CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • SEPTEMBER 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

: Parks and Recreation Meeting Minutes - June 2025
Parks_and_Rec_Meeting_Mins_-_June_2025.pdf

3. UNFINISHED BUSINESS

: **2025-1027:** Jefferson Memorial Park Pool Project Update and Contract
Palmer Pool Contract.pdf

: **2025-1028:** Skate Park Mural and Bridge Ribbon Cutting Event

: **2025-1029:** Happy Retreat Parking Lot

Action Form.pdf

: **2025-1030:** Park Storyboard Trail - Update
IMG_3825.jpeg

: **2025-1031:** FY2026 Parks and Recreation Budget
August 2025 P&R Financials.pdf
FY 2026 P&R Budget.pdf

4. NEW BUSINESS

: **2025-1032:** Manager Report/Introduction of Parks Manager - Gavin Bailey

: **2025-1033:** Goals for Park Manager

: **2025-1034:** Authorization to Liquidize the Trust of Sheila A. Clifford
JMP - Account Holdings.pdf
JMP - Account Transactions.pdf
SCity of Ch25091712510.pdf

: **2025-1035:** Summer Tennis Recap
Summer Tennis 2025 Financial Statements.pdf

: **2025-1036:** Day of Caring Recap

: **2025-1037:** EPA Thriving Communities Grant - New Steps
SCity of Ch25091713170.pdf

Rivers and Coalition Scope.docx
Charles Town Budget_FINAL.xlsx
Charles Town CLEAN Parks Narrative_FINAL.docx

: **2025-1038:** RFP for Pickleball Court
SCity of Ch25091712470.pdf

: **2025-1039:** Tree Board Business

: **2025-1041:** Parks Updates: Happy Retreat, Evitts Run, Willingham Knolls, Skate Park, Jefferson Memorial Park, other Parks

: **2025-1042:** Parks and Recreation Budget Review

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: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Parks and Recreation Meeting Minutes - June 2025

ATTACHMENTS:

- Parks_and_Rec_Meeting_Mins_-_June_2025.pdf

City of Charles Town

Parks and Recreation Commission Report
June 2025

26 June 2025 / 6:00 PM / City Hall

I. CALL TO ORDER:

Persons Present:

Commissioners: Elizabeth Ricketts, Alden Roth, James Kratovil, Trudy Roth, Mike Slover,

Staff: Alissa Meeks

Guests: Sam Rich

II. APPROVAL OF MINUTES:

Minutes were completed but not included in the packet.

No Action.

III. UNFINISHED BUSINESS

2025-676: JMP Pool and Thrasher Contract

Sam Rich of Thrasher was at the meeting in person and presented on the opening of the pool construction bids. He gave an overview of the bid process and the opening of the two bids received for the project. The project was broken into two main line items: the pool house renovation and the pool renovation, with the splash pad being a separate line item to be completed by a different contractor. The two bids received were within $30,000 of each other, both qualified and under budget, meeting the requirements of the LWCF Grant bidding process. "Authorize Sam Rich to request the state for authorization to proceed with construction and accept the lowest bid".

Motion: J. Kratovil; **2nd:** M. Slover
Unanimous

2025-677: Dedication of Coach Glen Edwards Plaque - July 12, 2025

Staff have helped coordinate the installation of the plaque. The dedication will be held at Jefferson Memorial Park at 5 pm on July 12, 2025.

No Action.

2025-678: Activation and Programming of Parks

Alden Roth gave an update for the 5k subcommittee, noting the decision to reschedule the 5k for the fall or a potential Turkey Trot to allow for completion of the Happy Retreat bridge over Evitts Run and more time to adequately plan and market the race. In the meantime, they would like to hold a weekly or biweekly group run to continue to activate the parks and the running community throughout the summer, but still need to flesh out this idea.

Trudy Roth suggested putting on a kids' triathlon in a park.

No Action.

2025-679: Charles Town Tree Board Business

Staff is working with the donors of a memorial tree and a memorial bench to place the memorial somewhere at Jefferson Memorial Park.

The Tree Board has received chestnut saplings and has a vision for a tree nursery. Aaron Amore imagines putting it in part of the maintenance yard, including additional fencing, water capture, etc. Waiting for a formal request from the Tree Board.

No Action.

2025-683: Skate Park Mural and Bridge Ribbon Cutting Event

Alissa Meeks updated the Board on the status of the Skatepark bridge over Evitts Run. It’s nearing completion, with remaining work including installation of solar lights, backfill for the transition, and paving of the approach ramp. Work should be completed within two weeks.

There was some graffiti tagging on the mural, but it can likely be covered with leftover paint. The game cameras that had been installed are battery-operated and did not capture any evidence of who did the tagging due to dead batteries.

Two new pieces of equipment were installed with advice from a vocal community member about where the ramps should be installed.

Elizabeth Ricketts suggested a ribbon-cutting event to celebrate the mural artist, the new bridge, and the new ramps, potentially to include a food truck, the county's mobile rec van, etc. Tentatively agreed to have the event on August 2nd. Alden Roth will reach back out to his skateboarding connection from Martinsburg and inquire about involvement in the ribbon-cutting.

No Action.

2025-680: Capital Improvement Projects (CIP) Schedule

The Board discussed the official requests they want to make in the CIP.

Elizabeth Ricketts informed the Board that the Thriving Communities Grant for $350,000, which had previously been taken away, was going to be available again due to recent judicial rulings.

The Board agreed to remove the $130,000 request for a Parks Master Plan, citing interest in wanting the forthcoming Parks Director to be involved or potentially do the planning as part of their job.

The Board discussed the potential for two Pickleball courts at JMP, a dog park, and disc golf at Willingham Knolls.

"I'll make a motion to remove the Parks Master Plan for FY26 and add a possible two pickleball courts at Jefferson Memorial Park."

Motion: M. Slover; **2nd:** T. Roth

Unanimous

2025-92: Parks and Recreation Budget

Alissa Meeks updated the board on the funds received from the donated trust that will fund half of the new pavilion at the pool.

No Action.

2025-684: FY26 Parks and Recreation Budget

The City's Finance Director compiled the FY 2026 Parks and Rec Budget, which included increased salaries for lifeguards and tennis staff, which the board discussed at length and suggested increasing.

No Action.

2025-685: FY2025 Funds Paid from Parks and Recreation to General Fund

Alissa Meeks explained the transfer of funds between the Parks and Rec budget and the City's general fund to reimburse the City for expenses that it paid on behalf of Parks and Rec.

2025-485: Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat, other parks

Jefferson Memorial Park: Lots of work going on: new mulch throughout, paving parking spots, and installing new water lines.

Evitts Run Park: The safety buffer with benches, shrubs, and bike racks is installed.

Skate Park: Two new ramps have been installed, and the bridge is near completion. The old, paved path is going to be cleaned up and repaved, and potentially have a mosaic painted on it to discourage driving on the walking path.

Willingham Knolls Park: The parking lot is set to be paved, and the wooden fence posts are going to be replaced.

Depot District Park: No updates

Constituents have reached out, advocating for better accessibility in our parks, including better signage and amenities, encouraging more intergenerational use of the parks.

Parks Manager applications are coming in. The due date is July 11th.

No Action.

V. ADJOURNMENT: 07:30 PM

VI. NEXT MEETING: Wednesday, July 30th, 6 PM at City Hall.

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1027: Jefferson Memorial Park Pool Project Update and Contract

ATTACHMENTS:

- Palmer Pool Contract.pdf

AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Twenty-ninth day of July in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Charles Town
101 E. Washington St.
Charles Town, WV 25414
(304)725-2311

and the Contractor:
(Name, legal status, address and other information)

Palmer Construction Co., Inc.
188 Success Drive
McConnellsburg, PA 17233
717-485-5111

for the following Project:
(Name, location and detailed description)

Jefferson Memorial Park Pool
Charles Town, WV

The Architect:
(Name, legal status, address and other information)

The Thrasher Group, Inc.
PO Box 940 600 White Oaks Blvd.
Bridgeport, WV 26330
(304) 624-4108

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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TABLE OF ARTICLES

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EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[ ] The date of this Agreement.

[X] A date set forth in a notice to proceed issued by the Owner.

[ ] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

[X] Not later than Two Hundred Seventy (270) calendar days from the date of commencement of the Work.

[ ] By the following date:

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§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Million Nine Hundred and Ninety-Four Thousand Dollars and Zero Cents ($ 2,994,000.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price

§ 4.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

$1,000 per day

§ 4.6 Other:
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the

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month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the subsequent month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty (30) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

.1 That portion of the Contract Sum properly allocable to completed Work;

.2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and

.3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

.1 The aggregate of any amounts previously paid by the Owner;

.2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;

.3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

.4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and

.5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:
(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

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§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017. If, after substantial completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect or Owner's Representative so confirms, the Owner, shall upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

.1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and

.2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

%

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

[ ] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

[X] Litigation in a court of competent jurisdiction

[ ] Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation under the laws of the State of West Virginia, in the twenty-eight judicial circuit.

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ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:
(Name, address, email address, and other information)

City of Charles Town
101 E. Washington Street
Charles Town WV 25414
304-725-2311

§ 8.3 The Contractor's representative:
(Name, address, email address, and other information)

Palmer Construction Co., Inc.
188 Success Drive
McConnellsburg, PA 17233
717-485-5111

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:
(If other than in accordance with a building information modeling exhibit, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
.2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
.3 AIA Document A201™–2017, General Conditions of the Contract for Construction

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.4 Building information modeling exhibit, dated as indicated below:
(Insert the date of the building information modeling exhibit incorporated into this Agreement.)

.5 Drawings

Number	Title	Date
Pages 1-73	Construction Documents for Jefferson Memorial Park Pool	May 21, 2025

.6 Specifications

Section	Title	Date	Pages
All	Contract Documents and Detailed Specifications	May 2025	818

.7 Addenda, if any:

Number	Date	Pages
1	June 19, 2025	19

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[ ] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

[ ] The Sustainability Plan:

Title	Date	Pages

[X] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
SGC	Supplementary General Conditions	2017	2

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

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OWNER *(Signature)*

BY: Alissa J. Meeks

(Printed name and title)

CONTRACTOR *(Signature)*

BY: Pete Acken Vice President

(Printed name and title)

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User Notes: (6877ce8b8c143cc49a21f8a8)

Additions and Deletions Report for
AIA® Document A101® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:14:33 EDT on 08/18/2025.

Changes to original AIA text

PAGE 4

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the subsequent month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty (30) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

PAGE 5

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017. If, after substantial completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect or Owner's Representative so confirms, the Owner, shall upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted.

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation under the laws of the State of West Virginia, in the twenty-eight judicial circuit.

PAGE 7

Number	Title	Date
Pages 1-73	Construction Documents for Jefferson Memorial Park Pool	May 21, 2025

Section	Title	Date	Pages
All	Contract Documents and Detailed Specifications	May 2025	818

Number	Date	Pages
1	June 19, 2025	19

Document	Title	Date	Pages
SGC	Supplementary General Conditions	2017	2

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User Notes: (6877ce8b8c143cc49a21f8a8)

Variable Information

PAGE 1

AGREEMENT made as of the Twenty-ninth day of July in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

City of Charles Town

101 E. Washington St.
Charles Town, WV 25414

(304)725-2311

Palmer Construction Co., Inc.

188 Success Drive
McConnellsburg, PA 17233

717-485-5111

Jefferson Memorial Park Pool

Charles Town, WV

The Thrasher Group, Inc.

PO Box 940 600 White Oaks Blvd.
Bridgeport, WV 26330

(304) 624-4108

PAGE 2

[ ] The date of this Agreement.

[X] A date set forth in a notice to proceed issued by the Owner.

[ ] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

[X] Not later than Two Hundred Seventy (270) calendar days from the date of commencement of the Work.

[ ] By the following date:

PAGE 3

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Million Nine Hundred and Ninety-Four Thousand Dollars and Zero Cents ($ 2,994,000.00), subject to additions and deductions as provided in the Contract Documents.

$1,000 per day

PAGE 4

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User Notes: (6877ce8b8c143cc49a21f8a8)

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Thirtieth day of the samefollowingsubsequent month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty (30) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

PAGE 5

[ ] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

[X] Litigation in a court of competent jurisdiction

[ ] Other *(Specify)*

PAGE 6

City of Charles Town

101 E. Washington Street

Charles Town WV 25414

304-725-2311

Palmer Construction Co., Inc.

188 Success Drive

McConnellsburg, PA 17233

717-485-5111

PAGE 7

[X] Supplementary and other Conditions of the Contract:

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:14:33 EDT on 08/18/2025 under Order No. 20250146710 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, other than those additions and deletions shown in the associated Additions and Deletions Report.

_____

(Signed)

_____

(Title)

_____

(Dated)

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User Notes: (6877ce8b8c143cc49a21f8a8)

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1028: Skate Park Mural and Bridge Ribbon Cutting Event

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1029: Happy Retreat Parking Lot

ATTACHMENTS:

- Action Form.pdf

NOTIFICATION OF CITY ACTION

TO: Friends of Happy Retreat Inc.
P.O. Box 1427
Charles Town WV 25414

Delivered via email to swwash@comcast.net , eriicketts@charlestownwv.us

FROM: James Newman, City Planner and Zoning/Subdivision Administrator, AICP.

DATE: June 24, 2025

RE: SLD2023-07 Happy Retreat Parking Lot Expansion

Your request for: Preliminary Plan approval

Has been:
_____Approved _X_Approved with Conditions ____Denied

At the June 23, 2025 meeting of the:

__X____Planning Commission ___ City Council ____Board of Zoning Appeals
_____ Historic Landmarks Commission **Or:** Administratively on _____

Your next step should be:
__X___File additional/revised plans as required: Final Plan or Waiver
_____Obtain other required permits:
____No further information is required

Condition:

1. That prior to approval of the Final Plan, the applicant shall either file for a waiver from sidewalk requirements or the plan set shall be revised to include sidewalk along the road frontage of Mordington Avenue.

Per State Code §8A-9-1, every decision or order of the planning commission, board of subdivision and land development appeals, or board of zoning appeals is subject to review by certiorari. Within thirty days after a decision or order by the planning commission, board of subdivision and land development appeals, or board of zoning appeals, any aggrieved person may present to the circuit court of the county in which the affected premises are located, a duly verified petition for a writ of certiorari setting forth: (1) That the decision or order by the planning commission, board of subdivision and land development appeals, or board of zoning appeals is illegal in whole or in part; and (2) Specify the grounds of the alleged illegality. The 30 days is from the date of the final decision, not the date of the Action Form

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

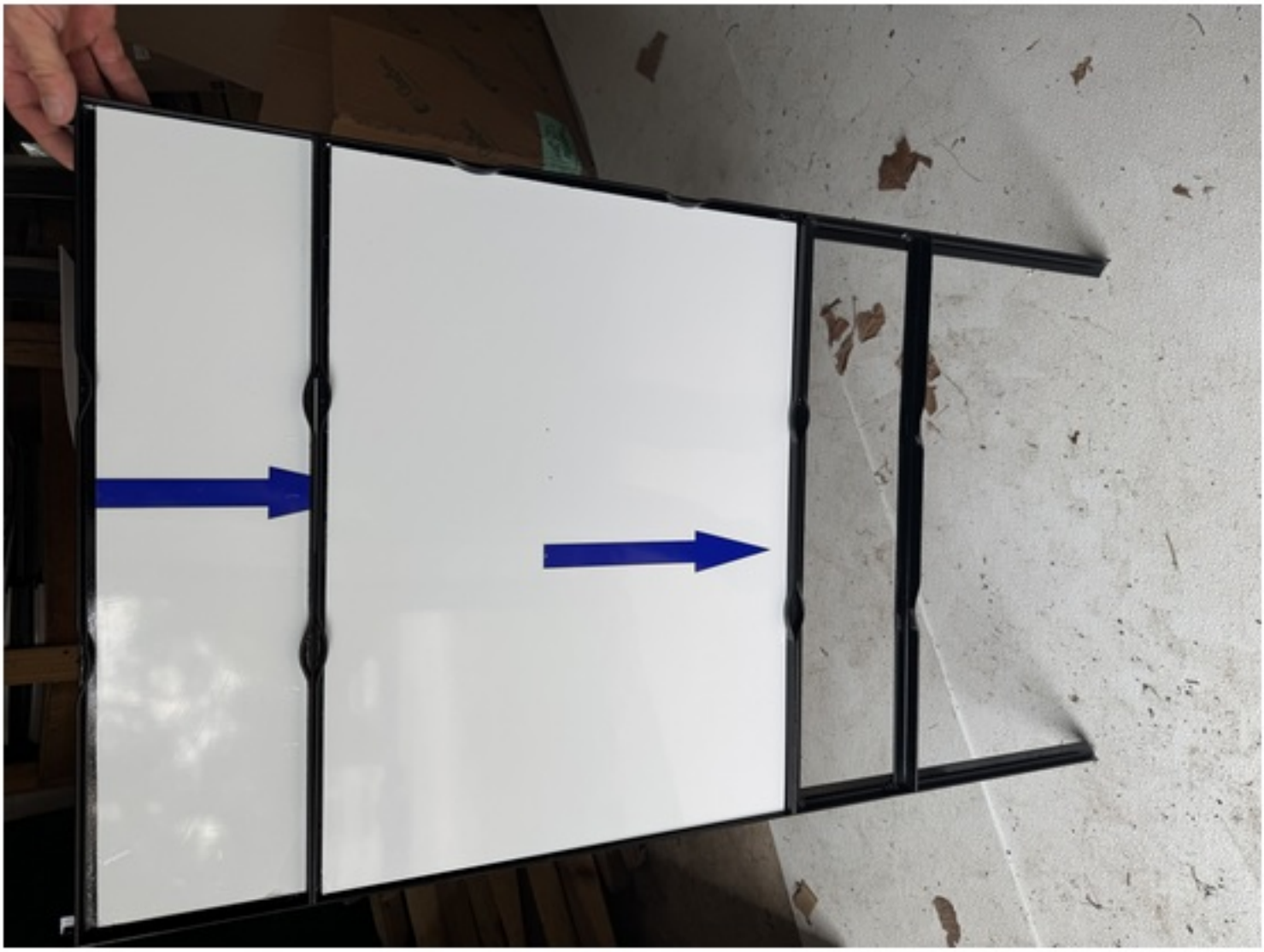
SCHEDULED

AGENDA ITEM (ID #)

2025-1030: Park Storyboard Trail - Update

ATTACHMENTS:

- IMG_3825.jpeg



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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1031: FY2026 Parks and Recreation Budget

ATTACHMENTS:

- August 2025 P&R Financials.pdf
- FY 2026 P&R Budget.pdf

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	FY 2026 BUDGET	JULY 2025	AUGUST 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
Carryover				-	-		
00 Pool Admission	20,400			-	20,400	0%	
01 Pool Concession Stand	3,000	16		16	2,984	1%	
02 Pool Rental	2,000			-	2,000	0%	
03 Pool Passes	3,000			-	3,000	0%	
04 Swimming Lessons	5,000			-	5,000	0%	
07 Pavilion Rental	4,000	700	300	1,000	3,000	25%	
10 Park Donations				-	-		
12 Hotel/Motel	100,000		6,739	6,739	93,261	7%	
14 Tennis CIP Donations	1,000			-	1,000	0%	
21 Junior Tennis	1,200			-	1,200	0%	
22 Tennis Lessons	7,500			-	7,500	0%	
38 Interest	750	279		279	471	37%	
39 Contributions from GF	20,000		20,000	20,000	-	100%	
TOTAL REVENUES	**167,850**	**995**	**27,039**	**28,034**	**139,816**	**17%**	

EXPENSES	FY 2026 BUDGET	JULY 2025	AUGUST 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES
03 Salaries	62,000	4,722	6,378	11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04 FICA Tax Expense	5,000	361	488	849	4,151	17%	FICA @ 7.65% of Salary
08 Overtime	1,000			-	1,000	0%	
11 Telephone	1,000			-	1,000	0%	Jefferson Memorial Pool Phone Line
13 Utilities	12,000	241	298	539	11,461	4%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15 Buildings and Grounds	12,000	425		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).
16 Pool supplies and equipment	5,000			-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.
20 Advertising/Legal Pub	200			-	200	0%	Publishing fees
21 Training	500			-	500	0%	CPR/First Aid training
26 Insurance & Bonds	4,000			-	4,000	0%	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	50,000	6,758	6,494	13,252	36,748	27%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
36 Refunds		100		100	(100)		
37 Other Fees/Taxes	150			-	150	0%	Pool permit fee Health Department
41 Departmental Supplies	13,150	1,093	69	1,162	11,988	9%	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies	850			-	850	0%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	1,000			-	1,000	0%	
45 Uniforms				-	-		
59 Capital Outlay				-	-		
99 Contingencies				-	-		
TOTAL EXPENSES	**167,850**	**13,701**	**13,726**	**27,427**	**140,423**	**16%**	
REVENUES OVER EXPENSES	**-**	**(12,706)**	**13,313**	**607**	**(607)**		

the city of Charles Town, WV

FY 2026 P&R Budget

REVENUES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE AS OF 5/31/25	FY 2026 BUDGET	FINANCE NOTES
Carryover					113,000	113,000		
00 Pool Admission	6,462	17,706	16,535	20,126	20,000	7,707	20,400	
01 Pool Concession Stand	1,159	3,044	2,877	2,611	2,410	984	3,000	
02 Pool Rental	400	3,595	3,900	5,010	4,000	1,380	2,000	
03 Pool Passes	2,990	3,503	4,270	3,095	3,000	2,241	3,000	
04 Swimming Lessons		6,753	13,211	9,168	9,000	12,275	5,000	
07 Pavilion Rental	4,025	3,525	5,225	4,600	4,500	3,400	4,000	
10 Park Donations	3,580	3,000	3,500			24,059		
12 Hotel/Motel	58,400	82,318	103,943	99,855	100,000	73,651	100,000	
14 Tennis CIP Donations		1,800	2,400	2,600		800	1,000	
21 Junior Tennis		780	1,290			1,265	1,200	
22 Tennis Lessons		7,523	9,925	10,426	9,000	6,046	7,500	
38 Interest	14	186	392	325		1,315	750	
39 Contributions from GF	42,500	42,500	37,500	37,500	20,000	20,000	20,000	
TOTAL REVENUES	**119,530**	**176,234**	**204,968**	**195,315**	**284,910**	**268,123**	**167,850**	

EXPENSES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE		FINANCE NOTES
03 Salaries	23,508	51,124	73,224	62,373	52,000	43,990	62,000	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04 FICA Tax Expense	1,801	3,911	5,602	5,463	4,160	3,428	5,000	FICA @ 7.65% of Salary
08 Overtime						1,022	1,000	
11 Telephone	1,489	1,039	852	884	900	371	1,000	Jefferson Memorial Pool Phone Line
13 Utilities	6,419	8,950	12,240	12,795	7,500	7,334	12,000	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15 Buildings and Grounds	11,005	7,879	5,995	2,874	6,000	2,606	12,000	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).
16 Pool supplies and equipment	-	-	-	4,250	11,000	1,011	5,000	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.
20 Advertising/Legal Pub	54	148	442		100	19	200	Publishing fees
21 Training	329	-	-		500	-	500	CPR/First Aid training
26 Insurance & Bonds	5,952	4,628	3,548	3,602	4,000	3,051	4,000	Commercial Property, Umbrella Liability, Automobile, Worker's
30 Contracted Services	42,311	47,500	50,274	57,480	50,000	39,363	50,000	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
37 Other Fees/Taxes	131	168	131	138	150	-	150	Pool permit fee Health Department
41 Departmental Supplies	15,726	17,637	18,785	2,818	15,000	9,727	13,150	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies							850	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	776	1,724	2,032	1,469	-	605	1,000	
45 Uniforms	-	400	820	420	600	451		
59 Capital Outlay					100,000	-		
99 Contingencies					33,000	-		
TOTAL EXPENSES	**109,502**	**145,107**	**173,944**	**154,566**	**284,910**	**112,979**	**167,850**	
REVENUES OVER EXPENSES	**10,028**	**31,127**	**31,023**	**40,749**	**-**	**155,144**	**-**	

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1032: Manager Report/Introduction of Parks Manager - Gavin Bailey

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1033: Goals for Park Manager

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1034: Authorization to Liquidize the Trust of Sheila A. Clifford

ATTACHMENTS:

- JMP - Account Holdings.pdf
- JMP - Account Transactions.pdf
- SCity of Ch25091712510.pdf

Account Holdings (With TaxLot)

[redacted] JMP-Sheila Clifford Trust Agency, Pending Trades Included and Not Netted, Electronic Trades Excluded

Sorted By : Account Number

Date Run : 05/08/2025 Processing Date : 05/08/2025 Time Printed : 09:00:10 AM

Account Name : JMP-Sheila Clifford Trust Agency **Prices As Of : 05/07/2025** [redacted]

Shares	Asset Description		Cost	Market	Unr Gain Loss	Est Ann Inc	Yield
	Money Market Funds - Taxable						
24,058.61	Northern Institutional Government Select		24,058.61	24,058.61	0.00	1,013.60	4.21 %
	***Sub Total : ***	$	24,058.61	24,058.61	0.00	1,013.60	4.21 %
	Common Stock						
66	3M CO		5,176.63	9,150.24	3,973.61	192.72	2.11 %
100	Capital One Financial Corp.		13,502.50	18,655.00	5,152.50	240.00	1.29 %
716	Exxon Mobil Corp.		73,941.32	74,900.76	959.44	2,835.36	3.79 %
82	Lockheed Martin Corp.		34,937.53	38,648.24	3,710.71	1,082.40	2.80 %
33	Meta Platforms Inc.		15,527.41	19,694.73	4,167.32	69.30	0.35 %
1,333	Nvidia, Corp		94,907.60	156,040.98	61,133.38	53.32	0.03 %
	***Sub Total : ***	$	237,992.99	317,089.95	79,096.96	4,473.10	1.41 %
	***Grand Total : ***	$	**262,051.60**	**341,148.56**	**79,096.96**	**5,486.70**	**1.61 %**

***Principal Cash :* 0.00** ***Income Cash :* 0.00** ***Invested Income :* 0.00**

Account Transactions by Trn Type

[redacted] JMP-Sheila Clifford Trust Agency, All Transaction Types, All Receipt Types, All Disbursement Types, Covering the period 05/01/2025 to 05/07/2025

Sorted By : Account Number

Date Run : 05/08/2025 Processing Date : 05/08/2025 Time Printed : 08:59:17 AM

Date	Type	Description	Trn#	Principal	Income	Inv Inc	Shares	Book	Tax
Account Name : JMP-Sheila Clifford Trust Agency								[redacted]	
05/05/2025	Asset Transfer - Free Receipt	Capital One Financial Corp.	11270586	0.00	0.00	0.00	100	18,783.00	13,502.50
05/05/2025	Asset Transfer - Free Receipt	Exxon Mobil Corp.	11270588	0.00	0.00	0.00	716	76,046.36	73,941.32
05/05/2025	Asset Transfer - Free Receipt	Meta Platforms Inc.	11270590	0.00	0.00	0.00	33	19,701.66	15,527.41
05/05/2025	Asset Transfer - Free Receipt	Lockheed Martin Corp.	11270592	0.00	0.00	0.00	82	38,769.60	34,937.53
05/05/2025	Asset Transfer - Free Receipt	Nvidia, Corp	11270594	0.00	0.00	0.00	1,333	152,628.50	94,907.60
05/05/2025	Asset Transfer - Free Receipt	3M CO	11270596	0.00	0.00	0.00	66	9,377.28	5,176.63
05/07/2025	Transfer Between Accounts - Deposit	Transfer From Another Trust; Received From : Acct# 21-02861 - Sheila A. Clifford Irrevocable Trust	11270697	24,058.61	0.00	0.00	0	0.00	0.00
		**** Activity Totals :***		24,058.61	0.00	0.00	2,330	315,306.40	237,992.99

**** Suppressed Transactions Are Not Included In Totals***

Alissa Meeks

From: Emma Pedraza <EPedraza@mybct.bank>
Sent: Thursday, May 8, 2025 10:20 AM
To: Lori Nice; Alissa Meeks
Subject: Account Opening - Follow-up
Attachments: JMP - Account Holdings.pdf; JMP - Account Transactions.pdf

Good morning,

Thank you both for taking the time to meet over the phone with me yesterday. Per our conversation, it is our recommendation that we liquidate the stock as soon as possible, given the unknown current timeline of the project and when funds will be needed. Once liquidated, the cash will be placed in the money market, where the ~$24k is sitting (~4.2% yield currently, but can fluctuate with interest rate changes). Once a contactor for the project has been selected, and we have a better idea of the timeline, we can look at other short-term investments: UST bills (one-month to six-month ~4.2% yield), or the corporate bond model (~4.5% - 5.0% yield).

Please share these thoughts with the board/account signers and let me know when we can proceed with account liquidation. Happy to answer any additional questions that arise.

Best,

Emma Pedraza
Client Coordinator

BCT-Bank of Charles Town, aka The Community's Bank
Direct: 304-728-2435
Fax: 304-728-2487 | **epedraza@mybct.bank**
111 E. Washington St., Charles Town, WV 25414
PO Box 40, Charles Town, WV 25414
www.mybct.bank
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Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1035: Summer Tennis Recap

ATTACHMENTS:

- Summer Tennis 2025 Financial Statements.pdf

Program Income Report from 02/01/2025 to 09/03/2025 by Activity Date for All Customers for Summer Instructional Tennis

Invoice #	Item	Account	Member	Billing Name	Type	Date	Created By	Paid	Payment Notes
833693	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Alawuru	Alawuru, Brice	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$37.50	
833693	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Alawuru	Alawuru, Brice	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$70.00	
833693	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Alawuru	Alawuru, Brice	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$70.00	
834540	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 10-13	Alawuru	Alawuru, Briell	Alawuru, Bright	Credit Card Public	6/30/2025 17:45	Bright Alawuru	$37.50	
834540	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Alawuru	Alawuru, Briell	Alawuru, Bright	Credit Card Public	6/30/2025 17:45	Bright Alawuru	$70.00	
833693	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Alawuru	Alawuru, Brilyn	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$70.00	
833693	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Alawuru	Alawuru, Brilyn	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$70.00	
833693	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Alawuru	Alawuru, Brilyn	Alawuru, Bright	Credit Card Public	5/28/2025 21:18	Bright Alawuru	$37.50	
833796	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Amidan	Amidan, Charlotte	Amidan, Bethany	Credit Card Public	5/31/2025 19:46	Bethany Amidan	$70.00	
834037	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Bacchus	Bacchus II, Leopold (Leo)	Bacchus, Mary	Credit Card Public	6/10/2025 19:25	Mary Bacchus	$37.50	
833646	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Bailey	Bailey, Ivy	Bailey, Paul	Credit Card Public	5/27/2025 12:41	Paul Bailey	$70.00	
833646	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Bailey	Bailey, Reed	Bailey, Paul	Credit Card Public	5/27/2025 12:41	Paul Bailey	$70.00	
833646	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Bailey	Bailey, Ruby	Bailey, Paul	Credit Card Public	5/27/2025 12:41	Paul Bailey	$70.00	
833079	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Beachley	Beachley, Madilynn	Beachley, Jamie	Credit Card Public	5/9/2025 22:17	Jamie Beachley	$75.00	$5 Out of County Fee
833806	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Britch	Britch, Asher	Britch, Tad	Credit Card Public	6/1/2025 18:44	Tad Britch	$70.00	

833818	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Brown	Brown, Payton	Brown, Shannon	Credit Card Public	6/2/2025 10:31	Shannon Brown	$75.00	$5 Out of County Fee
833400	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Burger	Burger, Kalynn	Burger, Angela	Credit Card Public	5/19/2025 19:24	Angela Burger	$37.50	
831705	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Burke	Burke, Micah	Burke, Paula	Credit Card Public	4/5/2025 7:22	Paula Burke	$70.00	
831705	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Burke	Burke, Micah	Burke, Paula	Credit Card Public	4/5/2025 7:22	Paula Burke	$70.00	
834049	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Callahan	Morgens, Rye	Callahan, Ann	Credit Card Public	6/11/2025 10:39	Ann Callahan	$70.00	
833773	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Castro	Sandoval, Gianluca	Castro, Liliana	Credit Card Public	5/30/2025 19:58	Liliana Castro	$70.00	
834914	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Castro	Sandoval, Gianluca	Castro, Liliana	SCHOLARSHIP	7/15/2025 10:20	Purita Fisher	$18.75	
834914	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Castro	Sandoval, Gianluca	Castro, Liliana	Credit Card Office	7/15/2025 10:20	Purita Fisher	$18.75	
832817	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Clay	Clay, Owen	Clay, Vanessa	Credit Card Public	4/30/2025 20:16	Vanessa Clay	$70.00	
832999	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Cook	Cook, John	Cook, Anna	Credit Card Public	5/7/2025 21:38	Anna Cook	$70.00	
834099	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 12-15	Cortez	Cortez, Emily Ramos	Cortez, Claudia	Credit Card Office	6/12/2025 10:44	Shelly Petersen	$37.50	
834099	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 12-15	Cortez	Cortez, Kenzie Ramos	Cortez, Claudia	Credit Card Office	6/12/2025 10:44	Shelly Petersen	$37.50	
832719	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Crowder	Crowder, Brooklyn G	Crowder, Samantha	Credit Card Public	4/27/2025 20:47	Samantha Crowder	$37.50	
835263	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Darr	Darr, Camila	Darr, Lucas	Credit Card Public	7/27/2025 20:43	Lucas Darr	$70.00	
835263	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Darr	Darr, Nolan	Darr, Lucas	Credit Card Public	7/27/2025 20:43	Lucas Darr	$70.00	
833604	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Davis	Davis, Addie	Davis, Benjamin	Credit Card Public	5/24/2025 17:36	Benjamin Davis	$70.00	
834440	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Davis	Davis, Addie	Davis, Benjamin	Credit Card Public	6/26/2025 9:07	Benjamin Davis	$70.00	
834440	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Davis	Davis, Ellie	Davis, Benjamin	Credit Card Public	6/26/2025 9:07	Benjamin Davis	$70.00	

833604	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Davis	Davis, Ellie	Davis, Benjamin	Credit Card Public	5/24/2025 17:36	Benjamin Davis	$70.00	
833604	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Davis	Davis, Jenni	Davis, Benjamin	Credit Card Public	5/24/2025 17:36	Benjamin Davis	$70.00	
834440	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Davis	Davis, Jenni	Davis, Benjamin	Credit Card Public	6/26/2025 9:07	Benjamin Davis	$70.00	
833419	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Dieterich	Dieterich, Hazen	Dieterich, Lara	Credit Card Public	5/20/2025 16:16	Lara Dieterich	$42.50	$5 Out of County Fee
833419	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Dieterich	Dieterich, Hazen	Dieterich, Lara	Credit Card Public	5/20/2025 16:16	Lara Dieterich	$75.00	$5 Out of County Fee
832763	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Duvieilh	Duvieilh, Ella	Duvieilh, Diana	Credit Card Public	4/29/2025 14:57	Diana Duvieilh	$70.00	
832984	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Epperly	Epperly, Chandler	Epperly, Lauren	Credit Card Public	5/7/2025 10:01	Lauren Epperly	$70.00	
832984	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Epperly	Epperly, Lillian	Epperly, Lauren	Credit Card Public	5/7/2025 10:01	Lauren Epperly	$70.00	
831681	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Flores	Flores, Lucy	Flores, Lucas	Credit Card Public	4/5/2025 0:19	Lucas Flores	$70.00	
834498	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Flores	Flores, Lucy	Flores, Lucas	Credit Card Public	6/27/2025 17:58	Lucas Flores	$70.00	
835145	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Flores	Flores, Lucy	Flores, Lucas	Credit Card Public	7/22/2025 17:44	Lucas Flores	$70.00	
834762	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Garcia	Bayon Garcia, Sofia	Garcia, Tamara	Credit Card Office	7/9/2025 10:04	Purita Fisher	$70.00	
835136	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 7-9	Garcia	Bayon Garcia, Sofia	Garcia, Tamara	Credit Card Office	7/22/2025 15:21	Purita Fisher	$37.50	
832818	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Garza Hovatter	Hovatter, Briar	Garza Hovatter, Andrea	Credit Card Public	4/30/2025 20:35	Andrea Garza Hovatter	$70.00	
832818	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Garza Hovatter	Hovatter, Caia	Garza Hovatter, Andrea	Credit Card Public	4/30/2025 20:35	Andrea Garza Hovatter	$70.00	
833423	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 7-9	Greenacre	Greenacre, Lucy	Greenacre, Amanda	Credit Card Public	5/20/2025 18:36	Amanda Greenacre	$37.50	

833423	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 7-9	Greenacre	Greenacre, Lucy	Greenacre, Amanda	Credit Card Public	5/20/2025 18:36	Amanda Greenacre	$70.00	
833423	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 7-9	Greenacre	Greenacre, Lucy	Greenacre, Amanda	Credit Card Public	5/20/2025 18:36	Amanda Greenacre	$70.00	
833423	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 7-9	Greenacre	Greenacre, Lucy	Greenacre, Amanda	Credit Card Public	5/20/2025 18:36	Amanda Greenacre	$70.00	
832010	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Guerra	Guerra, Charlie	Guerra, Hillary	Credit Card Public	4/8/2025 22:34	Hillary Guerra	$70.00	
834605	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Harris	Harris, Josiah	Harris, Chanta	SCHOLARSHIP	7/2/2025 16:09	Purita Fisher	$52.50	
834605	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Harris	Harris, Josiah	Harris, Chanta	Credit Card Office	7/2/2025 16:09	Purita Fisher	$17.50	
834701	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Hazel	Remuzzi, Adeline	Hazel, Marion	Credit Card Public	7/7/2025 13:59	Marion Hazel	$70.00	
833120	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Hazel	Remuzzi, Izzy	Hazel, Marion	Credit Card Public	5/12/2025 11:21	Marion Hazel	$70.00	
831600	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Heavner	Heavner, Leah	Heavner, Christa	Credit Card Office	4/4/2025 18:22	Purita Fisher	$37.50	
833784	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Horak	Horak, Emmett	Horak, Julie	Credit Card Public	5/31/2025 8:22	Julie Horak	$37.50	
834257	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Kees	Bauserman, Evelyn	Kees, Kaitlyn	Credit Card Public	6/17/2025 20:02	Kaitlyn Kees	$75.00	$5 Out of County Fee
833609	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Kish	Kish, Avery	Kish, Jeffrey	Credit Card Public	5/25/2025 10:17	Jeffrey Kish	$70.00	
833071	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Leuters	Leuters, Roman	Leuters, Jenny	Credit Card Public	5/9/2025 15:37	Jenny Leuters	$37.50	
833395	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Lilly	Lilly, Muriel	Lilly, Amy	Credit Card Public	5/19/2025 17:01	Amy Lilly	$70.00	
833156	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Lyons	Lyons, Ava	Lyons, Keith	Credit Card Public	5/13/2025 18:00	Keith Lyons	$70.00	
834414	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Lyons	Lyons, Ava	Lyons, Keith	Credit Card Public	6/25/2025 9:09	Keith Lyons	$37.50	
835442	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Marcum	Marcum, Ansleigh	Marcum, Brandi	Credit Card Public	8/2/2025 8:51	Brandi Marcum	$70.00	

833014	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 12-15	Marcum	Marcum, Ansleigh	Marcum, Brandi	Credit Card Public	5/8/2025 11:14	Brandi Marcum	$37.50	
832732	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Marrone	Marrone, Linea	Marrone, Patrick	Credit Card Public	4/28/2025 13:51	Patrick Marrone	$70.00	
833795	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Mathis	Mathis, Eli	Mathis, Chelsea	Credit Card Public	5/31/2025 18:28	Chelsea Mathis	$70.00	
833025	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Mathis	Mathis, Lillie	Mathis, Chelsea	Credit Card Public	5/8/2025 17:42	Chelsea Mathis	$70.00	
834428	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Mcconnell	Mcconnell, Mason	Mcconnell, Chris	Credit Card Public	6/25/2025 15:10	Chris Mcconnell	$70.00	
834953	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Mcconnell	Mcconnell, Mason	Mcconnell, Chris	Credit Card Public	7/17/2025 10:01	Chris Mcconnell	$70.00	
834428	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Mcconnell	Mcconnell, Silas	Mcconnell, Chris	Credit Card Public	6/25/2025 15:10	Chris Mcconnell	$70.00	
834108	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Mcconnell	Mcconnell, Silas	Mcconnell, Chris	Credit Card Public	6/12/2025 13:10	Chris Mcconnell	$70.00	
834111	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Mcconnell	Mcconnell, Silas	Mcconnell, Chris	Credit Card Public	6/12/2025 13:14	Chris Mcconnell	$70.00	
831737	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Meeks	Meeks, Easton	Meeks, Jonathan	Credit Card Public	4/5/2025 9:33	Jonathan Meeks	$70.00	
831735	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Meeks	Meeks, Emery	Meeks, Jonathan	Credit Card Public	4/5/2025 9:17	Jonathan Meeks	$70.00	
831651	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Mendoza	Arias, Davina	Mendoza, Jenny	Credit Card Office	4/4/2025 19:27	Tommy Van Vliet	$37.50	
834507	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Miller	Miller, Aidia	Miller, Mark	Credit Card Public	6/28/2025 23:20	Mark Miller	$37.50	
834704	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Molina-Gollnitz	Gollnitz, Ethan	Molina-Gollnitz, Amanda	Credit Card Office	7/7/2025 15:47	Purita Fisher	$37.50	
833583	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Neely	Hairston, Ariel	Neely, Tiffany	Credit Card Public	5/23/2025 20:15	Tiffany Neely	$37.50	
834339	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Ocasio	Ocasio, Hayden	Ocasio, Lisa	Credit Card Public	6/21/2025 18:09	Lisa Ocasio	$37.50	
831760	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Parker	Parker, Ashton	Parker, Cortney	Credit Card Public	4/5/2025 10:58	Cortney Parker	$75.00	$5 Out of County Fee

832411	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Pestka	Pestka, Cameron	Pestka, Kim	Credit Card Public	4/16/2025 12:12	Kim Pestka	$70.00	
835010	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Preece	Preece, Rose Angel	Preece, Zunilda	Credit Card Public	7/17/2025 20:29	Zunilda Preece	$37.50	
835439	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Preece	Preece, Rose Angel	Preece, Zunilda	Credit Card Public	8/1/2025 21:12	Zunilda Preece	$70.00	
832670	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Rattray	Rattray, Evelyn	Rattray, Erika	Credit Card Public	4/25/2025 10:25	Erika Rattray	$70.00	
831795	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Rhoe	Rhoe, Georgia	Rhoe, Courtney	Credit Card Public	4/5/2025 17:57	Courtney Rhoe	$75.00	$5 Out of County Fee
831795	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Rhoe	Rhoe, Raleigh	Rhoe, Courtney	Credit Card Public	4/5/2025 17:57	Courtney Rhoe	$75.00	$5 Out of County Fee
834177	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 10-13	Ruble	Ruble, Ashtpn	Ruble, Justin	Credit Card Public	6/14/2025 11:48	Justin Ruble	$70.00	
832835	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Sallah	Dailey, Jackson	Sallah, Jody	Credit Card Public	5/1/2025 13:14	System	$37.50	
833603	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Scott	Scott, Sophie	Scott, Janice	Credit Card Public	5/24/2025 15:01	Janice Scott	$70.00	
834617	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Scott	Scott, Sophie	Scott, Janice	Credit Card Public	7/3/2025 11:51	Janice Scott	$70.00	
833753	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Shegogue	Shegogue, Katie	Shegogue, Jessica	Credit Card Public	5/30/2025 8:57	Jessica Shegogue	$70.00	
831784	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 10-13	Short	Short, Ella	Short, Erin	Credit Card Public	4/5/2025 14:42	Erin Short	$42.50	$5 Out of County Fee
833371	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Sigler	Sigler, Adrienne	Sigler, Stephanie	Credit Card Public	5/18/2025 15:22	Stephanie Sigler	$42.50	$5 Out of County Fee
834036	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Singh	Teja, Jind	Singh, Avtar	Credit Card Public	6/10/2025 18:14	Avtar Singh	$70.00	
831750	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 7-9	Smolyar	Ignat, Alexandra	Smolyar, Irina	Credit Card Public	4/5/2025 10:08	Irina Smolyar	$70.00	
831750	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 7-9	Smolyar	Ignat, Alexandra	Smolyar, Irina	Credit Card Public	4/5/2025 10:08	Irina Smolyar	$70.00	

833632	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 13-16	Spitzer	Spitzer, Logan	Spitzer, Shelly	Credit Card Public	5/27/2025 9:29	Shelly Spitzer	$37.50	
833632	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Spitzer	Spitzer, Logan	Spitzer, Shelly	Credit Card Public	5/27/2025 9:29	Shelly Spitzer	$70.00	
833632	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Spitzer	Spitzer, Logan	Spitzer, Shelly	Credit Card Public	5/27/2025 9:29	Shelly Spitzer	$70.00	
833109	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Spitznogle	Watts, Laila	Spitznogle, Katherine	Credit Card Public	5/11/2025 17:04	Katherine Spitznogle	$70.00	
834446	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 12-15	Spitznogle	Watts, Laila	Spitznogle, Katherine	Credit Card Public	6/26/2025 11:32	Katherine Spitznogle	$70.00	
832100	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Stracener	Stracener, Hanz	Stracener, Erika	Credit Card Public	4/10/2025 11:28	Erika Stracener	$37.50	
834011	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - Intermediate & Advanced Tennis Camp Ages 13-16	Terango	Terango, Dante	Terango, Traci	Credit Card Public	6/10/2025 1:44	Traci Terango	$70.00	
832692	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Ward	Ward, Lucianna	Ward, Diane	Credit Card Office	4/25/2025 14:38	Nicole Cooper	$70.00	
833200	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Wiggington	Ivanytsia, Fedir	Wiggington, Tetiana	Credit Card Public	5/14/2025 12:47	Tetiana Wiggington	$70.00	
834959	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 8-11	Wiggington	Ivanytsia, Fedir	Wiggington, Tetiana	Credit Card Public	7/17/2025 13:31	Tetiana Wiggington	$37.50	
833614	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 7-9	Wildman	Wildman, Isla	Wildman, Molly	Credit Card Public	5/26/2025 8:58	Molly Wildman	$37.50	
833614	Summer Instructional Tennis Program - Intermediate & Advanced Tennis Camps - EVENING Intermediate & Advanced Tennis Camp Ages 10-13	Wildman	Wildman, Rightley	Wildman, Molly	Credit Card Public	5/26/2025 8:58	Molly Wildman	$37.50	
833614	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Wildman	Wildman, Winnie	Wildman, Molly	Credit Card Public	5/26/2025 8:58	Molly Wildman	$37.50	
832678	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Yambor	Yambor, Khloe	Yambor, Britt	Credit Card Public	4/25/2025 11:37	Britt Yambor	$70.00	
834445	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 8-11	Yambor	Yambor, Khloe	Yambor, Britt	Credit Card Public	6/26/2025 11:04	Britt Yambor	$70.00	
832678	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Yambor	Yambor, Maverick	Yambor, Britt	Credit Card Public	4/25/2025 11:37	Britt Yambor	$70.00	
833990	Summer Instructional Tennis Program - Beginner Tennis Camp - EVENING Beginner Summer Tennis Camp Ages 5-7	Young	Young, Grayson	Young, Kailey	Credit Card Public	6/8/2025 21:23	Kailey Young	$37.50	

833067	Summer Instructional Tennis Program - Beginner Tennis Camp - Beginner Summer Tennis Camp Ages 5-7	Young	Young, Hugh	Young, Ashlee	Credit Card Office	5/9/2025 13:44	Heather Chapelle	$70.00	

$7,027.50

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1036: Day of Caring Recap

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1037: EPA Thriving Communities Grant - New Steps

ATTACHMENTS:

- SCity of Ch25091713170.pdf
- Rivers and Coalition Scope.docx
- Charles Town Budget_FINAL.xlsx
- Charles Town CLEAN Parks Narrative_FINAL.docx

Alissa Meeks

From:	Matt Ward <matt.ward@strategiesdc.com>
Sent:	Monday, July 21, 2025 11:12 AM
To:	Alissa Meeks; Elizabeth Ricketts; JEFFCO -- John Maxey; Than Hitt; Jamila Jones; Jamila Fleet
Subject:	Update / next steps on Charles Town's $350,000 "Thriving Communities" grant
Attachments:	Rivers and Coalition Scope.docx; Charles Town Budget_FINAL.xlsx; Charles Town CLEAN Parks Narrative_FINAL.docx

July 21

Hello Manager Alissa, Councilmember Ricketts, John, Than, and Jamilia –

This email is meant to kick off the Charles Town CLEAN Parks initiative under a "Thriving Communities" grant from the non-profit Green & Healthy Homes (GHHI).

As we have seen from previous emails conversations, the City of Charles Town secured a $350,000 grant from the nonprofit organization "Green & Healthy Homes" (GHHI) under its $90 million "Thriving Communities" grant from the U.S. EPA. While EPA terminated this grant in February 2025, a federal court in June 2025 ordered the funds released. GHHI is now allowing subgrantees (the City of Charles Town) to request 3-month cash advances.

As we know, the project is to do the following, see pp. 5-7 of the grant Narrative that won this grant, and the budget. These will be focused at Perry Fields, the Charles Town Skate Park, Evitts Run Park, and at Fisherman's Hall (with terrible stormwater issues going into their basement regularly). Scope:

1.) Create a "Green Infrastructure Master Plan" (essentially a targeting/concept plan with good concept drawings and maps for where green infrastructure facilities could/should go). This will be done in the context of planned trails that will be going through these areas, and any parks & rec improvements planned for these area.

2.) Followed by design & engineering of a targeted number of green infrastructure facilities

3.) This will be done in coordination with work with the WV Rivers Coalition and the Blue Ridge Watershed Coalition to conduct additional water quality monitoring on the Evitts Run Creek and train community members to be monitoring volunteers and informed about the results and trends. See the attached scope that Than and John provided.

4.) All this will be infused with neighborhood and stakeholder engagement to make sure that the community likes the direction of the master plan and designs, led by Jamilia and the NAACP/African American Community Association.

So, I'd like to kick this off, and I agreed with Interim City Manager Meeks that I would take the lead on organizing this. I suggest the following:

1.) **Steering Committee:** We should create a small working group to organize this project that should include Than Hitt, John Maxey, Jamilia Jones, Matt Ward, Alissa Meeks, and the consultants once procured. Who else do you want to invite? Give Council members an opportunity to join (Liz, you interested, given your role leading both Parks and Infrastructure Committees)? The role of this group will be to procure and manage the procured contractors, decide when/where/how to hold community engagement meetings, agree on key stakeholders and organizations to be informed, to review and lead input on the Green Infrastructure Master Plan, review and give input on design documents, and decide when/how to get info out to the broader community/press on these things.

2.) **Procure the community engagement coordinator**, who is budgeted for $12,000 for this project.

3.) **Get the WVRC / BRWC monitoring and education project launched**, including purchasing BRWC water monitoring equipment.

4.) **Community Workshop:** Hold the first public engagement to inform key organizations, people in these West End neighborhoods, and the public about the launch of this project, their opportunity to participate and given input, and ask for their ideas on making these parks better with green infrastructure and a cleaner creek.

5.) **Draft RFQ for design consultants**, and procure a contractor or team to get that scope of work going.

6.) **More:** After steps 1-5, we will move into managing the procured contractor to create the Green Infrastructure Master Plan and design green infrastructure facilities; to conduct the water quality monitoring scope; and to continue to engage the community.

Please give me your thoughts on this 6-point scope and plan, and particularly on #1 – who do we get involved in a Steering Committee. After we get agreement on all this, I can organize that first Steering Committee convening.

Also on the budget, which is tricky. GHHI is allowing "three month advances" on cash. So we will have to figure out, how much can/should we front-load on this 3-months advance. Certainly we can have BRWC buy its monitoring equipment. I think WV Rivers/BRWC, and the community facilitator, could get advances to begin their scopes, but we would need to decide how much to pull down in advance. I am leery that we can get much of the procured stormwater contractor – the bulk of the budget – going within three months, so we need to discuss whether to get any of that pulled down in the three month advance, or save such a drawdown for later.

LMK, thanks, Matt Ward

Attachments (3)

Objective 1: Coordinate stream monitoring program for Evitts Run.
This involves several components for WV Rivers staff: (a) develop a sampling design with a focus on water quality and trout habitat, (b) train volunteers to conduct sampling and report results with our CitSci.org platform and Stream Watch App, (c) conduct technical analysis of the results for public dissemination. BRWC would purchase sampling gear and laboratory analyses.

Objective 2: Host educational public events in the Charles Town area in collaboration with BRWC
This would include 4 public meetings, with 2 in 2025 and 2 in 2026. The first meeting each year would focus on training volunteers for data collection, and the second meeting each year would present results and interpretation. We'd provide a final report at the last meeting and would present this to the City Council and other venues as needed.

Our main costs would be salary support for staff, including my time as well as a regional organizer position. We budgeted 40K for this over 2 years. Do you need a breakdown of costs for our subaward or is a 40K line item enough at this point?

PS. Also some good news - Brandon Keplinger at WV-DNR told WV Rivers that DNR will attempt a native brook trout restoration effort in Evitts Run. Monitoring for trout survival and growth. The data gathered by WV Rivers and BRWC will help DNR on this effort, and the story of native fisheries returning to Charles Town in combination with increasing public access and trails could be important!

EPA Region 3 Thriving Communities Budget

Applicant Name:	City of Charles Town, WV
Project Name:	**CLEAN Parks**
Project Period:	01/19/2025 - 01/18/2027

PERSONNEL

Name	Title	Hours	Hourly Rate	Total
John Nissel	City Manager	40	$ 125.00	$ 5,000.00
Alissa Meeks	Director of Community & Economic Development	40	$ 100.00	$ 4,000.00
Jim Wysong	Director of Public Works & Operations	30	$ 75.00	$ 2,250.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Total				$ 11,250.00

FRINGE BENEFITS

Name		Rate		Total
John Nissel	City Manager			$ -
Alissa Meeks	Director of Community & Economic Development			$ -
Jim Wysong	Director of Public Works & Operations			$ -
0	0			$ -
0	0			$ -
0	0			$ -
0	0			$ -
0	0			$ -
0	0			$ -
0	0			$ -
Total				$ -

TRAVEL

Description	Quantity	Unit Cost	Total
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Total			$ -

EQUIPMENT

Description	Quantity	Unit Cost	Total
Water monitoring collection equipment for samples at three sites on Evitts Run for e. coli contamination.	1	$ 5,000.00	$ 5,000.00
Water monitoring collection equipment for samples at three sites on Evitts Run for PFAS contamination.	1	$ 5,000.00	$ 5,000.00
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Total			$ 10,000.00

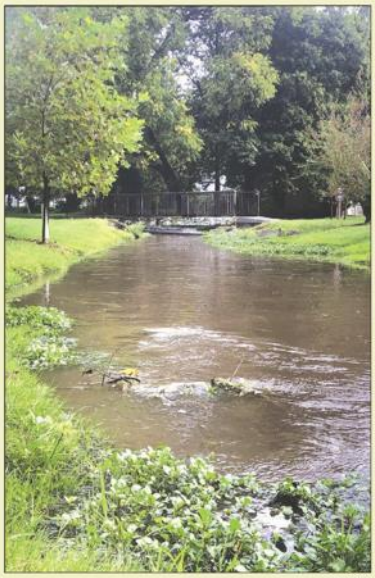
SUPPLIES

Description	Quantity	Unit Cost	Total

Charles Town Leads Environmental Action in Neighborhood Parks
CLEAN Parks







TIM COOK

Evitts Run stream is overflowing its banks after a rainstorm earlier this week as it passes through a public park in Charles Town.



Bird's Eye Perspective of West End master Plan

Thriving Communities Application from City of Charles Town, WV for $350,000 Tier III Project Development Grant

Submitted December 28, 2024







West End Neighborhood, pictured top left to bottom right: Pavement at former factory site, now Skatepark; Former manufactured gas plant, Evitts Run Creek flooded by stormwater, West End revitalization vision, Fisherman's Hall Community Center, bridge over creek at Perry Fields municipal park, Boys & Girls Club

Overview & Summary

The City of Charles Town, WV seeks to transform a corridor of former brownfields along the Evitts Run Creek in its distressed, minority West Side neighborhood into a corridor of clean parks, nature spaces, and healthy waters through the deployment of green infrastructure including bioswales, raingardens, urban tree canopy and native plantings, and sustainable pervious grass playfields, all connected by a new Augustine Trail walking and cycling pathway linking key neighborhood assets. This will further a decade-long partnership among the City of Charles Town, the African American Community Association of Jefferson County, the NAACP Jefferson Branch, the WV Rivers Coalition, the Blue Ridge Watershed Coalition, the Boys & Girls Club of the WV Eastern Panhandle, the City of Ranson, Ranson Community Gardens, and other committed partners. Thriving Communities resources from U.S. EPA Region 3 and the Green and Healthy Homes Initiative (GHHI) will enable Charles Town to create a Green Infrastructure Master Plan with full designs, engineering, and permitting packages along this creek corridor, focused on 60 acres of Creekside municipal and nonprofit parks at Perry Fields, Evitts Run Park, the Charles Town Skate Park, Charles Washington Grave Park, Happy Retreat, the Boys & Girls Club, the Fisherman's Hall African American Community Center, and along the planned Augustine Trail. The project will also involve a component to monitor the health and quality of the Evitts Run Creek, led by the WV Rivers Coalition and the Blue Ridge Watershed Coalition, who will join with the African American Community Association to conduct environmental education classes in these neighborhoods on keeping our waters and neighborhoods clean and sustainable. The community is excited to continue its longtime partnership with EPA Region 3 as "**C**harles Town **L**eads **E**nvironmental **A**ction in **N**eighborhood **Parks** – the "**CLEAN Parks**" Project.

Charles Town Community Need

Charles Town, WV is a city of 6,534 people located at the outer edge of the Washington DC-Baltimore metropolitan region. Founded by Charles Washington, youngest brother of George Washington, this area was heavily settled by the Washington family and others who unfortunately kept many African American people enslaved. At Emancipation, freed black persons in the area

settled largely around the Evitts Run Creek at the west side of Charles Town, which today remains one of the most racially concentrated and economically distressed neighborhoods in the state.

The main corridor through this neighborhood, Augustine Avenue which connects with Martin Luther King Jr. Boulevard, was long known as the "Black Main Street", and marked the locations of the people and events involved in the Second Niagara Movement (precursor to NAACP), the Royal Order of Galilean Fisherman black fraternal organization, the Chitlin' Circuit, the Free & Accepted Masons, black churches, the First Free Black School, and civil rights initiatives throughout the 19th & 20th centuries and continuing today. All of Charles Town, and the entire West End neighborhood, are disadvantaged on the IRA Disadvantaged Communities Map.

According to the EJScreen Community Report, the West End Neighborhood clustered around the Evitts Run Creek consists of 500 people living in 200 households, with a 34% minority population including 20% African Americans and 12% Latinos. The neighborhood population has 11% unemployment (270% higher than national rate), with 32% low income, 20% with disabilities, and 36% of the population renting. Although this neighborhood represents only 500 of the 6,500 people in Charles Town, many others access and use this neighborhood because of its key community resources: Boys & Girls Club (on a former brownfield), the Civic Center (on a former brownfield), Ranson Community Gardens, (which feeds homeless and vulnerable families) Fisherman's Hall African American Community Center, an elementary school, Martin Delaney Opportunity Learning Center, Charles Towers (a low-income senior housing complex), outdoor park and recreational areas, and the area's most affordable grocery store.

This neighborhood is heavily impacted by pollution challenges, with most of the riparian areas on Evitts Run Creek impacted by six brownfields including a capped manufactured gas plant which contaminated the Evitts Run Creek and the groundwater with major pollution releases, a dump, and a large manufacturing complex that closed in 1990. Environmental assessments conducted over the past decade have found significant levels of hazardous contaminants: 30 separate solvents, VOCs, heavy metals, pesticides/herbicides, and other pollutants of concern. The EJScreen for this neighborhood shows the 95th worst percentile for lead paint exposure, 94th worst for proximity to underground storage tanks, 92nd worst for exposure to both diesel PM and NO_x

pollution, 89th worst for wastewater discharges, 88th worst for $PM_{2.5}$ exposures, 82nd worst for hazardous waste proximity, and poor rankings on a number of other pollutant sources. Evitts Run Creek is a Clean Water Act impaired water for fecal coliform.

Charles Town has been in partnership with U.S. EPA Region 3 since 2001, using six (6) EPA Brownfield Assessment, Cleanup, Revolving Loan Fund, and Area-Wide Planning grants to investigate, remediate, and plan for reuse at these brownfields, even winning the Phoenix Award for our brownfield efforts here. Indeed, the community vision and concept plans for a CLEAN Parks corridor in this West End neighborhood were created using these EPA resources. These areas are now remediated and safer from exposure to hazards, but are still largely undeveloped, unimproved, paved or fenced off areas that provide few community benefits in a diverse community where over 50% of African Americans, nearly 60% of Latinos, and over 60% of youth have no park space within a 10-minute walk, according to Trust for Public Land's ParkServe tool. This CLEAN Parks initiative will be integrated with and further complement the $3 million "Augustine Trail" initiative to deploy a walking/pedestrian trail along the Evitts Run Creek through this area connecting other community hubs, which is now fully funded and under final design.

Project Description

With a vision for parks, recreational spaces, and natural areas with green infrastructure that manages stormwater along these former brownfield areas on the waterfront, now Charles Town is ready to move into full project development, and seeks Thriving Communities support to accomplish this CLEAN Parks initiative. This will be a **Tier III Project Development** initiative that uses $350,000 to organize community-based engagement sessions to conduct design plans; coordinate with key stakeholder organizations and permitting authorities; utilize expert consultants to design, engineer, and permit the green infrastructure systems along Evitts Run Creek into shovel-ready construction documents; and partner with local watershed and community organizations to monitor improving health and water quality of the Evitts Run.

The **proposed CLEAN Parks activities and interventions** that will be undertaken will include the following along the Evitts Run Creek in Charles Town's West Side neighborhood, conducted by key **partner organizations** using robust **community engagement strategies:**

1.) **Create a CLEAN Parks Green Infrastructure Master Plan for the Evitts Run Corridor:** The City of Charles Town will conduct a community-driven process to transform the existing vision and concept documents for restoration of the Evitts Run corridor (attached with this application) into a specific plan for deployment of green infrastructure facilities for stormwater management, heat island reduction, and community health in the brownfields and municipal properties along the Evitts Run Creek. The deliverable will be a detailed schematic plan, preliminary design drawings, and pollution reduction impact analyses for deployment of green infrastructure in this corridor.

- **Target areas** include the six-acre Skatepark property (former Dixie-Narco Manufacturing facility), the 1-acre Boys & Girls Club (also part of Dixie-Narco), the 9-acre Perry Fields property (former manufactured gas plant), 1-acre Evitts Run Park, Fisherman's Hall community center, and the 6-acre Public Works Yard. All these properties are contiguous along the creek.
- **Green infrastructure** will include riparian bioswales, raingardens, tree and native vegetation planting, and replacement of asphalt and other impervious surfaces with meadows, sustainable recreational fields that capture stormwater and improve resilience, and pervious parking pavement systems.
- **Community engagement** will include at least four community-based workshops conducted in partnership with key neighborhood and community organizations including the African American Community Association, NAACP Jefferson County Branch, Boys & Girls Club of the Eastern Panhandle, Blue Ridge Watershed Coalition, WV Rivers Coalition, Charles Town Parks & Recreation Commission, Charles Town Tree Board, City of Ranson, WVU Medicine Center for Population Health / Center for Metabolic Health, Ranson Community Gardens, Cacapon Institute, and others. A dedicated web-page for information and document/design sharing will be established on the City of Charles Town website and allied organization web pages, and community preference and input surveys will be conducted, along with outreach through traditional news and social media. These community engagement efforts will build on years of engagement conducted in the West End neighborhood in the development of the "West End Revitalization Plan", the "Commerce Corridor Brownfield Revitalization" initiative, and the "Charles Town Walkability & Connectivity" initiative.

- **Key Partner Organizations** will include the Jefferson NAACP, African American Community Association, Boys & Girls Club, and the adjacent City of Ranson for community engagement, the Blue Ridge Watershed Coalition and WV Rivers Coalition for water quality expertise, and the consulting teams procured with EPA Thriving Communities resources.

2.) **Conduct full design, engineering, cost estimation, permitting, and construction bid documentation for green infrastructure facilities:** When the master plan outlined above is finalized with community consensus, Charles Town will engage a team of design, engineering, cost estimation, permitting and construction bid documentation firms to design the specific green infrastructure facilities including bioswales, raingardens, urban tree and native plant landscaping, permeable surfaces, and sustainable recreation fields in the target areas. The deliverable will be shovel-ready plans and cost estimations for installation of green infrastructure. The key partner organizations outlined above will be involved.

3.) **Conduct Water Quality Monitoring & Stream Health initiative on Evitts Run Creek in West Side Neighborhood area:** Over the past two years, the Blue Ridge Watershed Coalition (www.brwc.org/) has engaged the City of Charles Town on stream impairment and water pollution in the Evitts Run Creek threatening the health and ecosystem of this community, and likewise WV Rivers Coalition (https://wvrivers.org/) has engaged the city to explore how to improve the health of the Evitts Run in West End for the people who recreate and fish in this creek. These two organizations will purchase needed monitoring equipment, and expand annual monitoring of the Evitts Run Creek for a variety of pollutants (nitrates, nitrites, phosphates, ammonia, e. coli & total coliform, pH, turbidity, and dissolved oxygen) to quarterly testing that will better inform the community of stream health and, importantly, enable tracking of the benefits from deployment of green infrastructure. Local volunteers will be recruited and trained for data collection, and this data will be shared with the community through the engagement outlined above.

4.) **Conduct community workshops and a youth environmental education initiative along Evitts Run Creek:** The project will conduct a series of at least four community workshops and youth environmental education convenings held at Fisherman's Hall African American Community Center, the Boys & Girls Club, and in these Creekside parks, to explain how brownfield

contamination, stormwater pollution, and other neighborhood hazards can impact the lives, health, and environment of this community – and how cleanup and revitalization can improve neighborhoods and create career pathways in green jobs fields. Workshops will be conducted by the African American Community Association in partnership with the City, WV Rivers Coalition, Blue Ridge Watershed Coalition, community groups, and guest experts.

Organizational Capacity & Needs

Charles Town and its dedicated team have managed over $8.8 million in 20 federal grants, with many focused in this West End neighborhood where the city applicant has strong collaboration and orientation, including three U.S. EPA Brownfield grants (2010, 2011, 2012), an EPA Green Streets-Green Jobs-Green Towns (G3) grant (2023), a National Park Service African American Civil Rights Grant (2021), two NPS Save America's Treasures Grants (2020-2024), two Chesapeake Bay Trust grants (including one for designing and deploying green infrastructure for stormwater) (2022-2024), two National Fish & Wildlife Foundation grants for watershed protection, and four NPS Land & Water Conservation Fund grants for park and recreational improvements. On these grants, the City has timely delivered planned outputs and outcomes on-budget, without adverse audit findings or other non-compliance.

Key roles will include: **Charles Town City Manager** John Nissel, whose previous roles have included: the Jefferson County WV Administrator, the Deputy Director of Operations for Montgomery County MD Parks & Recreation, Facilities Manager for the National Capital Parks & Planning Commission, YMCA of Metropolitan Washington DC, and the National Park Service. In these roles he managed parks, recreational facilities, environmental education, forestry and other areas. **Charles Town's Director of Community & Economic Development** Alissa Meeks has managed many of the city's grants and community revitalization projects, bringing skills gained in her 18 years working for the city and the State of West Virginia. The project will be assisted by **Charles Town's Director of Operations Cindy Rezmer**, who manages stormwater and other projects, bringing 35 years of experience including as Deputy County Administrator for Jefferson County. Organizational partners will include John Maxey, the Founder and Director of the **Blue Ridge Watershed Coalition**; and Than Hitt, Senior Scientist at **WV Rivers Coalition**, who

previously was with the U.S. Geological Society. **Jamila Jones** will be a key community facilitator on the project, as a Member of the Board of Jefferson NAACP, an African American Community Association officer, an Appalachian Regional Commission Leadership Fellow, and the founder/owner of Innovative Community Solutions. Long-time city resident and consultant Matt Ward of **Sustainable Strategies DC**, will bring 30 years of expertise in brownfield and community revitalization, smart growth, and green infrastructure, including 20 years of involvement in this West End Revitalization as a member of City Council and the Planning Commission. The city has used many other expert consultants in these kinds of community revitalization endeavors, whom we will competitively procure for this CLEAN Parks project. The project will also leverage another $360,000 in U.S. EPA Office of Water funding slated for Charles Town to create a parallel "Green Infrastructure Master Plan" in the adjacent downtown area in 2025.

Evaluation Plan – Charles Town will measure and evaluate outcomes and outputs of CLEAN Parks by assigning the city's project lead to work with a CLEAN Parks Task Force comprised of community stakeholders to measure quarterly progress toward the following milestones throughout the project period, reporting results to City Council, sharing them with key stakeholder organizations, and posting them on the public project web sites:

- **Outcome 1: Establishment & widespread community distribution of "Green Infrastructure Master Plan"** with outputs including: number of organizations involved in plan development, number of community members involved in plan development, production of a feasible and implementable plan, and number of people who receive and review final plan;
- **Outcome 2: Shovel-Ready Green Infrastructure Facilities** with outputs including: number of facilities fully designed, engineered, permitted, cost estimated, and prepared for bidding, and number of water pollutant loadings projected to be reduced by implementation;
- **Outcome 3: Water Quality Monitoring of Evitts Run Creek increased** with outcomes of 12 monitoring events undertaken over three-year period, and publicly disseminated; and number of people and organizations (including youth) participating in four community workshops and environmental education convenings.

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1038: RFP for Pickleball Court

ATTACHMENTS:

- SCity of Ch25091712470.pdf

City of Charles Town

Request for Proposals (RFP)

Pickleball Courts

September 2025

City of Charles Town

Request for Proposals (RFP) – The City of Charles Town is soliciting proposals from qualified contractors/firms to provide construction services for two (2) pickleball courts located next to the tennis complex in Jefferson Memorial Park. See Scope of Project for more details.

Scope of Project

For purposes of this RFP, the objective is to obtain proposals from qualified contractors or firms hereafter referred to as "Vendor", to provide construction services for:

1. The construction of two (2) pickleball courts following the American Sports Builders Association (ASBA) specifications near the tennis complex at Jefferson Memorial Park
    a. Both courts shall be on a shared 60ftx60ft paved base.
    b. Both courts shall be resurfaced on top of the paved base in two distinct colors. Color of materials will be chosen by the City of Charles Town.
2. Install of two (two) portable pickleball nets.
3. Layout and paint two (2) sets of regulation pickleball playing lines per ASBA specifications using textured white line paint.
4. Install of a four (4) ft. high black chain-link fence around the court perimeter

The work will further include all preparatory site work to include gravel access, grade preparation, and materials acquisition. Pricing should include mobilization, cost of materials, and time. Contractor/firm is responsible for providing all equipment needed to complete the work.

The vendor is responsible for the daily clean-up of debris and disposal of work-related materials to maintain the established construction site in a clean, presentable, and continuously usable manner. 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, 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

Vendors are invited to submit proposals, not more than 5 pages, containing their qualification and experience providing a cost-analysis of similar projects completed by the vendor to include other pickleball courts or similar projects 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 Manager of Parks and Recreation, Gavin Bailey, at gbailey@charlestownwv.us or 304-724-3236. To be considered, proposals must be received no later than **4:00 p.m. on Wednesday, October 8th, 2025**.

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

Gavin Bailey
Parks and Recreation Manager
101 East Washington Street
Charles Town, WV 25414

Please note on the cover of the envelope or in the subject line of the email: Pickleball Courts Construction RFP – Vendor Name.

Upon selection, it is anticipated the City of Charles Town may enter into 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 contractor, 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/subs who will be assigned to this project, as indicated by prior involvement in similar projects.

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

5. A list of names of potential subcontractors anticipated to be utilized.

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.

8. A proposed itemized budget detailing material, time, and all costs associated.

9. Warranty for completed work.

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.

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, 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).

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 preparation, materials, 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 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 questions listed in this RFP.
- Experience and qualifications successfully completing 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.

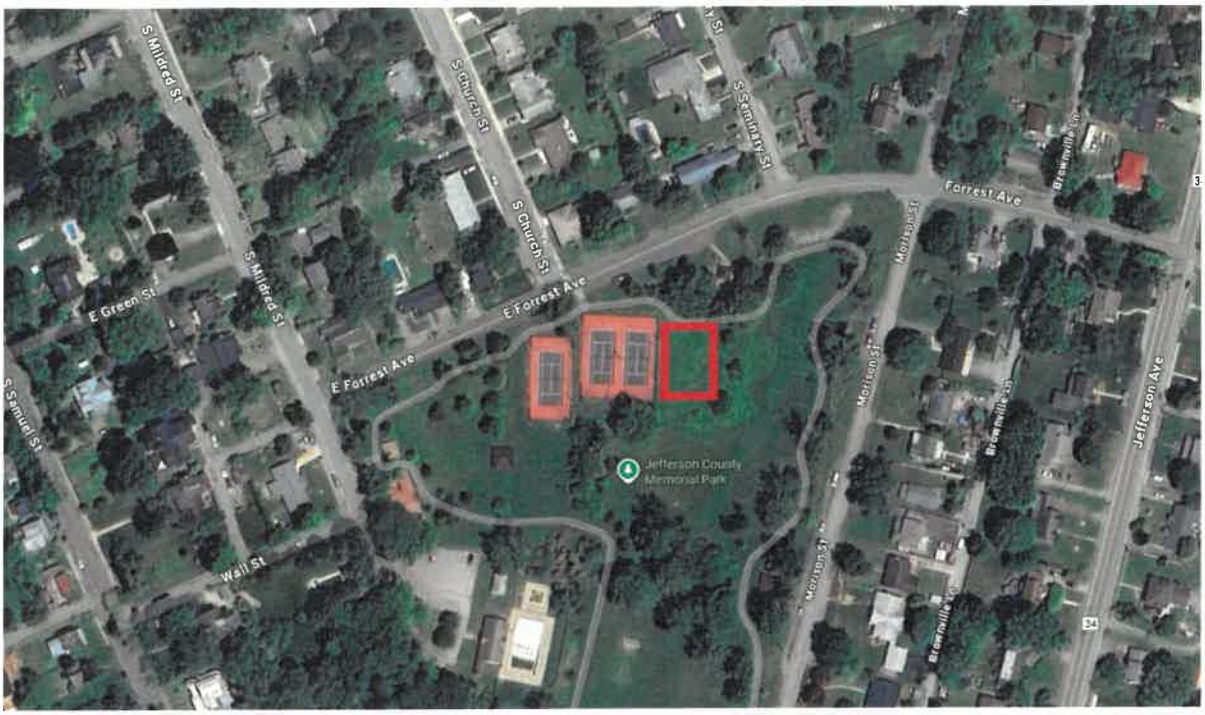
Failure to provide a fee may result in your proposal being rejected.

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 Pickleball Courts Construction 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

Location of Construction at Jefferson Memorial Park



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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1039: Tree Board Business

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1041: Parks Updates: Happy Retreat, Evitts Run, Willingham Knolls, Skate Park, Jefferson Memorial Park, other Parks

ATTACHMENTS:

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

Meeting: 09/18/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1042: Parks and Recreation Budget Review

ATTACHMENTS: