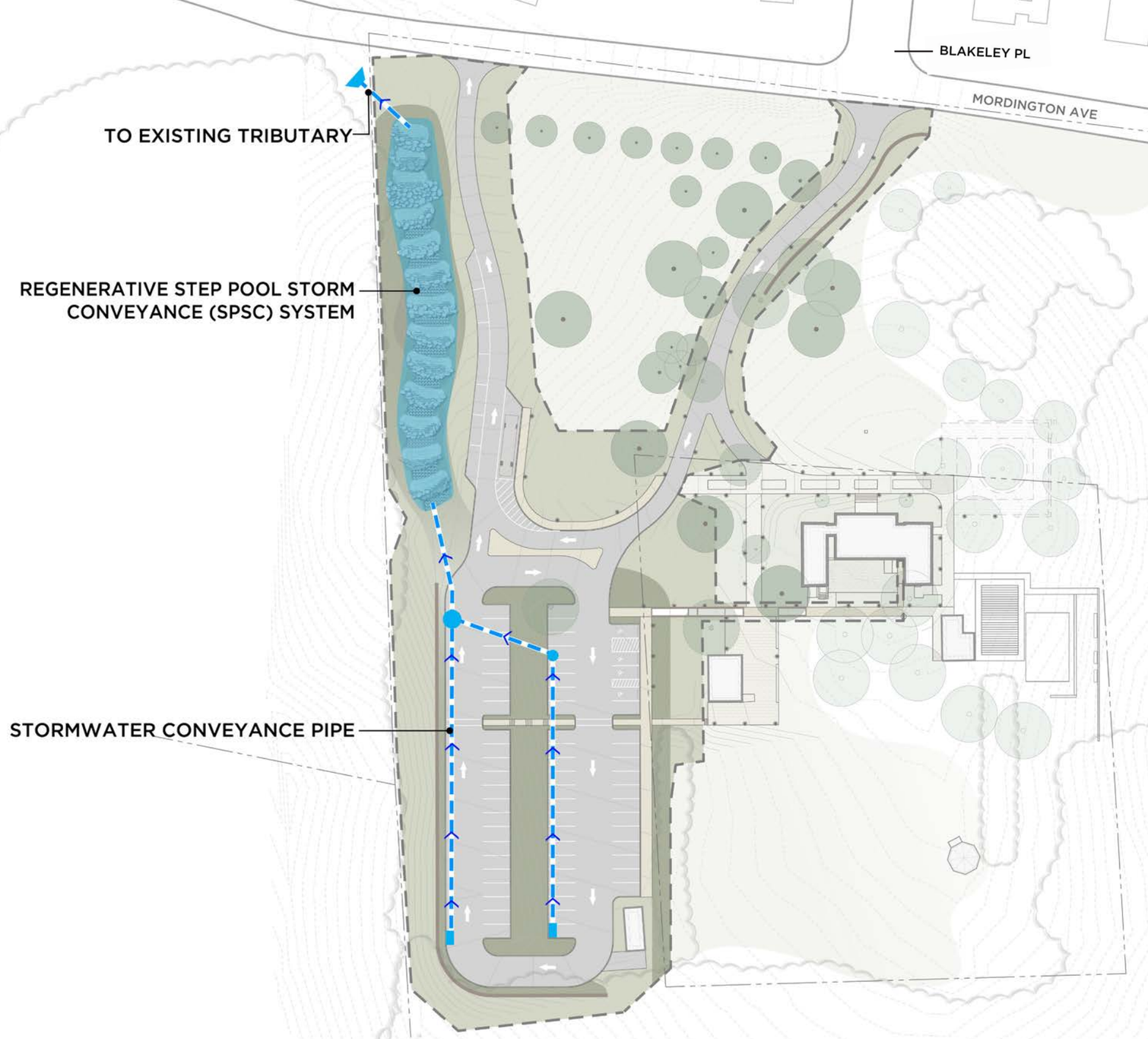
30 % DESIGN SITE PLAN



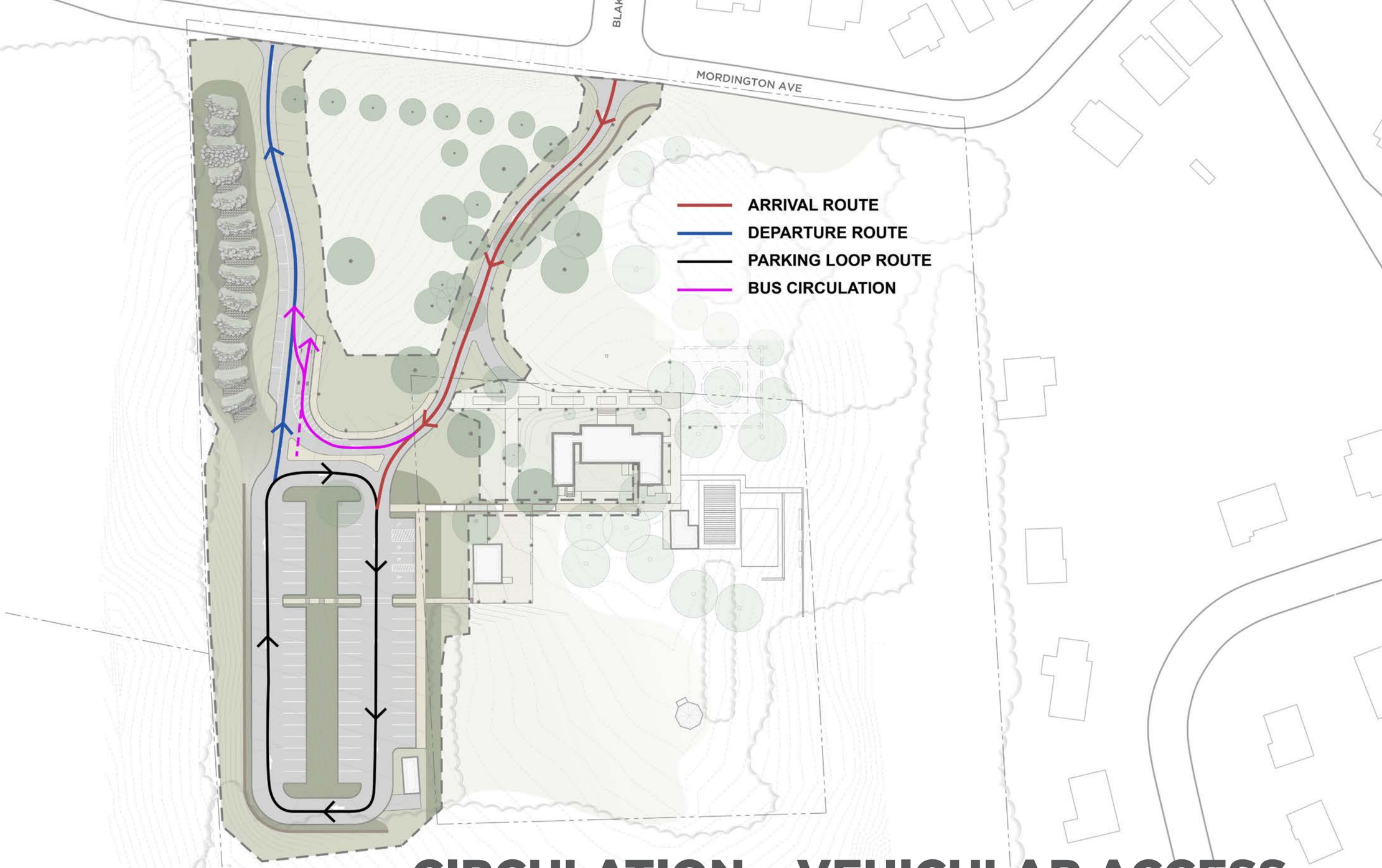




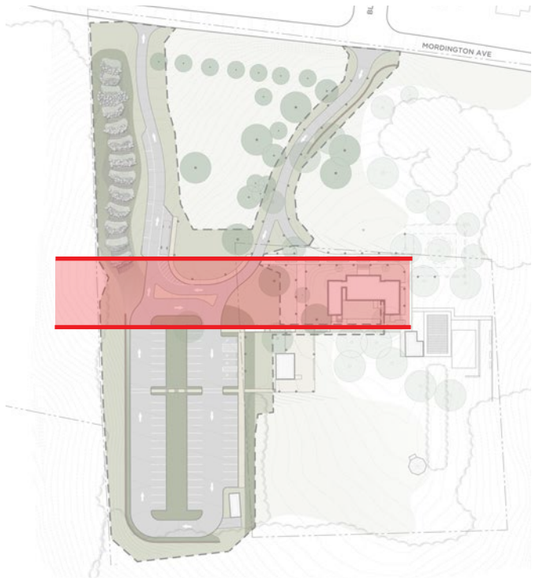




STORMWATER MANAGEMENT STRATEGY

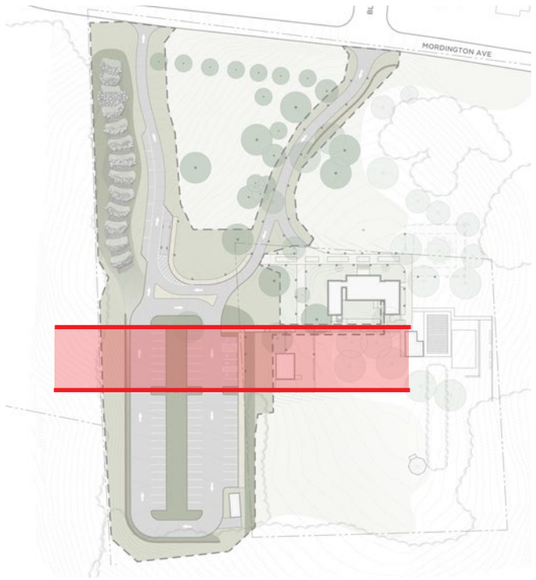


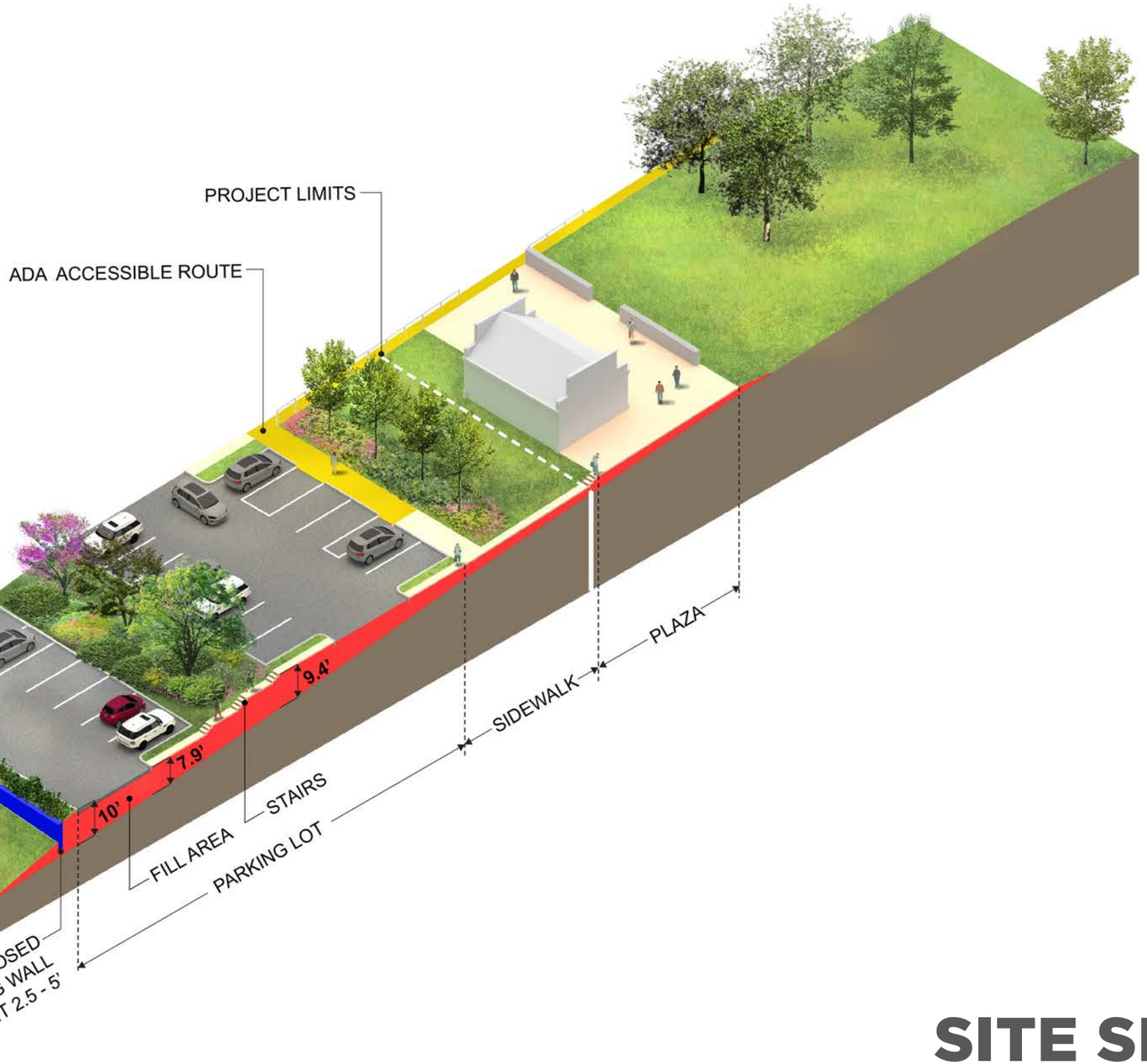
CIRCULATION – VEHICULAR ACCESS



Section 1

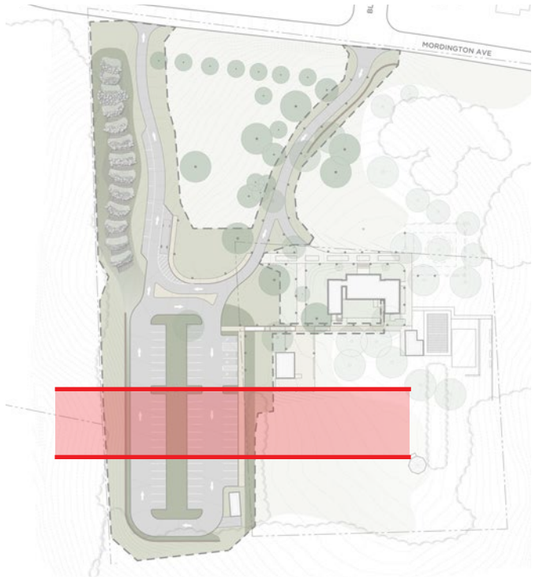
SITE SECTIONS





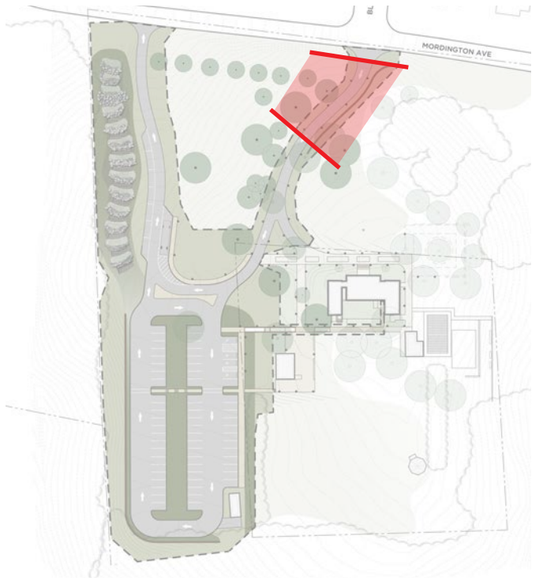
Section 2

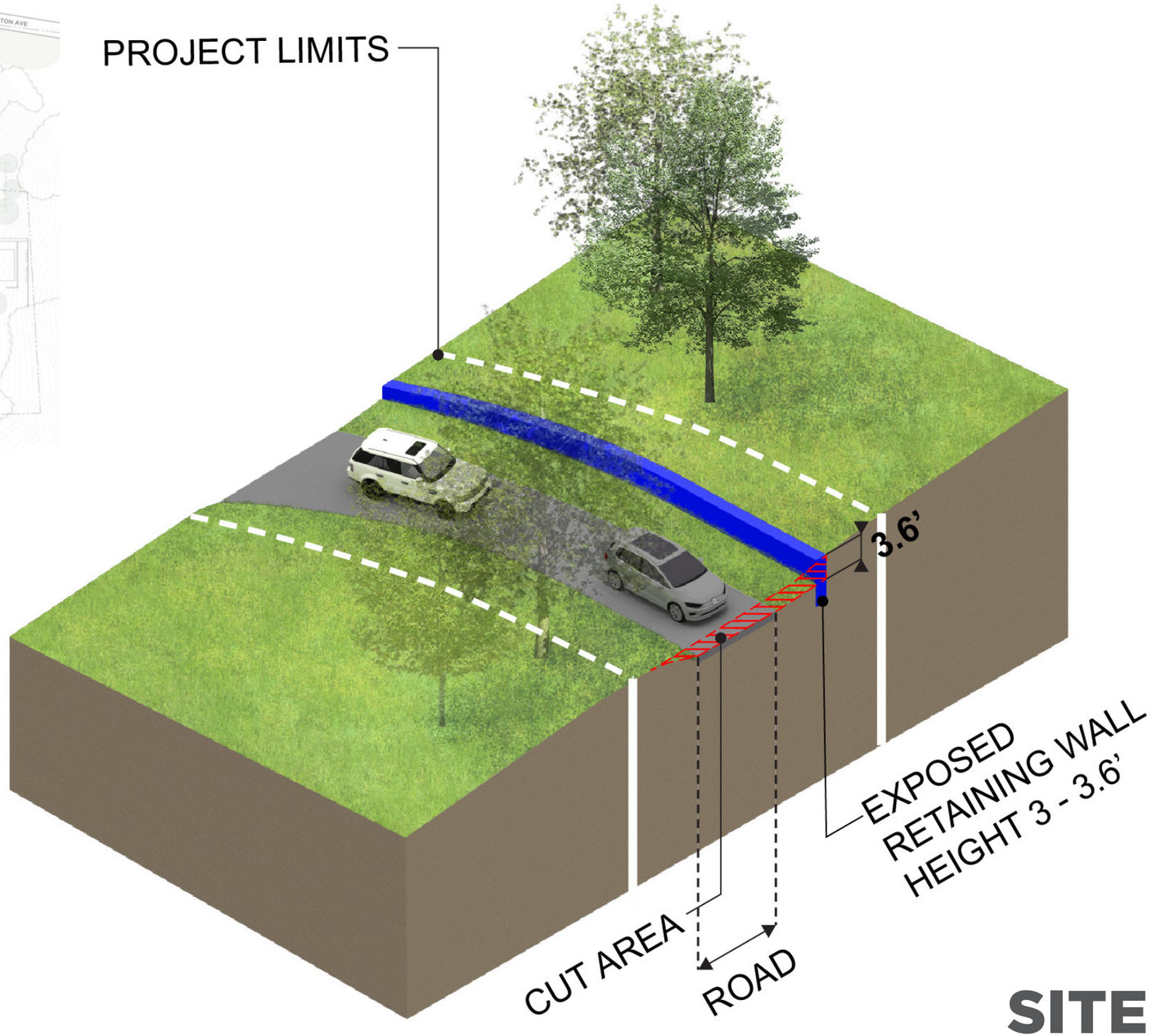
SITE SECTIONS



Section 3

SITE SECTIONS





Section 4

SITE SECTIONS



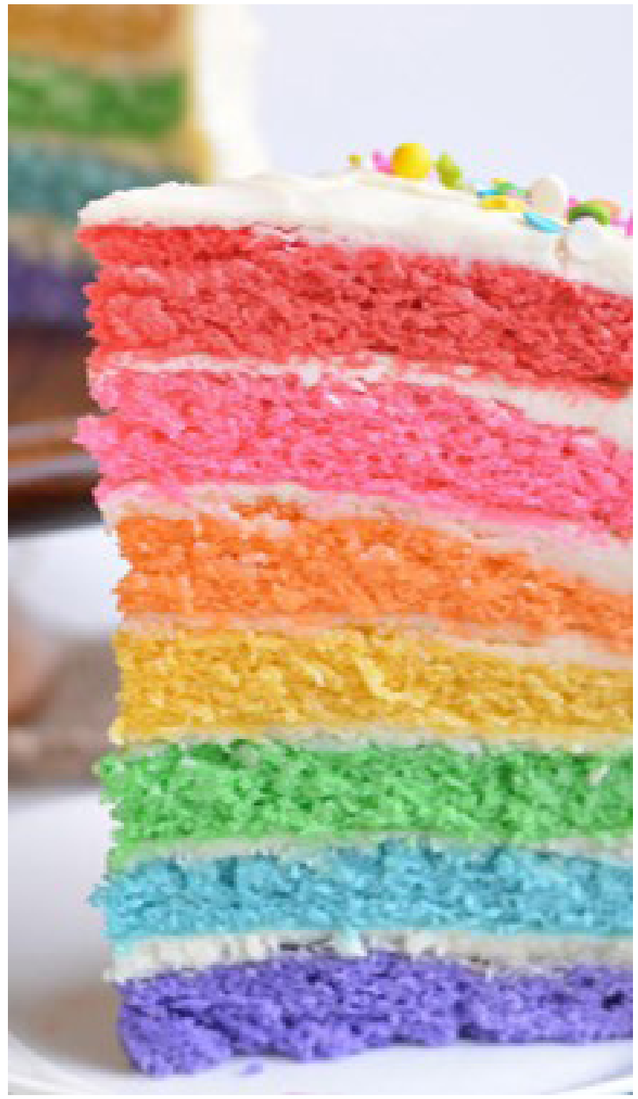
SCHEMATIC DESIGN ESTIMATE OF PROBABLE COSTS

SITE ITEMS	UNIT	QUANTITY	UNIT COST		COST
SITE ENGINEERING AND EARTHWORK					
Mobilization	LS	1	125,000.00	$	125,000.00
Clearing and Grubbing	AC	2	25,000.00	$	50,000.00
Borrow Fill - Furnishing, Placement, Compaction	CY	8,350	50.00	$	417,500.00
Subgrade Preparation	SY	4,713	3.50	$	16,496.67
Temporary Fence	LF	1,200	8.50	$	10,200.00
Compost Filter Sock, 18in	LF	2,500	7.50	$	18,750.00
Electrical Underground Run	LS	1	75,000.00	$	75,000.00
Type G Inlet	EA	6	4,500.00	$	27,000.00
15 Inch Reinforced Concrete Pipe	LF	600	125.00	$	75,000.00
Modified Inlet	EA	2	5,500.00	$	11,000.00
Type A Manhole	EA	2	5,000.00	$	10,000.00
Regenerative Step Pool SWM BMP Features	LS	1	175,000.00	$	175,000.00
			Subtotal	$	1,010,946.67
MASONRY, WALLS, AND SITE HARDSCAPE					
Retaining Wall, Concrete Block MSE	SF	1,400	120.00	$	168,000.00
Retaining Wall, Stone Veneer	SF	347	180.00	$	62,460.00
Concrete Sidewalk	SY	379	150.00	$	56,833.33
Asphalt Paving	SY	4,334	60.00	$	260,066.67
Plain Concrete Curbing, Type 1	LF	2,060	60.00	$	123,600.00
Stair Treads	LF	75	150.00	$	11,250.00
Precast Wheel Stop	EA	30	125.00	$	3,750.00
ADA and Regulatory Signage	LS	1	15,000.00	$	15,000.00
Dumpster Enclosure	LS	1	10,000.00	$	10,000.00
Miscellaneous Pavement Markings	LS	1	15,000.00	$	15,000.00
			Subtotal	$	725,960.00
SITE AMENITIES					
Archetectural/Pedestrian Lighting Features	EA	20	12,000.00	$	240,000.00
Overhead Parking Lot Lighting	EA	6	15,000.00	$	90,000.00
Stair Railing	LF	240	195.00	$	46,800.00
			Subtotal	$	376,800.00
PLANTING AND SOFT ENGINEERING					
Small Trees (4'-5' Ht., B&B nursery stock)	EA	20	450.00	$	9,000.00
Trees (2"-3" cal, B&B nursery stock)	EA	20	650.00	$	13,000.00
Shrubs (#3 Container)	EA	200	175.00	$	35,000.00
Herbaceous Plant Material (Placeholder)	LS	1	15,000.00	$	15,000.00
Lawn Seeding	LS	1	10,000.00	$	10,000.00
Mulch, hand spread, 3"	SY	1,200	15.00	$	18,000.00
Furnishing and Placing Planting Soil	CY	550	120.00	$	66,000.00
			Subtotal	$	166,000.00
Construction Contingency	15%			**$**	**341,956.00**

30% DESIGN OPINION OF PROBABLE CONSTRUCTION COSTS

FOHR is dedicated and ready to partner with the City of Charles Town to take a lead on securing grant funding and donations to fund this $2.6 million project:

- FY25 HUD EDI earmark funding could potentially fund the entire amount, without match, if secured through Happy Retreat allies such as Senator Joe Manchin
- The State of West Virginia has established a $500 million "Economic Enhancement Grant Fund" which has one primary purpose to fund WV tourism projects. This source can provide multi-million dollar projects.
- The WV Division of Arts, Culture & History led by Randall Reid-Smith, a backer of Happy Retreat, could provide Cultural Facilities grant funding for this project (that source funded the Amphitheater at Sam Michaels Park, and has funded the Old Opera House)
- The Land and Water Conservation Fund could provide 50% share funding for this project.
- FOHR is creating strategies to conduct a campaign for targeted large donors to provide cash or other support (such as fill material) for the project
- FOHR will not, at this time, seek funding from the City of Charles Town, and instead determine in future years if any such support is needed to provide match to secure critical other sources



GRANT FUNDING & DONATIONS STRATEGY

QUESTIONS & COMMENTS

Contact:

Mike Stromberg
mstromberg@s-ga.com

Tim Stromberg
tstromberg@s-ga.com

STROMBERG/GARRIGAN & ASSOCIATES, INC.
Landscape Architecture | Urban Design

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

Meeting: 04/27/23
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SCHEDULED

AGENDA ITEM (ID #)

2023-402 Potential Excavation for footbridge to Washington Cemetary - Army Corps of Engineers

Request by Mr. Bill Senseney to discuss possible excavation of parkland area for footbridge.

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

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2023-403 Master Parks Planning RFP

Master Parks Planning RFP -Firm Submissions

ATTACHMENTS:

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

Meeting: 04/27/23
Department: Board of Parks and Recreation
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SCHEDULED

AGENDA ITEM (ID #)

2023-303 PARK UPDATES:

Jefferson Memorial Park - Eight (8) Pet stations added to various parks.

Evitts Run Park - "Make-It-Shine" park clean-up initiative held April 2 by the K-Family; Mulch replaced at playground. Maintenance repairs made on the foot-bridge; water expansion concerns from damming.

Willingham Knolls Park

Charles Town Skate Park

Happy Retreat/Craighill Estates

ATTACHMENTS:

- First Energy Notification of Planned Transmission Work Willingham Knolls Park.pdf

FirstEnergy / The Potomac Edison Company
Attn: David Pluska, TMU-STM-B Stonewall to Millville
901 Wilson St
Martinsburg, WV 25401

RECEIVED
MAR 22 2023
BY:

Charles Town Board Of Parks & Rec Comm (Willingham Knolls Park)
Po Box 14
Charles Town, WV 25414

7514954
00034

Re: Notification of Planned Transmission Line Work

Regarding Property at:
Old Cave Rd, 19-03-0012-0216-0000

Dear Charles Town Board Of Parks & Rec Comm (Willingham Knolls Park):

The Potomac Edison Company, a FirstEnergy company (the "Company"), has identified you as a property owner with a transmission line right-of-way ("ROW") crossing your property. These transmission lines provide power to thousands of electric customers and are vital reliability links with other utilities. Maintaining transmission line ROWs that are free of incompatible vegetation is necessary to provide safe and reliable electric service.

The purpose of this letter is to notify you that vegetation management work is planned for your property. A professional tree company has been contracted to perform the vegetation management work. Your cooperation in accomplishing this important task will be greatly appreciated.

Federal and state regulations require the Company and other operators to properly maintain transmission lines in order to provide for the safe and reliable operation of the transmission system. This requires reliability inspections and routine vegetation maintenance. Vegetation maintenance practices involve identifying incompatible vegetation and trees located within the transmission line ROW and removing those that interfere or may potentially interfere with the operation of the transmission facilities. Trees adjacent to the ROW that are unhealthy, leaning, or significantly encroaching the corridor also could be targeted for removal.

The Company's comprehensive vegetation management program involves multiple widely used forestry procedures and techniques to safely and effectively maintain the transmission line ROW.

As part of the vegetation management process, tree company work planners use special symbols. For example, red hash marks "=" identify the edge of the ROW; trees to be removed are marked with a red "X"; and trees to be pruned are identified with a red vertical line "I".

Healthy trees along the edge with limbs encroaching the ROW may be pruned back using a method known as "Ground to Sky" pruning. This work is accomplished manually by tree crews or mechanically using a helicopter equipped with an aerial saw. Branches that fall onto access roads, maintained yard areas, agricultural fields or in streams during the manual or aerial pruning operation will be cleaned up, or moved to adjacent wooded areas by ground crews shortly after the pruning is performed.

MR7514954.11.2

The stumps/stubble of the cleared vegetation will be treated with an EPA-registered herbicide to minimize re-sprouting and root suckering that typically follows mechanical removal. Nearly 60 years of university and industry research has shown that herbicide use on ROWs can create optimum plant and wildlife habitats. Ultimately, using herbicides to target specific vegetation results in transmission line corridors that are clear of incompatible vegetation, with no effect on adjacent or nearby properties.

Herbicides also may be applied directly to the leaves or stems of smaller incompatible vegetation. This control method may be applied in several ways. A ground application where personnel use either backpack sprayers, or ATVs and truck-mounted equipment can be used to apply herbicides along fence rows, tower bases, and other light density brush areas.

All applications will be performed within the Company's transmission line ROW and only where incompatible brush exists. All herbicides used on ROWs are applied by state-certified applicators or under the supervision of a certified applicator.

As part of our inspection, compatible shrubs that do not interfere with transmission facilities are not disturbed. The ideal transmission line ROW includes a diverse mixture of grasses, low growing shrubs and other ground cover preferred by birds, deer and small animals to promote a thriving wildlife habitat. In this way, well-managed transmission line ROW provide food and cover wildlife need to survive.

Below is a general timeline for vegetation maintenance activities:

- Landowner notification – (Receipt of this letter is your notification)
- Work Planners marking trees (Between September – June - approximately 2 weeks to 45 days of receiving letter)
- Tree Work, if applicable – Tree Removal, Tree Pruning, and Brush Mowing (January – December)
- Aerial Saw Pruning, if applicable – (March – November)
- Herbicide Application, if applicable (June – September)

While this letter provides important information about the Company's vegetation management program, its contents and the work performed shall not in any way limit or change the rights or privileges included in any easements granted to the Company and recorded in the County Recorder's office.

We appreciate your understanding and cooperation in our ongoing efforts to provide safe and reliable electric service to our customers. If you have any questions, concerns or special conditions, please contact: **David Pluska 540-247-1551**.

Sincerely,

David Pluska
Davey Resource Group
Contracted Transmission Vegetation Management Tech
for FirstEnergy
dpluska@firstenergycorp.com
TMU-STM-B Stonewall to Millville