CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • SEPTEMBER 26, 2023

City Council Committee Meeting **COUNCIL CHAMBERS** **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

APPROVAL OF MINUTES

: Approval of Minutes
July 2023 - Notes.docx
August 2023 - Notes.docx

UNFINISHED BUSINESS

: Master Plan Proposal from Kimley-Horn - Discussion and Decision

: JMP Pool Engineering Firm - Discussion and Selection

2. NEW BUSINESS

: Request for Event - "Pints and Pickleball"

: Tree Board Tree Planting and Grant Request for tree planting/replacement/maintenance - Update on 9/25 planting and approval of grant.
Tree_Board_letter_to_City_Council_re_Demo_Grant_Request_9.12.23.pdf

: Update on YMCA potentially locating in Jefferson County.
2023-011_-_A_Resolution_Supporting_the_Expansion_of_the_YMCA_into_Jefferson_County.pdf

: Parks and Recreation Goals and Objectives for 6-Month Outlook

: City Parks Updates: Jefferson Memorial Park, Evitts Run Park, Happy Retreat, Willingham Knolls, Skate Park.

3. ADJOURNMENT

4. 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: 09/26/23
Department: Board of Parks and Recreation
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Approval of Minutes

July 2023 Minutes
August 2023 Minutes

ATTACHMENTS:

- July 2023 - Notes.docx
- August 2023 - Notes.docx

City of Charles Town Parks and Recreation Commission Meeting
July 27 2023; 6pm ET

Name	Present
Alissa Meeks (Staff)	x
Elizabeth Ricketts	x
Jim Kratovil	x
Larry Vogler	x
Michael Slover	
Nathanael Hartman	
Nick Zaglifa	
Trudy Roth	x

2023-659 Approval of Minutes

Minutes for June 22 2023
Minutes for July 2023 Executive Session - Minutes

Motion to approve by Jim;
No objections.
Both sets of minutes were approved.

New Business:

2023-658 Engineering Firm presentations re: Pool/Poos House RFPS (Possible Executive Session)

Sixmo
Kimmel Bogrette
Thrasher

Motion to Adjourn
Motion to adjourn by Jim @ 7:53pm

City of Charles Town Parks and Recreation Commission Meeting
August 10 2023; 6pm ET

Name	Present
Alissa Meeks (Staff)	x
Elizabeth Ricketts	x
Jim Kratovil	x
Larry Vogler	x
Michael Slover	x
Nathanael Hartman	x
Nick Zaglifa	
Trudy Roth	

Minutes for July 2023 were not available.

Unfinished Business:

2023-695 Pool/Pool House RFP Engineering Firm Review/Selection (Possible Executive Session)

Sixmo
Kimley Bogrette
Thrasher

Motion to exit from Executive Session:
Mike; Second by Jim

2023-695: Pool/Pool House RFP Engineering Firm Review/Selection
Tabled by Jim; Second by Larry

2023-696 Master Parks Plan Scope and Fee.
Tabled by Jim; Second by Mike

New Business:

Motion to Adjourn.

Elizabeth; Adjourn at 7:32pm.

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

Meeting: 09/26/23
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Master Plan Proposal from Kimley-Horn - Discussion and Decision

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101 East Washington Street
Charles Town, WV 25414

Meeting: 09/26/23
Department: Board of Parks and Recreation
Category: Contract
Initiator:

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AGENDA ITEM (ID #)

JMP Pool Engineering Firm - Discussion and Selection

JMP Pool Engineering Firm - Discussion and Selection

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

Meeting: 09/26/23
Department: Board of Parks and Recreation
Category: Permit
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Request for Event - "Pints and Pickleball"

Jefferson County Parks and Recreation is looking to team up with the City of Charles Town Parks to offer a "Pints and Pickleball" tournament. The proposed date is October 14th at the Jefferson Memorial Park. A special activity permit will also be submitted to request food trucks and the sale of beer. This agenda item is to request approval by the City's Parks Board to move forward with planning.

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AGENDA ITEM (ID #)

Tree Board Tree Planting and Grant Request for tree planting/replacement/maintenance - Update on 9/25 planting and approval of grant.

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ATTACHMENTS:

- Tree_Board_letter_to_City_Council_re_Demo_Grant_Request_9.12.23.pdf

September 12, 2023

Via Email ericketts@charlestownwv.us

Charles Town City Council
Attn: Elizabeth Ricketts, Councilwoman

Re: Charles Town Tree Board Request for Demonstration Grant through West Virginia Division of Forestry

Dear Councilwoman Ricketts:

Please pass this request to the Charles Town City Council for consideration at the next scheduled council meeting.

The Charles Town Tree Board, at a duly convened meeting on September 7, 2023, passed a resolution to request approval to apply for a demonstration grant offered through the West Virginia Division of Forestry. See attached from Robert Hannah dated June 22, 2023.

The request is for a grant of $15,000, specifically for tree planting and maintenance. Storms this year have damaged and destroyed many city trees and also severely damaged many Bradford Pear trees in city rights of ways. There is a high priority to remove and replace the Bradford Pears trees.

At present the budget for 2024 is $12,000. The grant permits the City to apply kind services to reduce the match funds. These include all work done related to trees (removal, replacement, pruning, etc.) done by maintenance and also includes volunteers who perform work related to City trees during the next twelve months. The Tree Board will work with City Staff and Maintenance to maintain and submit appropriate logs of work done in furtherance of City tree programs. After speaking with Jim Wysong, it appears that the time required by the maintenance department will well exceed the grant request of $15,000.

Please let me know if you have any questions or concerns, please call me at 304-885-4117 or email at aaron@amorelaw.com

Sincerely,

Aaron C. Amore, Chairperson
Charles Town Tree Board

w/attachment

Division of Forestry
#7 Players Club Drive
Charleston, West Virginia 25311
Phone: (304)-558-2788
Tony Evans
Acting Director/State Forester

June 22, 2023

Dear Urban Forestry Cooperator:

Please find the 2023 Demonstration City Grant application below. This grant can be utilized to fund urban forestry projects for government entities in West Virginia. Municipalities and educational institutions that have demonstrated the greatest commitment to public tree care by obtaining or working toward Tree City/Campus USA status are eligible for funding. Significant preference will be given to projects that build the capacity of a municipal tree care program. Applicants with capacity building projects may apply for up to a $20,000 grant. These projects should incorporate street tree inventories, management plans, management software, canopy cover assessments and professional arboricultural assistance. Requests for tree planting and maintenance projects may be up to $15,000.

Professional inventories and management plans can be obtained from urban forestry consulting companies. They will usually schedule a no cost visit to your community to explain their services and fees. Additionally, they will provide a written proposal which can serve as the technical portion of your grant application.

The grant is a 50% - 50% (grant/local) matching program. However, matching funds from your community -need not be a direct cash match. They may include in-kind expenses such as personnel services/fringe benefits, volunteer hours, city equipment use, and donations of cash and supplies.

Currently, this is an open application with no due date. However, grants will be awarded on a first come basis until funding is exhausted. Please contact me during the development phase of your application with questions and to ensure that grant funds are still available. I can be contacted at Robert.L.Hannah@wv.gov or (304) 825-6983.

Sincerely,

Robert Hannah -
Robert Hannah
Urban Forestry Coordinator

Enclosures

URBAN FORESTRY DEMONSTRATION CITY GRANTS

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

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AGENDA ITEM (ID #)

Update on YMCA potentially locating in Jefferson County.

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ATTACHMENTS:

- 2023-011_-_A_Resolution_Supporting_the_Expansion_of_the_YMCA_into_Jefferson_County.pdf

City of Charles Town
101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

A Resolution Supporting the Expansion of the YMCA into Jefferson County

WHEREAS, the top need identified by most leaders of Jefferson County is activities for kids and families, early-career single adults, and the elderly; and

WHEREAS, Jefferson County local governments have consistently recognized the need to expand both recreational opportunities and child care programs to support residents; and

WHEREAS, when choosing a location, businesses rate quality-of-life features like recreation and child care facilities as highly important; and

WHEREAS, the average wait time between seeking child care and receiving a placement in Jefferson County is 13.3 months; and

WHEREAS, the average wait time for child care far exceeds the neighboring counties-- Berkeley County, WV, at 6 months, and Frederick, MD, at 3 months; and

WHEREAS, in addition to the public-at-large and Shepherd University students, the area's six high school swim teams (Berkeley and Jefferson counties) must share the Shepherd University pool facility, resulting in limited and truncated practice times for each team; and

WHEREAS, the YMCA is the nation's largest provider of child care programs; and

WHEREAS, Jefferson County is serviced by only one, year-round public pool (Shepherd University); and

WHEREAS, the YMCA is the largest pool management agency in the world; and

WHEREAS, West Virginia University Medicine identified three, main health priorities as part of their December 2022 Community Needs Assessment for Berkeley Medical Center and Jefferson Medical Center: substance use and abuse (drugs, alcohol, tobacco, vaping), obesity and chronic disease (including cancer), and mental health; and

WHEREAS, the YMCA programs mitigate negative health outcomes by providing health and wellness training and classes for all ages from pre-natal to senior; and

WHEREAS, the YMCA has a variety of opportunities for families and kids including: swimming lessons, free lifeguard training, cooking classes, teens night out, chess club, art classes, STEM (science, technology, engineering, and math) programs, dance classes, sports leagues, and homeschool programming; and

WHEREAS, the YMCA has a variety of opportunities for early-career single adults such as: adult culinary classes, adult acting classes, introduction to watercolor painting, adult sports teams, fitness classes, and more; and

WHEREAS, the YMCA has a variety of opportunities for seniors including all of the adult programs and: massage (including oncology massage), senior social breakfast, lunch and learns such as "Managing Hip Pain" and "Breast Cancer Awareness," senior yoga, warm water exercise classes, etc.

NOW, THEREFORE BE IT RESOLVED, the City of Charles Town does hereby support a YMCA expansion into Jefferson County as a means to address the significant childcare needs, lack of access to aquatic facilities and programs, and need for healthy community activities.

Adopted the 6 day of SEPTEMBER, 2023.

Robert M. Trainor
Mayor

Attest:

John Nissel
City Clerk

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Parks and Recreation Goals and Objectives for 6-Month Outlook

Parks and Recreation Goals and Objectives for 6-Month Outlook - Skate Park Project, Evitts Run Foot Bridges, Augustine Avenue Trail Phase 3 Input.

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City Parks Updates: Jefferson Memorial Park, Evitts Run Park, Happy Retreat, Willingham Knolls, Skate Park.

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