# CITY OF CHARLES TOWN
## BOARD OF PARKS AND RECREATION
## AGENDA • MAY 18, 2023

**Committee Meeting** **COUNCIL CHAMBERS** **6:00 PM**
**101 E Washington Street, Charles Town, WV 25414**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

: April 2023 Minutes
April 2023 - Minutes.docx
23Feb2023 Minutes.docx

**3. UNFINISHED BUSINESS**

: **2023- 494** Master Parks Planning RFP Reviews

: **2023-496** RFP Engineering Selection for Pool/Pool House

**4. NEW BUSINESS**

: **2023-493** Summer Parks and Rec Field Trip Swim Group Rate
JC Parks Email.docx

: **2023-497** Parks and Recreation Budget Fiscal Year 2025

: **2023-495** PARKS UPDATES:

Jefferson Memorial Park
Evitts Run Park
Willingham Knolls Park
Happy Retreat Park
Skate Park

**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/**

**Zoom Link Access:**
**https://us02web.zoom.us/j/89466597434?**
**pwd=K084akF5QUtjVXZSR0xqeER5LzUvdz09**

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

Meeting: 05/18/23
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## April 2023 Minutes

April 2023 Minutes

**ATTACHMENTS:**

- April 2023 - Minutes.docx
- 23Feb2023 Minutes.docx

Present: Trudy Roth, Elizabeth Ricketts, Jim Kratovil, Nick Zaglifa, Nathaneal Hartman, Alissa Meeks (Staff)

Minutes for April 2023 Meeting: No edits, or changes needed. Approved.

New Business:

*Presentation:*

2023-291: "Citizen's proposal to make JMP a year-round pool" Presentation by Harsha Hatti. Letter is included as a pdf in the agenda. Proposal by Jim Kratovil, 2nd by Nick, to instruct City staff to work with Mr. Hatti on developing a MOU. Passed, no objections.

2023-307: "Happy Retreat Stromberg Garrigan Associates (SGA) Plan" Presentation by Tim Stromberg. Presentation is included as a pdf in the agenda. Total estimate on parking lot, grading, lighting is $2.621 million including a 15% contingency. Walter Washington (FOHR) presented a Grant Funding & Donations Strategy to have the FOHR take lead in searching for grants funding. Proposal by Jim Kratovil to have the presentation made to the Charles Town City Council. 2nd by Nick. Passed, no objections.

2023-402: Potential Excavation for footbridge to Washington Cemetery – Army Corps of Engineers. Presentation by Bill Senseney. Informal meeting with contact from ACOE to determine feasibility of a bridge across Evitts Run. Staff requested that the contact also discuss a possible bridge crossing near the city's utility yard. Proposal by Jim to authorize city staff to rent an excavator using P&R funding for exploration. 2nd by Nathaneal. Passed, no objections.

2023-305: Employee Requests to Donate Memorial Tree. Proposal by Nick to proceed pending staff's recommendation. 2nd by Jim. Passed, no objections.

*Old Business:*

2023-403: Master Parks Planning RFP. Three bids returned. Proposal by Jim, 2nd by Trudy to bring the three firms in for presentation during the June P&R meeting.

Pool House Design RFQ. Motion to table by Nick. Second by Jim. Passed, no objections.

Parks Update

*Jefferson Memorial Park*
*Evitts Run Park*
*Willingham Knolls Park*
*Charles Town Skate Park*
*Happy Retreat*
*Craighill Estates*

Present: Trudy Roth, Mike Slover, Elizabeth Ricketts, Jim Kratovil, Alissa Meeks (Staff)

Minutes for January 2023 Meeting: No edits, or changes needed. Approved.

Unfinished:

Jefferson Memorial Park Pool
Alissa and Elizabeth met 2/10 with Land & Water Conservation Directory (John McGerrety). He toured the facility. He took some photos and made some recommendations on ways to make do with our current pool and make it more ADA compliant. Including a ramp, changes to picnic tables. Some concern from John on doing this in phases as you could be ripping up concrete multiple times etc.

Grant application announcement will not be made until the Spring 2024. No reason to be concerned as this is standard. We have four design proposals. The grant does cover design if awarded so we could go ahead and select a firm and pay out of pocket for this. Elizabeth believes that moving forward and selecting a proposal so we can obtain more firm cost estimates would be best as members of the council would prefer to see this.

Finance committee is earmarking some funds for the pool work though that is not finalized. Since the grant is done retroactively, the city will have to fund the project up front. Multiple phases could be used but would be more used for the "extras" such as things for the splash pad.

Jim believes that city council is very much in favor of the pool and that perhaps selling a bond is in order to finance this project. Perhaps the fees added onto the utility bills could be used to help pay the bond. Perhaps American Rescue Plan funding could be used for this.

Proposals are for the design, not the construction. The design is for both the pool and the pool house. Recommendation is for board members to review the documents, come to the next meeting with recommendations on which two firms we would want to meet with for a basic presentation.

New Business

*4.1 : Happy Retreat updates on proposed site work.*

Elizabeth provided a summary of the 2/8 site visit with FOHR and SGA and Associates. James Newman (Planning and Zoning). Elizabeth provided some background for Mike on the project to make the location more accessible as an events place as well as for arts, etc. Discussion was then centered on the site plan and concerns over parking, "blasting" of rock, large retaining walls, large number of trees removed, significant storm water retention vessels, etc. Her concern is that it is likely a very large project that will likely fall to the City to help fund. She

also indicated that a committee, to include one member from CT P&R, has yet to be formed and they have moved forward a significant amount already.

Coordinate a time to meet w/ FOHR, possibly when they meet to discuss a plan forward.

*4.2 : Arbor Day Tree Planting Request from Charles Town Tree Board*
*Tree Board requesting feedback from the Parks Board regarding the Arbor Day tree planting and Tree Board Master Plan attached.*

Motion: Michael, second, Jim. Approved to plant in skatepark.

*4.3 : 2023 West Virginia Make It Shine Statewide Cleanup*

April 1 --15. Maybe coordinate with Tree Board for an Arbor Day. Skate park + Evitts Run.

*4.4 : Summer Tennis/Swim Parks Programming and Seasonal Salaries*
*Staff is seeking a recommendation from the Parks Board regarding season summer parks staff salaries. If the Parks Board proposes an increase to summer salaries, staff will request a Finance Board agenda item to confirm budget allowance.*

Jim recommends leaving wages as is. No objections.

*4.5 : Park Updates:*

*Jefferson Memorial Park*
*Evitts Run Park*
*Willingham Knolls Park*
*Charles Town Skate Park*
*Happy Retreat/Craighill Estates*

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## 2023- 494 Master Parks Planning RFP Reviews

Master Parks Planning RFP Reviews

**ATTACHMENTS:**

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

Meeting: 05/18/23
Department: Board of Parks and Recreation
Category: Referral
Initiator:

**SCHEDULED**

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## 2023-496 RFP Engineering Selection for Pool/Pool House

RFP Engineering Selection for Pool/Pool House

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## 2023-493 Summer Parks and Rec Field Trip Swim Group Rate

Heather Burgos, Recreation Coordinator, with Jefferson County Parks and Recreation is seeking a group rate to bring 30-40 kids ages 6-12 along with staff to the pool for a field trip. Staff is seeking feedback on proposed group pricing.

**ATTACHMENTS:**

- JC Parks Email.docx

From: Heather Burgos <hburgos@jcprc.org>
Sent: Thursday, May 11, 2023 9:59 AM
To: Alissa Meeks <AMeeks@charlestownwv.us>
Subject: Pool / Swim Lesson Questions

Hi Aliissa,

I am coordina?ng/supervising aqua?c programs and day camps this summer at Jefferson County Parks and Recrea?on, and I have 2 ques?ons that I hope you can help me with!

1) Is Tevin confirmed as pool manager again this year? If not do you have someone? I would love to connect with the pool manager soon, so they have my contact informa?on and its easier to reach out to me with any ques?ons/concerns/issues/weather cancella?ons etc.

2) We are looking at possibly doing a swimming pool field trip for our day camp towards the end of the summer. What would it cost us to bring about 30-40 kids ages 6-12 and some staff/teen volunteers to the pool? What day of week and ?me(s) work best for that? I am not sure if this would work best as a per person rate or a flat rate rental? Please let me know. We are looking into other possibili?es of things to do with them, but swimming is on my list of things to check out.

Thank you!

*Heather Burgos, CPRP* (she/her/hers)
Recrea?on Coordinator
Jefferson County Parks & Recrea?on Commission
Office: 304-728-3207 x5112
Email: hburgos@jcprc.org

Jefferson County Parks & Recreation

Image: Green tree on right with grass stretching to le?, text “Jefferson County Parks & Recrea?on” on le? above grass.

Visit us online @ www.jcprc.org (-> linkprotect.cudasvc.com) (-> linkprotect.cudasvc.com)

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## 2023-497 Parks and Recreation Budget Fiscal Year 2025

Parks and Recreation Budget re: Fiscal Year 2025

## Alternative Proposed Motion:

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