CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • JANUARY 22, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1085:** Board of Parks and Recreation Report - December 2025
Parks and Rec Meeting Mins - December 2025 FINAL.pdf

3. UNFINISHED BUSINESS

: **2026-1071:** Willingham Knolls Border Fence Discussion
50.jpg
48.jpg
Screenshot 2025-10-16 133901.png
57.jpg
59.jpg
64.jpg
WKP Fence estimate.png

: **2026-1072:** Tennis Program Analysis and Discussion
2025 Tennis Report1.pdf
Summer_Tennis_2024_Feedback_Report.docx

4. NEW BUSINESS

: **2026-1073:** Pickleball Court Contract

: **2026-1074:** Jefferson Memorial Park Pool Contract Update

: **2026-1075:** Tennis Program - Summer/Fall 2026

: **2026-1076:** Pool Staffing and Operations - Summer 2026
Pool_Operations_Summary_Report.docx

: **2026-1077:** Park Manager's Updates
Managers Update 1-22-26.docx

: **2026-1078:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comments on Skate Park
Parks and Rec Comments and Concerns 1-22-26.docx

: **2026-1080:** Review of State Code Chapter 8, Article 21 and City Ordinance Article 138
Parks and Recreation West Virginia State Code _ Â§8-21.pdf

Parks and Recreation Article 138 City of Charles Town ordinance.pdf

: **2026-1081:** Election of 2026 Officers: President, Vice President, Secretary - Article 138

: **2026-1082:** Approval of Meeting Schedule
City of Charles Town Board of Parks and Recreation Meeting Schedule 2026.docx

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: 01/22/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1085: Board of Parks and Recreation Report - December 2025

Board will approve report of minutes from last meeting.

ATTACHMENTS:

- Parks and Rec Meeting Mins - December 2025 FINAL.pdf

City of Charles Town

Parks and Recreation Commission Report
December 2025

18 December 2025 / 6:00 PM / City Hall

I. CALL TO ORDER: 6:02 PM

Persons Present:

Commissioners: Elizabeth Ricketts, Alden Roth, Trudy Roth, Mike Slover, Kevin Derr, Steve Galleher, Nick Zaglifa

Staff: Alissa Meeks, Gavin Bailey, Brent Manuel, Jim Wysong, Cindy Rezmer

Guest: Sam Rich (Remote), Aaron Amore (Remote)

II. APPROVAL OF MINUTES

Hearing no corrections or objections, the minutes were approved as drafted.

III. UNFINISHED BUSINESS

2025-1377: JMP Pool Update

Sam Rich from Trasher Engineering joined remotely via Zoom. He provided an update on the pool and answered questions from commissioners.

No Action.

2025-1378: Tennis Program Analysis and Discussion

Parks and Recreation Manager Gavin Bailey presented data from the Tennis Program. Mr. Derr requested further data about how the staff of the Tennis Program was paid.

No Action.

2025-1379: Pickleball Court Proposal and Resolution

Vice Chairman Alden Roth updated the Commission about the RFP for a pickleball court at Jefferson Memorial Park. Chairperson Ricketts provided a draft resolution to accept the bid. There was a discussion about funding and other options.

“I motion to accept this resolution as written, with the exception of adding in the language of ‘not to exceed the $83,252’.”
Motion: M. Slover, **2nd:** N. Zaglifa

Unanimous.

2025-1380: Park's Financial Policy

Parks Manager Gavin Bailey provided the City’s financial policy for review and gave a brief introduction to the topic. There was a discussion.

No Action.

2025-1831: Willingham Knolls Border Fence Discussion

Parks Manager Bailey presented options for replacing the fence around the parking lot at Willingham Knolls. He also proposed the need to remove the old barbed wire fencing and brush at the park. There was a discussion.

"I motion to have Gavin look into the cost of repairing the existing fence, the cost to remove the existing fence, and the cost to replace the existing fence with a split-rail style fence."
Motion: K. Derr, **2nd:** T. Roth
Unanimous

"I motion to remove the old barbed wire fence along the road."
Motion: T. Roth, **2nd:** M. Slover
Unanimous

IV. NEW BUSINESS

2025-1382: Proposal to Conduct Feasibility Study Involving the Skatepark and Maintenance Yard

Maintenance Director Jim Wysong and Operations Director Cindy Rezmer requested permission from the Commission to allow the City to study the feasibility of swapping the locations of the City's Maintenance Yard with the Skatepark. There was a discussion about the proposal and possibilities.

"I move to entertain early discussions of a potential land swap between the maintenance yard and the skatepark.
Motion: M. Slover, **2nd:** S. Galleher

Unanimous

2025-1383: Willingham Knolls Pollinator Project

Tree Board President Aaron Amore joined the meeting remotely via Zoom. He presented a proposal and grant application for a pollinator garden at Willingham Knolls, with a backup option at the Skatepark, and requested permission from the Commission to use the space. There was a discussion, with many questions for the Tree Board President from the Commission. It was determined to wait until confirmation of the grant funds, at which time the Tree Board would provide a formal proposal and request to the Commission.

No Action.

2025-1384: Evitts Run Little Library Discussion

Commissioner Kevin Derr suggested that a plaque or other signage be made and added to the Little Library at Evitts Run. There was a discussion. Assistant City Manager Alissa Meeks said the City can add more information about the library on the City's website. Vice Chair Roth suggested that the Boy Scout who built the Free Little Library could create the additional sign to match the style and requested that Parks Manager Bailey reach out to the Boy Scout to see if he is interested in creating the additional signage.

No Action.

2025-1385: Dedication of Bridge at Happy Retreat

Vice Chair Roth reminded the Commission about Matt Ward's request to dedicate the new bridge at Happy Retreat to Chet Hines, who has devoted lots of time and effort to maintaining the grounds at Happy Retreat Park. Chairperson Ricketts pointed out that it may be worthwhile to develop a more formal way to determine naming and dedication practices. There was a discussion, including a potential ribbon-cutting and proclamation.

“I make a motion to dedicate the Happy Retreat Bridge to Chet Hines.”
Motion: M. Slover, **2nd:** N. Zaglifa

Unanimous

2025-1386: Perry Fields Utility Right-Of-Way and Potential Trail Options

Manager Bailey presented an option for a potential trail to connect the Perry Field to Augustine Ave behind Save-a-lot. There was a discussion. The Commissioners agreed that a trail would be a good idea, but directed Manager Bailey to first gather more information from CTUB about their plans with the right of way.

No Action.

2025-1387: Park Manager's Updates

Parks Manager Bailey provided the commission with updates from his work since the previous Commission meeting in October, including receiving a Rotary Grant, purchasing a Parks vehicle, and attending a CPR certification class. There was a discussion.

No Action.

2025-1388: Discussion of Parcel Issues with 414 E. Liberty Street

Chairperson Elizabeth Ricketts briefed everyone on previous discussions to potentially acquire a parcel of land for sale at 414 W Liberty Street. Parks Manager Bailey provided more information about the plot of land, potential boundary issues, and potential ways to acquire the land. There was a discussion of the possibilities and next steps.

“I motion that we make a request to the owners of 414 West Liberty Street to see if they would be open to donating their land.”
Motion: K. Derr, **2nd:** N. Zaglifa

Unanimous

2025-1161: Parks Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates

Parks Manager Bailey informed the Commission that the bridges at Willingham Knolls may need repairs in the near future. There was a discussion. Chairperson Ricketts provided information for the next meeting, officer elections in 2026, and the public comment period for the Route 9 bike path. There were several comments of praise for the Augustine Avenue Trail.

No Action.

V. ADJOURNMENT: 08:24 PM

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1071: Willingham Knolls Border Fence Discussion

Update from staff about the state and cost to fix or replace the border fence along Willingham Knolls' parking lot. The board will discuss possible actions.

ATTACHMENTS:

- 50.jpg
- 48.jpg
- Screenshot 2025-10-16 133901.png
- 57.jpg
- 59.jpg
- 64.jpg
- WKP Fence estimate.png






Old Cave Rd
Google Maps







Fencing at WKP Summarize

JW John Wysong

To: Gavin Bailey

Cc: Alissa Meeks

Reply Reply all Forward

Mon 1/12/2026 3:26 PM

Gavin

I have been doing some pricing and here is what I have come up with.

If we replace the entire fence with the same look, it is going to cost approximately $2683.48. That is using 53 2x10x12 treated boards, 27 4x4x10 treated post, 184 8x1/2" galvanized bolts, 184 nuts and 184 washers. Most of the hardware can probably be reused and that would lower the price to $1617.76.

If it is decided to replace the fence with split rail, it would cost $1527.28. This includes 34 2-hole post and 62 fence rails. I do have 34 fence rails here at the shop we do not use anymore that used to be used for beer gardens that are not needed anymore because of hip sips. I would like to get rid of them. That would lower the cost to 1079.84. It is my recommendation that the entire fence be replaced because the boards are rotted really badly and most of the post are not usable anymore.

Hope this helps.

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101 East Washington Street
Charles Town, WV 25414

Meeting: 01/22/26
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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1072: Tennis Program Analysis and Discussion

The board will review and discuss reports of tennis finances, registration numbers, and survey results from previous seasons. The board will also discuss this years programming. Deadline for publishing is the end of February.

ATTACHMENTS:

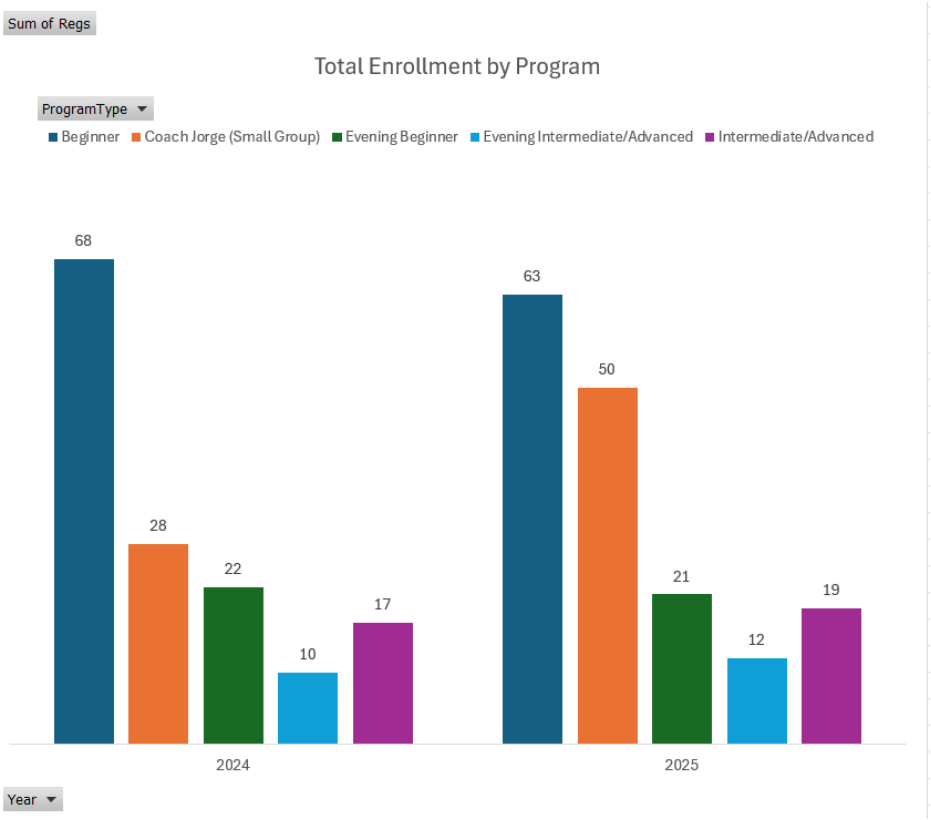
- 2025 Tennis Report1.pdf
- Summer_Tennis_2024_Feedback_Report.docx

Tennis Report

Registration Numbers

No data yet for 2023, here is a breakdown of registration data from these past two years.

Registration by Program	2024	2025	Change
Beginner	68	63	-7%
Evening Beginner	22	21	-5%
Intermediate/Advanced	17	19	12%
Evening Intermediate/Advanced	10	12	20%
Coach Jorge (Small Group)	28	50	79%
Totals	145	165	14%

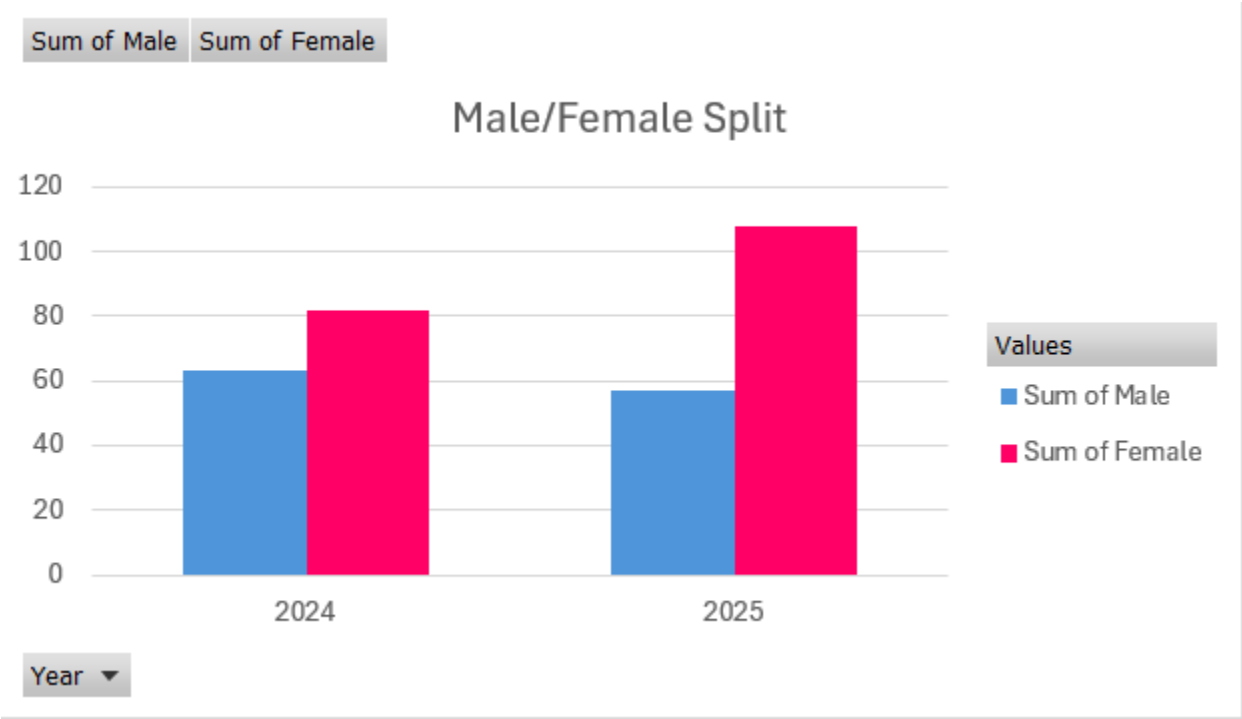


- **Key Observations**:
  - Overall growth of 14% from 2024 to 2025.
  - Beginner programs dominate (about 40–47% of totals), though slightly down in 2025.

- Small Groups saw the largest increase (79%), suggesting popularity in personalized instruction.
- Evening and advanced programs remain smaller but stable or slightly growing.

Demographics

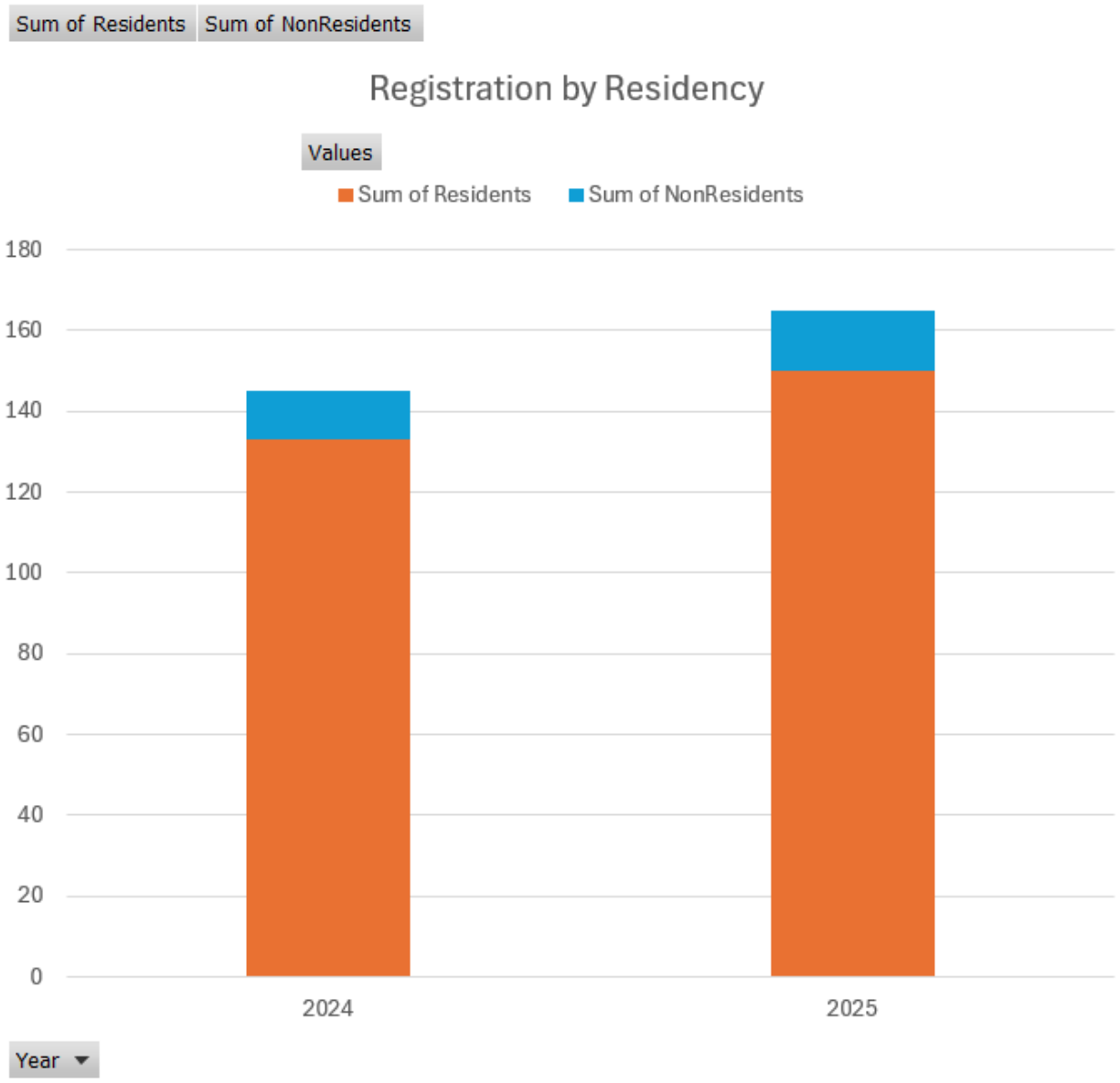
Registration by Gender	2024	2025	Growth
Male	63	57	-9.50%
Female	82	108	31.70%
M/F percentage	43%/57%	36%/64%	7% Female



- Tennis is female dominated and the split has widened over these two years.

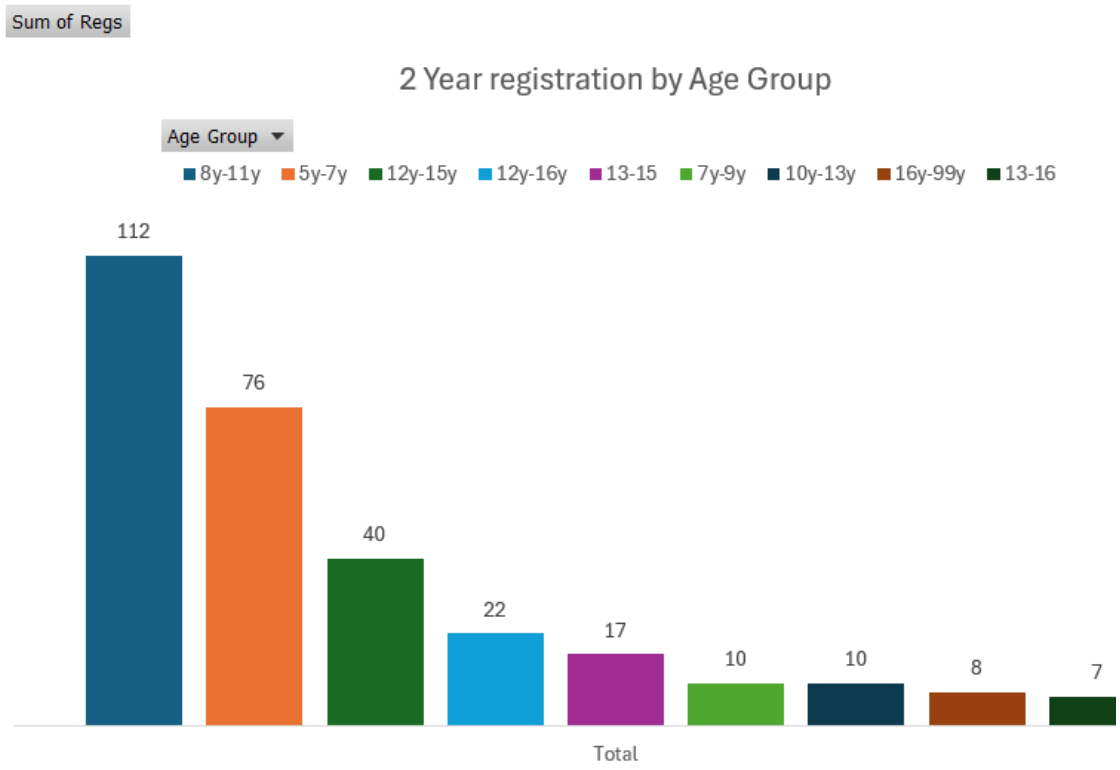
Residency Breakdown by Year:

Registration by Residency			
	2024	2025	Change
Residents	133	150	13%
Non-Resid	12	15	25%
res/nonres	92%/8%	91%/9%	1% nonres



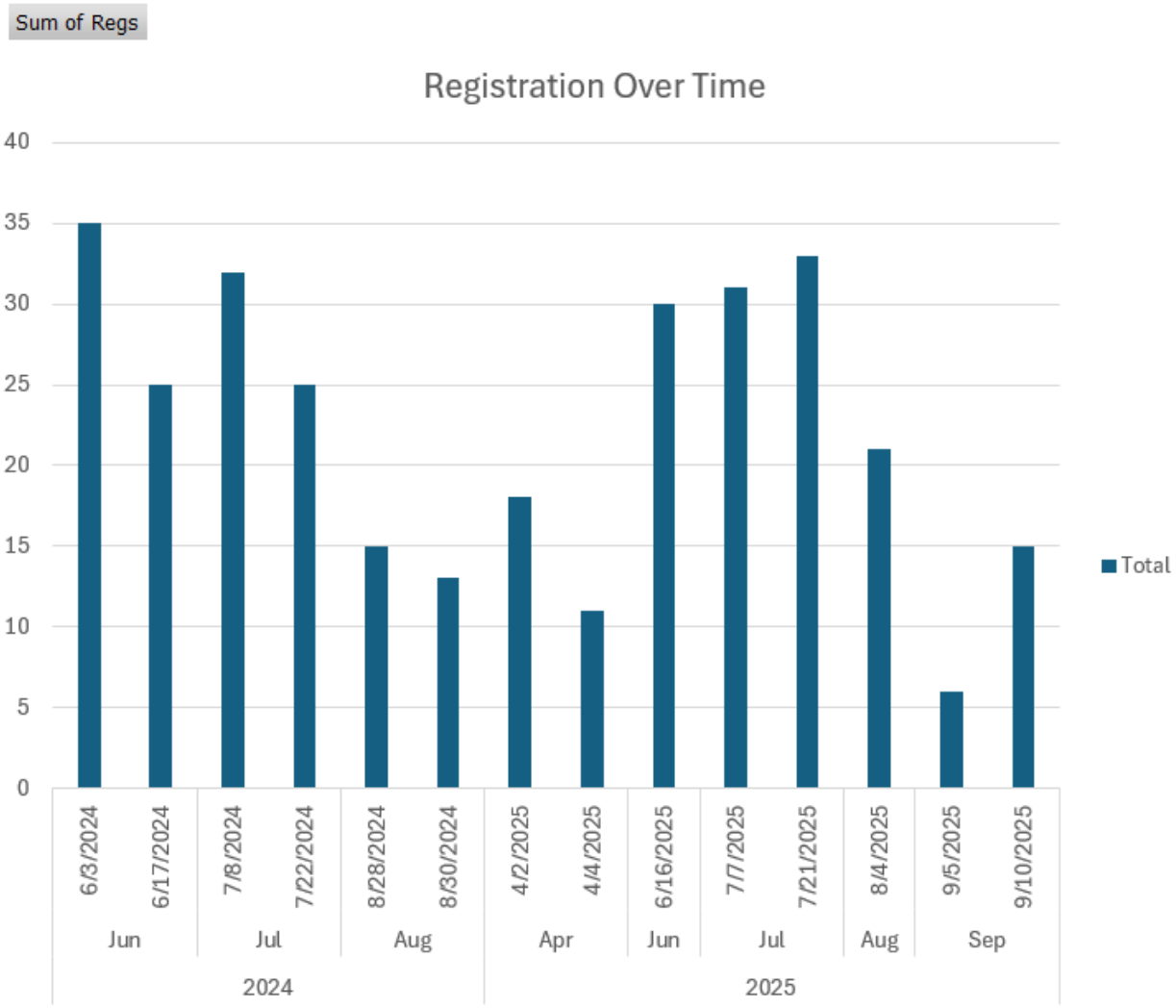
Most registrants for the tennis program are residents of Jefferson County (91% and 92% respectably.) Only a small handful are from outside the county.

Registrations based off age



Younger age groups (5y-7y and 8y-11y) are the most popular, comprising about 53–67% of registrations.

Registration over Time

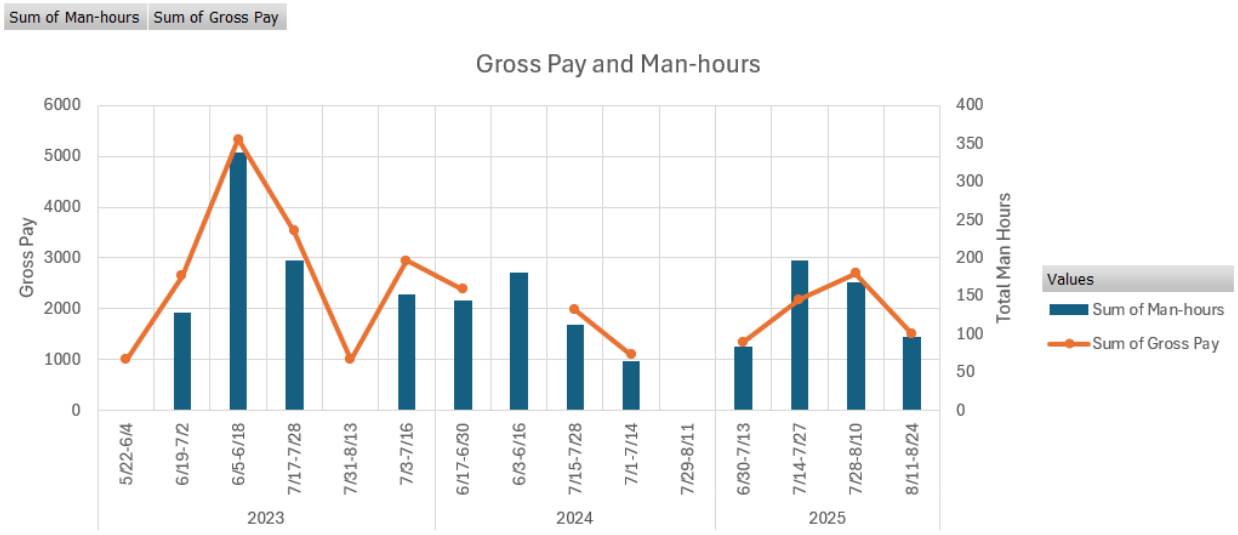


Programs taking place in June and July are the most popular, while programs later or earlier are not so much – most likely due to school.

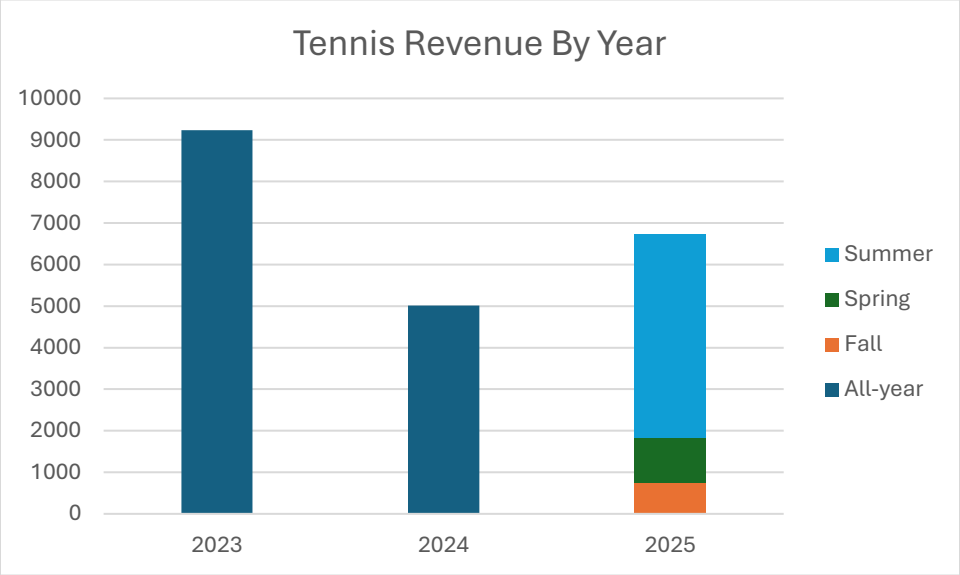
In all:

Participation Trends: Registrations increased 14% from 2024 to 2025, driven by females, residents, and younger ages (5–11y) mostly during June and July. Coach Jorge programs surged, suggesting demand for small-group formats, while beginner programs remain a core draw but stabilized.

Financial Trends:



We pay out as much as they work, essentially. Graph suggests a spike in enrollment during June 2023.



Expenditures and reported revenues both peaked in 2023, plummeted in 2024 (possibly due to the spike in 2023 that has skewed the trend), and partially rebounded in 2025. I am in touch with Jefferson County PaR about getting registration numbers from before 2024 so we can figure out what the dip has been caused by. Mirroring registration numbers, our revenue peaks in the summer (May-August).

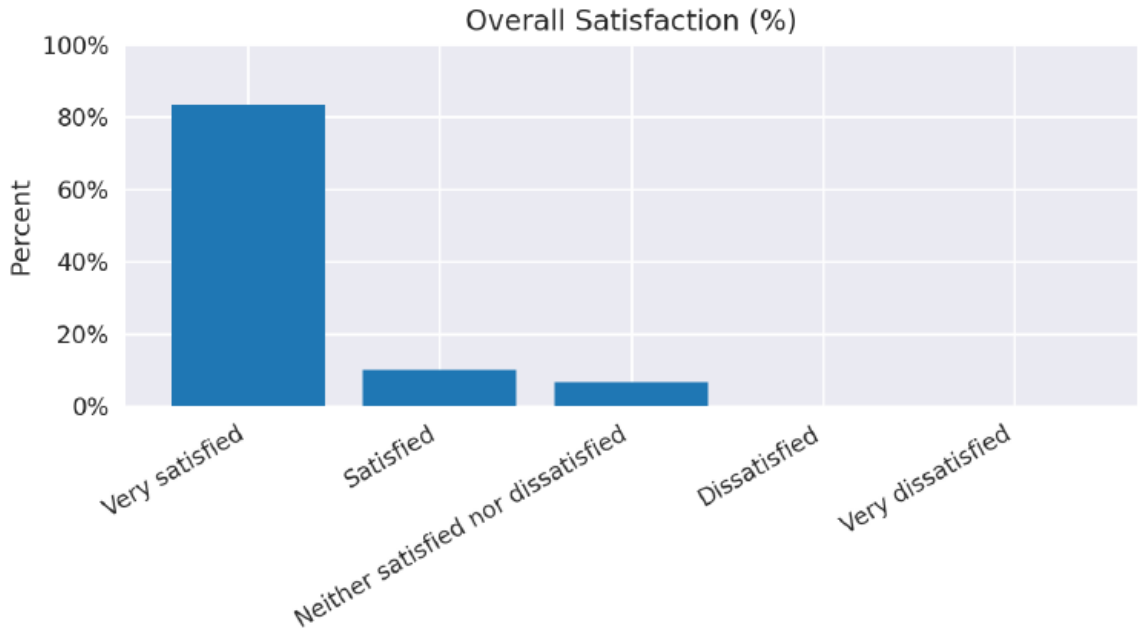
Summer Tennis 2024 – Program Feedback Report

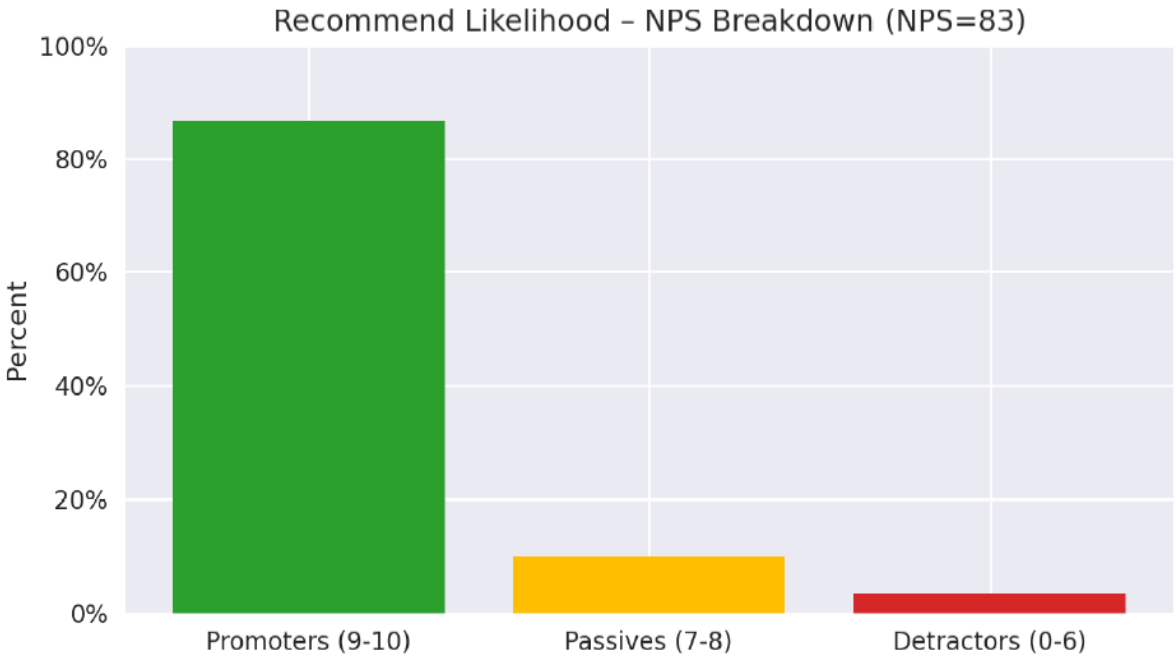
Generated for Jefferson County Parks & Recreation

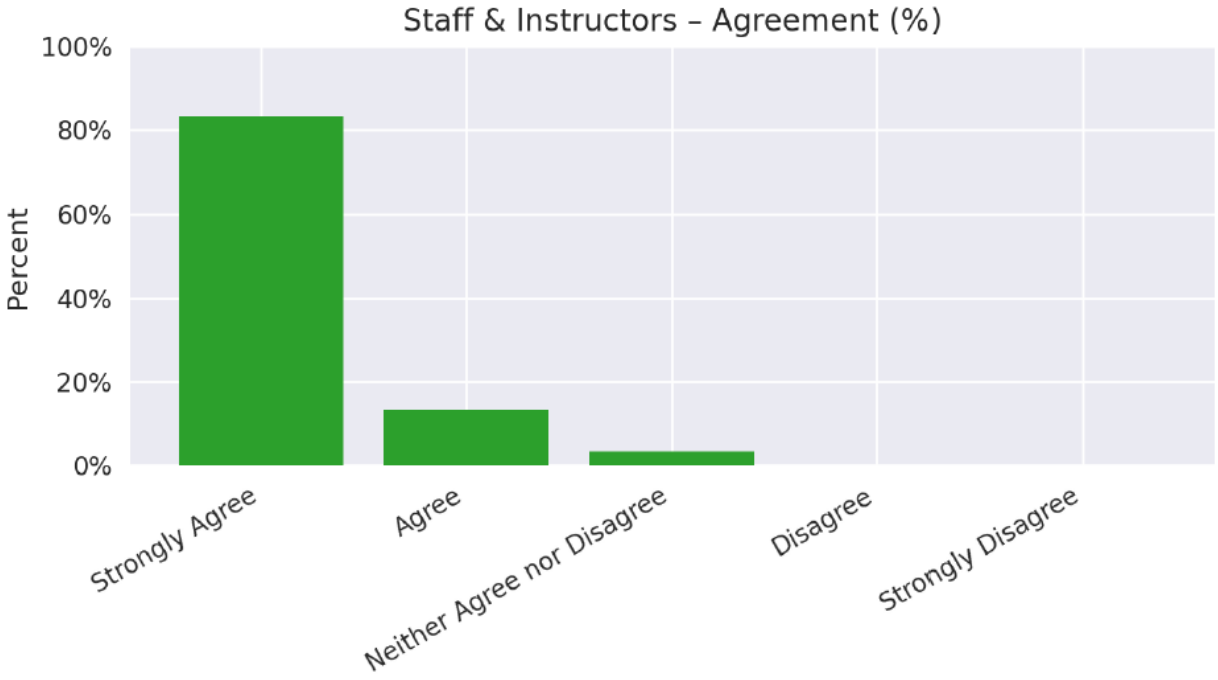
Executive Summary

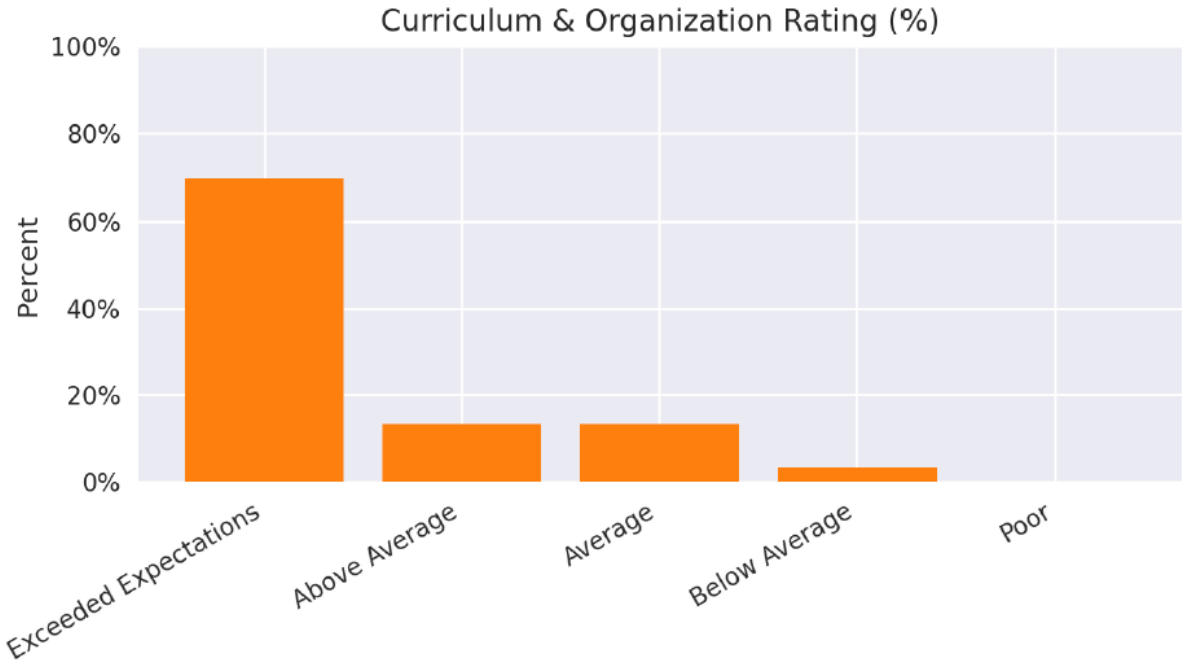
- Total survey responses: 30
- Overall Very satisfied: 25 (≈83%)
- Overall Satisfied: 3 (≈10%)
- Neutral: 2 (≈7%)
- Agreement child improved (Strongly Agree/Agree): 27 (≈90%)
- Staff knowledgeable/engaged (Strongly Agree/Agree): 29 (≈97%)
- Curriculum rated Exceeded/Above Average: 25 (≈83%)
- First-year participants: 20 (≈67%)
- Net Promoter Score (recommend): 83
- Net Repeat Score (register again intent): 83

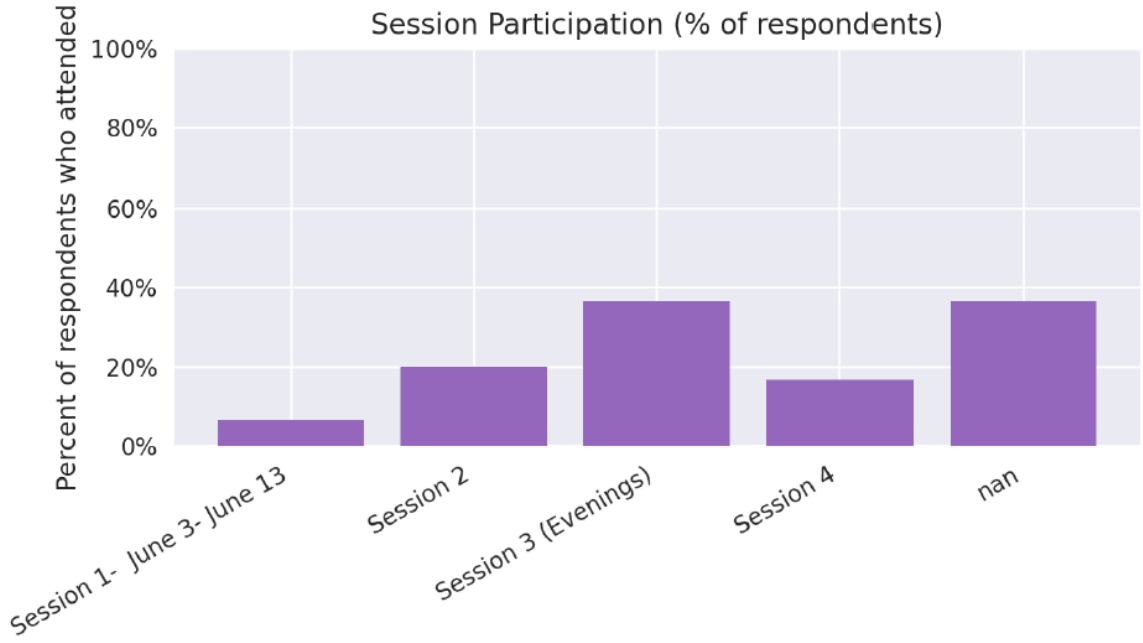
Key Charts


Overall Satisfaction (%)
100%
80%
60%
40%
20%
0%
Percent
Very satisfied
Satisfied
Neither satisfied nor dissatisfied
Dissatisfied
Very dissatisfied


Recommend Likelihood – NPS Breakdown (NPS=83)
100%
80%
60%
40%
20%
0%
Percent
Promoters (9-10)
Passives (7-8)
Detractors (0-6)


Staff & Instructors – Agreement (%)
Percent
100%
80%
60%
40%
20%
0%
Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree


Curriculum & Organization Rating (%)
Percent
100%
80%
60%
40%
20%
0%
Exceeded Expectations
Above Average
Average
Below Average
Poor



Comment Themes & Examples

Coach Jorge praise

- Coach Jorge is great. He is very involved with each age group and brings great energy to the kids.
- We loved coach Jorge! We would love to participate in any activity he has!
- Coach Jorge was fantastic and helped my daughter learn to love tennis. His joy was infectious.

Desire for fall/spring/ongoing programs

- It's hoping for more camps even in the fall would be great!
- Fingers crossed for fall and spring sessions.
- I look forward to more lessons and would even love private lessons to be offered.

Organization & curriculum quality

- I was very impressed by the organization of this camp.
- We really liked how this camp went over skills and technique instead of rushing to play games.
- The program exceeded expectations from first point of contact with registration and communications.

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1073: Pickleball Court Contract

The board has approved a contract for Top Gun Sealcoating LLC to construct a pair of pickleball courts. The board will discuss recommendations for court colors.

ATTACHMENTS:

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1074: Jefferson Memorial Park Pool Contract Update

The board will receive updates on the contract for the splash pad and change order approvals.

ATTACHMENTS:

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1075: Tennis Program - Summer/Fall 2026

Discussion and action on registration pricing and payment structure. Deadline is at the end of February.

ATTACHMENTS:

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1076: Pool Staffing and Operations - Summer 2026

Discussion and possible action on wages for seasonal staff, operations and policies of new pool facility, rental agreements and rates for pool facility.

ATTACHMENTS:

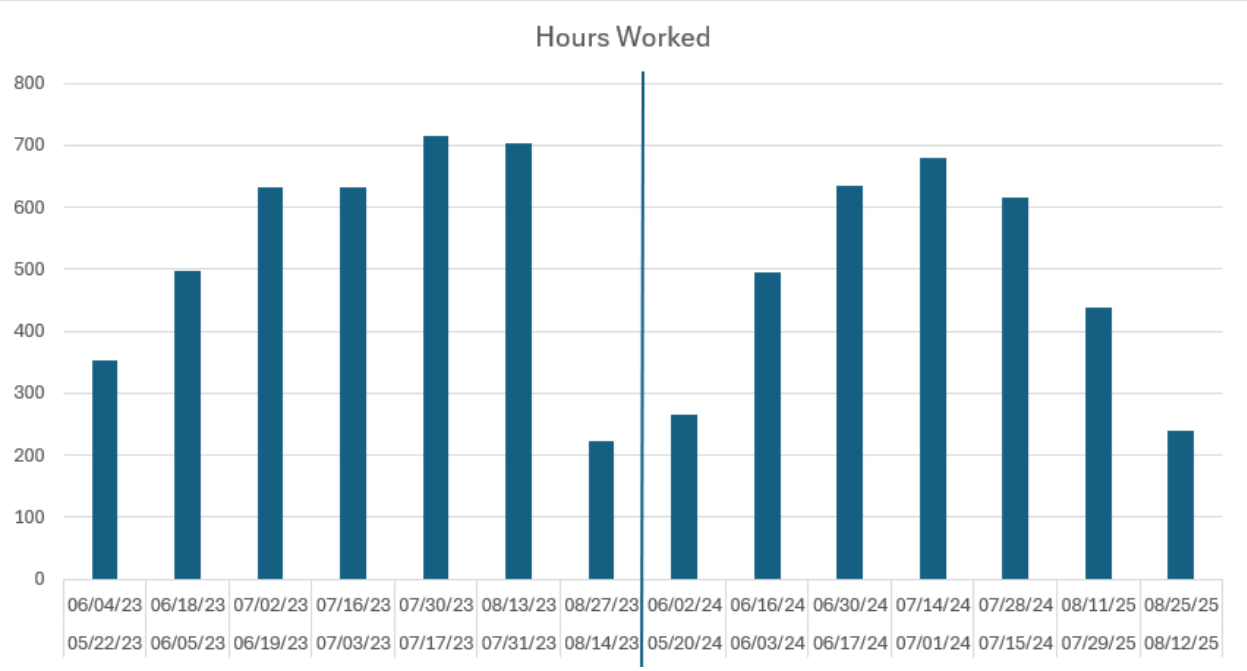
- Pool_Operations_Summary_Report.docx

Pool Operations Summary Report

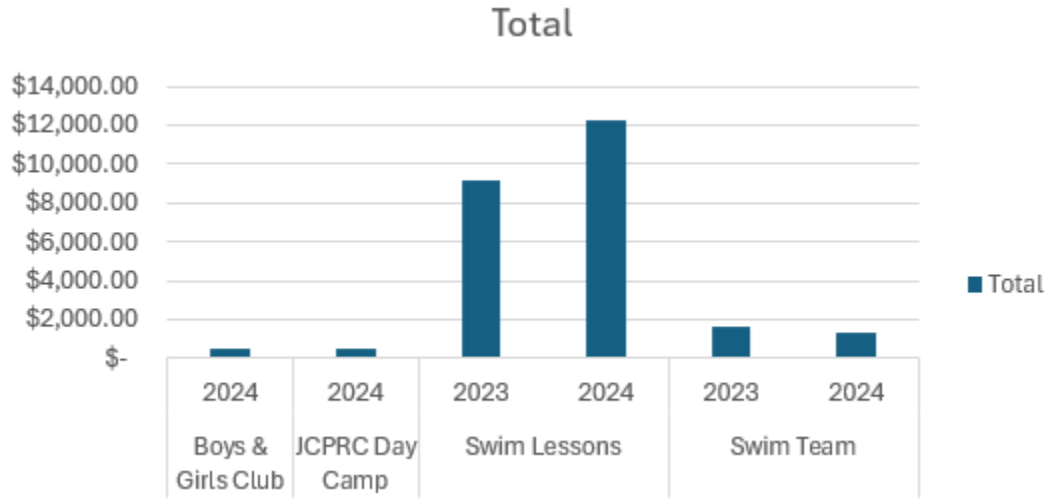
Overview

This report summarizes pool staff hours, usage, and income across multiple pay periods for the years 2023–2025. It includes total hours worked and program income.

Hours Worked



Program Income



Key Insights

- Peak Staffing & Hours: July 2024 had the highest average hours per person (52.23 hours).
- Program Revenue: Swim Lessons generated the most income, peaking at $12,274.50 in 2024.
- Staffing Trends: Staff numbers ranged from 10 to 20, with fewer staff in later periods but higher individual workloads.

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SCHEDULED

AGENDA ITEM (ID #)

2026-1077: Park Manager's Updates

Parks manager to give updates on current projects being worked on and will answer questions from board members.

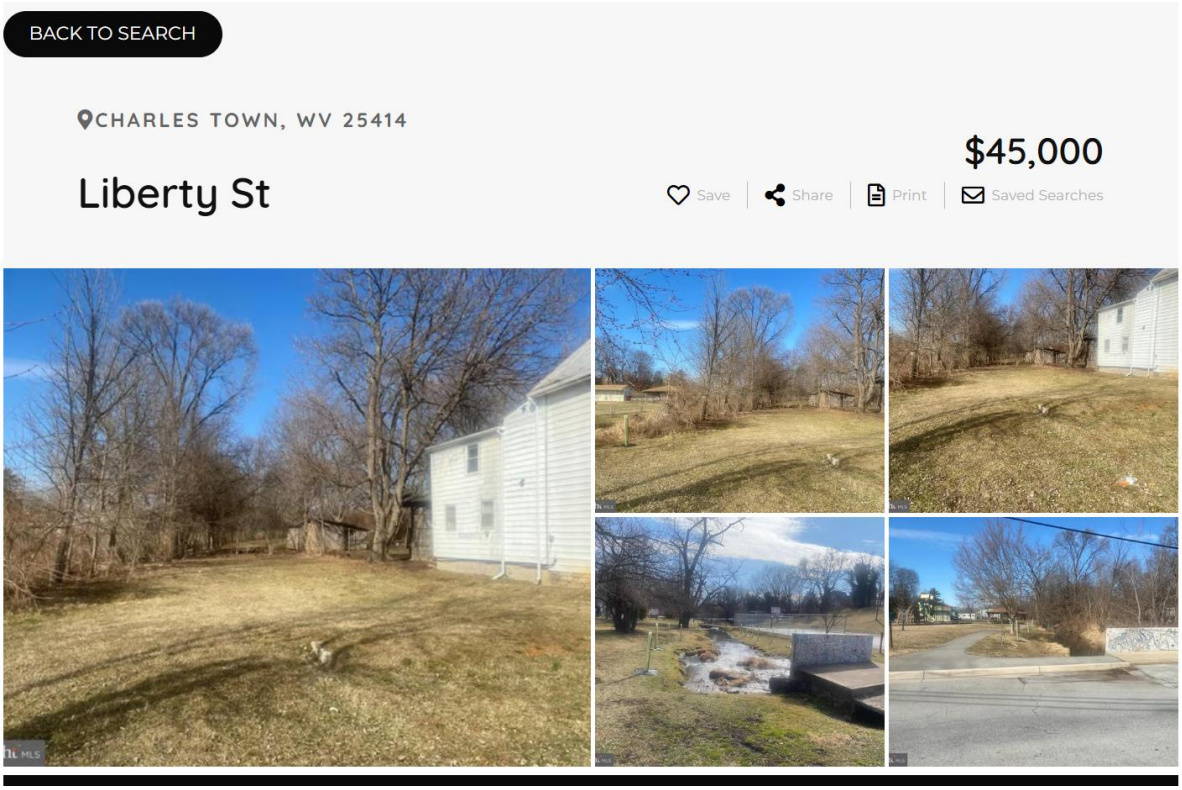
ATTACHMENTS:

- Managers Update 1-22-26.docx

Perry Fields Right-of-way

Waiting for more information and timeline from CTUB.

Parcel Issues with 414 E. Liberty



List Price, $45,000

Tax assessed Value $18,400

Value based off of tax assessed value $30,666.67 (assuming tax assessed value is 60% of its fair market value.)

Will require budget amendment in the Thriving Communities grant to be able to allocate funds if we decide to purchase.

City is drafting a donation letter to the owners.

CLEAN Parks

Matt and I have a meeting on Friday to continue, recent grant report was sent – no new developments.

Evitts Run Little Library Sign

Tobais is drafting a one page write up to be published on the Charles Town website.

Perry Fields Trail

Waiting on CTUB’s response.

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2026-1078: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comments on Skate Park

Open for discussion of any updates or concerns from board members about the city parks. Discussion and review of public comments.

ATTACHMENTS:

- Parks and Rec Comments and Concerns 1-22-26.docx

Parks and Rec Comments and Concerns 1-22-26

cvezzosicharlestownwvus = vbauer@charlestownwv.us
first_name = B****
last_name = B*******
email = b**************@gmail.com**
phone = 304*****
issue = I'm reaching out to see if anything is going to be done about the local skatepark, the ground is shambles out there it needs fresh pavement. Frankly the whole park needs an update when I was a kid there was 20-25 people there at a time skating riding bikes, I don't think I've seen 25 people out there in the last 4 years. The county needs to do something with it, especially since Berkeley county is about to break ground for their new skatepark, you need to support the local youth, you build it they will come.

issue = We need to update the skatepark, at least out a skin coat on the pavement it's like a cheese grater. locals have to travel out of our county into other states to enjoy this wonderful activity. Pretty soon they'll be going to Berkeley county to spend their day at the new skatepark they are building and after all that skating I'm sure they'll be hungry so they will patronize local businesses, gas stations restaurants etc, all that money could be staying local. The youth need access to activity not another school.
preferred_contact = email

First name: Anthony

Contact: In-person at Jefferson Memorial

Expressed a desire to have outdoor lighting at the Jefferson Memorial Park basketball courts as a way to ward off "sketchy behavior."

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AGENDA ITEM (ID #)

2026-1080: Review of State Code Chapter 8, Article 21 and City Ordinance Article 138

Review of law allowing cities to create boards of parks and recreation and the pertinent rules and regulations of said bodies. Review of law allowing for the establishment of parks and rec board commissioners and an outline of their duties.

ATTACHMENTS:

- Parks and Recreation West Virginia State Code _ Â§8-21.pdf
- Parks and Recreation Article 138 City of Charles Town ordinance.pdf

CHAPTER 8. MUNICIPAL CORPORATIONS.

Article 20A | All Articles | Article 22

ARTICLE 21. BOARD OF PARK AND RECREATION COMMISSIONERS.

§8-21-1. Cities may establish board.

§8-21-2. Board a public corporate body; perpetual existence; seal; name; powers.

§8-21-3. Members; quorum; qualifications; election or appointment; terms; disqualification.

§8-21-4. Filling vacancies.

§8-21-5. Oath of members; organization of board; secretary; treasurer.

§8-21-6. Members to be paid expenses; members not to be personally interested in contracts or property controlled by board.

§8-21-7. Office; powers.

§8-21-8. Purchase, lease or condemnation of real property.

§8-21-9. Authority to take title to real and personal property; conveyances of real property to board by public bodies; sales and conveyances of real property by board; execution of deeds.

§8-21-10. General powers of board; enactment and enforcement of rules and regulations; counsel.

§8-21-11. Charges for use of recreational facilities; use of funds.

§8-21-12. Use of city appropriations and other funds.

§8-21-13. Public park and recreation bonds.

§8-21-14. Construction of article.

Hide all Article 21 Sections

PART I. ESTABLISHMENT; ORGANIZATION.

§8-21-1. Cities may establish board.

Every city is hereby empowered and authorized to provide for by charter provision, or to create by ordinance, a board of park and recreation commissioners, for the purpose of establishing, constructing, improving, extending, developing, maintaining and operating a city public park and recreation system.

§8-21-2. Board a public corporate body; perpetual existence; seal; name; powers.

The board of park and recreation commissioners provided for by charter provision, or created by ordinance, pursuant to the authority of this article, shall be a public corporate body, with perpetual existence and a common seal. It shall be known as the board of park and recreation commissioners of such city. It shall have the power to purchase, hold, sell and convey real or personal property; receive any gift, grant, donation, bequest or devise; sue and be sued; contract and be contracted with; and do any and all things and acts which may be necessary, appropriate, convenient or incidental to carry out and effectuate the purposes and provisions of this article. For convenience of reference herein, the board of park and recreation commissioners will be hereinafter referred to as the "board."

§8-21-3. Members; quorum; qualifications; election or appointment; terms; disqualification.

The board shall consist of not less than three nor more than seven members as may be provided by charter provision or ordinance, a majority of whom shall constitute a quorum for the transaction of business, except as hereinafter in this article provided. Each member of the board must be a resident and freeholder of the city. It may be provided either by charter provision or by ordinance for the appointment of the members thereof by the governing body, but unless and until such provision is made, the members of the board shall be elected by the qualified voters of the city at appropriate regular municipal elections. Membership on the governing body may not disqualify any member for election to the board. If provision is made for the appointment of members as aforesaid and the board consists of three or four members, one member of the governing body, if otherwise qualified, may be appointed by the governing body; if the board consists of five members not more than two members of the governing body so qualified may be so appointed and if the board consists of six or seven members not more than three members of the governing body so qualified may be so appointed. The term of the board membership of any member of the governing body so appointed shall continue during his or her term as a member of the governing body and until his or her successor is appointed or elected and qualified. The terms of other appointed or of elected members shall be for six years, and until their successors have been duly appointed or elected and qualified: Provided, That notwithstanding the fact that there be no charter provision or ordinance for appointment of the members of the board, the governing body of the city shall appoint the members of the first board, such appointees to serve, one for a term of six years, one for a term of four years, and one for a term of two years. The date upon which the terms of the board members shall begin shall be specified by ordinance. When any member of the board, during his or her term of office, shall cease to be a resident and freeholder of the city, he or she shall thereby be disqualified as a member of the board and his or her office shall thereupon become vacant.

§8-21-4. Filling vacancies.

When a vacancy occurs on said board by reason of death, resignation, change of residence from the city, failure to remain a freeholder of the city, or due to any other cause, the remaining member or members of said board shall appoint a successor or successors, or if there should be no members left on said board, the governing body of the city shall appoint successors, and in either event, the appointments shall be for the unexpired term or terms.

§8-21-5. Oath of members; organization of board; secretary; treasurer.

After appointment or election, the members of the board shall qualify by taking and filing with the recorder of the city the oath prescribed by law for public officials, and they shall not be permitted to serve upon said board until they have so qualified. If any member of said board shall fail to so qualify on or before the date upon which he should assume the duties of his office, a vacancy shall exist which shall be filled as provided in section four of this article.

At the first meeting held after the first board has been appointed, as hereinbefore provided, and thereafter on a date to be fixed by ordinance, the members of the board shall organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a member of the board. The secretary shall keep an accurate record of all the fiscal affairs of the board, and shall keep a minute book in which he shall record the proceedings and transactions of each meeting of the board. The secretary shall be paid such compensation for his services as the board shall fix from year to year. The city treasurer shall be ex officio treasurer of said board, and he shall take the oath prescribed by law and shall furnish such bond as may be required by said board.

§8-21-6. Members to be paid expenses; members not to be personally interested in contracts or property controlled by board.

The members of said board shall receive no compensation for their services but they shall be entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties as members of said board. They shall not be personally interested, directly or indirectly, in any contract entered into by said board, or hold any remunerative position in connection with the establishment, construction, improvement, extension, development, maintenance or operation of any of the property under their control as members of said board.

PART II. POWERS.

§8-21-7. Office; powers.

The governing body shall furnish said board an office in the city building where it may hold its meetings and keep its records. Any board operating under the provisions of this article shall have complete and exclusive control and management of all of the properties which shall be operated in connection with the public park and recreation system for the city, and shall have power to employ such persons as, in its opinion, may be necessary for the establishment, construction, improvement, extension, development, maintenance or operation of the property under its control, at such wages or salaries as it shall deem proper, and shall have full control of all employees.

§8-21-8. Purchase, lease or condemnation of real property.

The board is hereby granted the power and authority to acquire in its name or in the name of the city by purchase, lease, or by exercise of the power of eminent domain, or otherwise, such land or lands as it shall determine to be necessary, appropriate, convenient or incidental to the establishment, construction, improvement, extension, development, maintenance or operation of a system of public parks, parkways, playgrounds, athletic fields, stadiums, swimming pools, skating rinks or arenas and other public park and recreational facilities for the city, whether of a like or different nature: Provided, That any such acquisition by the board made by exercise of the power of eminent domain must be approved

by a majority vote of the governing body of that municipality. Approval by the governing body must be granted as to each specific parcel or tract of land to be acquired by power of eminent domain.

§8-21-9. Authority to take title to real and personal property; conveyances of real property to board by public bodies; sales and conveyances of real property by board; execution of deeds.

The board is hereby empowered and authorized to take title in its name or in the name of the city to all real and personal property acquired by it for the use of the public or useful to the public in the establishment, construction, improvement, extension, development, maintenance or operation of all public parks, parkways, playgrounds, athletic fields, stadiums, swimming pools, skating rinks or arenas and all other public park and recreational facilities for the city, whether of a like or different nature, and shall manage and dispose of the same as, in its opinion, will best serve the interests of the public in carrying out the purposes of this article. The city and all other public bodies owning real property intended to be used for public parks and recreation are hereby authorized to convey the same to said board to be held by it for such purposes, and said board is hereby authorized to receive the same. Nothing contained in this chapter shall be construed as limiting said board from going beyond the corporate limits of the city, anywhere within the state, to lease, purchase or otherwise acquire any real property for the purposes herein set forth. The board shall have the right to sell and convey only such part of the real property that it may acquire by gift, devise, purchase or otherwise, as it may determine to be of no advantage in the establishment, construction, improvement, extension, development, maintenance or operation of said public parks, parkways, playgrounds, athletic fields, stadiums, swimming pools, skating rinks or arenas and other public park and recreational facilities, whether of a like or different nature; except that the board shall have the power and authority to make such sales and conveyances of its real property as may be necessary, appropriate or convenient to enable the city to obtain the benefits of article sixteen of this chapter or any other similar act or legislative authorization. Under no

circumstances shall any of such real property of the board be sold or conveyed except by unanimous vote of all of the members of said board. All deeds conveying the real property of said board shall be executed in its official name by its president or vice president, shall have its seal affixed and shall be duly attested by its secretary.

§8-21-10. General powers of board; enactment and enforcement of rules and regulations; counsel.

The board shall have the necessary, appropriate, convenient and incidental powers and authority to manage and control all public parks, parkways, playgrounds, athletic fields, stadiums, swimming pools, skating rinks or arenas and other public park and recreational facilities of all kinds used as a part of said public park and recreation system or as a means of maintaining places of beauty, education and recreation, and promoting the health, property, lives, decency, morality and good order of the general public, and particularly of the inhabitants of the city and vicinity; to abate or cause to be abated all nuisances affecting same; to regulate or prohibit the selling of any article, goods, wares or merchandise within said park and recreation system so designated; to regulate or prohibit the placing of signs, billboards, posters and advertisements within said park and recreation system as so designated, or the grounds immediately adjacent thereto; to have the same kept in good order and free from obstruction for the use and benefit of the public; to restrict and prohibit vagrants, mendicants, beggars, tramps, prostitutes or disorderly individuals therefrom; to establish, construct, improve, extend, develop, maintain and operate such parks, parkways, playgrounds, athletic fields, stadiums, swimming pools, skating rinks or arenas and other public park and recreational facilities, whether of a like or different nature, on any grounds controlled by said board; to acquire for public use by lease or otherwise lands either within or without the corporate limits of the city; to cause any public street, avenue, road, alley, way, bridle path or walkway, which is a part of the public park and recreation system, to be graded, drained and surfaced; to construct, maintain and operate all necessary sewers and water lines in connection with said public park and recreation system; and

to do any and all other things or acts which may in any way be necessary, appropriate, convenient or incidental to the use and enjoyment of said public park and recreation system by the general public as a place or places of beauty, education, entertainment and recreation.

In order to accomplish the foregoing purposes, said board is hereby empowered and authorized to promulgate, and amend from time to time, such rules and regulations as may be necessary, appropriate, convenient or incidental thereto; after codification of such rules and regulations, or any amendment thereto, by ordinance of the governing body which may provide penalties for a violation thereof, which codification is hereby authorized, to enforce the same by appropriate proceedings in any proper tribunal of this state, or any county, district or municipality thereof; and to employ such police officers as it shall deem proper and necessary. The city attorney shall be the official counsel for said board and shall advise it on all legal matters, but said board may, in its own discretion, employ other or additional counsel.

PART III. FINANCING.

§8-21-11. Charges for use of recreational facilities; use of funds.

The board may make reasonable charges to the public for the privilege of using any of the recreational facilities provided in said park and recreation system and may use the funds so received for the purpose of establishing, constructing, improving, extending, developing, maintaining or operating said park and recreation system.

§8-21-12. Use of city appropriations and other funds.

In carrying out the purposes of this article, the board is hereby empowered and authorized to receive and disburse for such purposes, any moneys appropriated to it by the governing body of the city, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise.

§8-21-13. Public park and recreation bonds.

Every city is hereby empowered and authorized to issue, in the manner prescribed by law, bonds for the purpose of raising funds to establish, construct, improve, extend, develop, maintain or operate, or any combination of the foregoing, a system of public parks and recreational facilities for such city, or to refund any bonds of the city, the proceeds of which were expended in the establishing, constructing, improving, extending, developing, maintaining or operating of such public park and recreation system, or any part thereof. Any bonds issued for any of the purposes stated in this section shall contain in the title or subtitle thereto the words "public park and recreation bonds," in order to identify the same, and shall be of such form, denomination and maturity and shall bear such rate of interest as shall be fixed by ordinance of the governing body of the city. The governing body may provide for the issuance of bonds for other lawful purposes of the city in the same ordinance in which provision shall be made for the issuance of bonds under the provisions of this section. The board shall pay all of the costs and expenses of any election which shall be held to authorize the issuance of public park and recreation bonds only. The costs and expenses of holding an election to authorize the issuance of public park and recreation bonds and bonds for other city purposes shall be paid by the board and the city respectively, in the proportion that the public park and recreation bonds bear to the total amount of bonds authorized.

Whenever the governing body of the city and the requisite majority of the legal votes cast at the election thereon shall authorize, in the manner prescribed by law, the issuance of bonds for the purpose of establishing, constructing, improving, extending, developing, maintaining or operating, or any combination of the foregoing, a system of public parks and recreational facilities for the city, or for refunding any outstanding bonds, the proceeds of which were applied to any of said purposes, said bonds shall be issued and delivered to the board to be by it sold in the manner prescribed by law, and the proceeds thereof shall be paid into the treasury of the board, and the same shall be applied and utilized by the board for the purposes prescribed by the ordinance authorizing the

issuance of such bonds. In any ordinance for the issuance of bonds for such purposes, it shall be a sufficient statement of the purposes for creating the debt to specify that the same is for the purpose of establishing, constructing, improving, extending, developing, maintaining or operating, or any combination of the foregoing, a public park and recreation system for the city, without specifying the particular establishment, construction, improvement, extension, development, maintenance or operation contemplated; but an ordinance for refunding bonds shall designate the issue and the number of bonds which it is proposed to refund.

PART IV. CONSTRUCTION.

§8-21-14. Construction of article.

The provisions of this article shall be construed as conferring additional power and authority upon cities acting hereunder, and shall not be construed as affecting any power or authority heretofore conferred upon any city by the Legislature by general, special or local law or municipal charter, or parts thereof.



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ARTICLE 138

Board of Park and Recreation Commissioners

138.01 Purpose.
138.02 Definitions.
138.03 Establishment of Board of Park and Recreation Commissioners.
138.04 Powers and duties.
138.05 **Severability.**

CROSS REFERENCES
Applicable West Virginia State Codes to this Article include:
WV Code 8-21.

138.01 PURPOSE.

The purpose of this article is to establish a Parks and Recreation Ordinance together with a Board of Parks and Recreation Commissioners of Charles Town, West Virginia in accordance with West Virginia State Code §8-21-1 et seq. The Board of Parks and Recreation Commissioners is established for the purpose of constructing, improving, extending, developing, maintaining, and operating a City public parks and recreation system.
(Ord. 2020-012. Passed 8-3-20.)

138.02 DEFINITIONS.

(a) "City" is the City of Charles Town, West Virginia.
(b) "City Council" is the City of Charles Town City Council.
(c) "Director" is a person so designated and in charge of the Parks and Recreation Department.
(d) "Park" is a park, playground, natural area, recreation center, or any other area in the City owned by the City or the Board of Parks and Recreation Commissioners, or used by and through a contract or agreement, and devoted to active or passive recreation.
(e) "Board" is the seven-member public corporate body established to effectuate the purposes and provisions of this ordinance.
(f) "Commissioners" are appointed members of the Board by the City Council.
(Ord. 2020-012. Passed 8-3-20.)

138.03 ESTABLISHMENT OF BOARD OF PARK AND RECREATION COMMISSIONERS.

(a) The Board herein created will be a public corporate body, with perpetual existence and common seal. It will have the power to purchase, hold, sell and convey real or personal property; receive gift, grant, donation, bequest or devise; sue and be sued; contract and be contracted with; and do any and all things and acts which may be necessary, appropriate, convenient or incidental to carry out and effectuate the purposes and provisions of this Ordinance.

(b) The Board will consist of seven voting Commissioners. Commissioners will be residents of the City of Charles Town. Commissioners will be appointed by City Council.

(c) Appointment of membership will consist of seven Commissioners with not more than two Commissioners of the City Council. The term of any City Council member appointed to serve on the Board will run concurrent with the member's term on the council.

(d) No officer or employee of the City, other than an appointed Commissioner(s) of the City Council, whether holding a paid or unpaid office, is eligible for appointment to the Board.

(e) The terms of other appointed Commissioners will be for six years and until their successors have been duly appointed and qualified.

(f) The Commissioners of the Board will qualify by taking and filing with the City Clerk, the oath prescribed by law for public officials.

(g) At the first meeting of each calendar year, or as needed to accommodate vacancies, the Commissioners of the Board will organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a Commissioner of the Board. The secretary will keep an accurate record of the fiscal affairs of the Board and will keep a certified or approved written record of the Board's proceedings which will be available for inspection as are other municipal records. The City Treasurer will be ex officio Treasurer of said Board and will take the oath prescribed by law and will furnish such bond as may be required by said Board.

(h) Commissioners will serve without compensation. Commissioners will be entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties as Commissioners. They will not be personally interested, directly or indirectly, in any contract entered into by said Board, or hold any remunerative position in connection with the establishment, construction, improvement, extension, development, maintenance or operation of any of the property under their control.

(i) The Charles Town City Manager, or designee as appointed by the City Council, will be the Director of the Parks and Recreation Department and will be an ex-officio Commissioner of the Board, with the responsibility to participate in discussions, but without the right to vote.

(j) Each Commissioner will be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal will be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment will acknowledge the finality of such decision.

(Ord. 2020-012. Passed 8-3-20.)

138.04 POWERS AND DUTIES.

The Board will have the following powers and perform the following duties:

(a) Act in an advisory capacity to the City Council in all matters pertaining to parks and recreation; will acquaint itself with and make a continuous study and review of the complete parks and recreation services of the City; and will advise with City Council from time to time as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policies of the City's parks and recreation services; and

(b) Using the authority granted under West Virginia State Code §8-21-7, work in conjunction with the Director of Parks and Recreation as to the policy direction of the Parks and Recreation Department. The supervisory powers of the Board to manage and operate the City's parks system will be delegated to the Director of Parks and Recreation. The Board will review the proposed budget for the Parks and Recreation Department and make recommendations to the City Council through the Director as it deems necessary; and

(c) Study and encourage the development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the City of Charles Town; and

(d) After concurrence by the City Council, acquire in its name by purchase, lease, parkland dedication, by exercise of the power of eminent domain, or otherwise, such land or lands as it will determine to be necessary, appropriate, convenient or incidental to the establishment, construction, improvement, extension, development, maintenance or operation of a system of public parks, parkways, playgrounds, athletic fields, stadiums, arenas, and other public parks and recreational facilities for the City; and

(e) Consult with the Parks and Recreation Department Director on problems of development of recreation areas, facilities, programs, and improved recreational services; and

(f) Recommend the adoption of standards, areas, facilities, program, and financial support; and

(g) Establish and periodically review a master planning guide for parks and recreation and become familiar with such plan and its relation to existing and proposed facilities and will become aware of any revision or updating thereof; and

(h) Advise and recommend to the City Council on the development of long-range capital improvement programs and, when in its opinion the need exists for additional parks and recreational facilities, grounds, premises, or equipment, it will make appropriate recommendations to the City Council; and

(i) Using the authority granted in West Virginia State Code §8-21-9 to take title to real and personal property and after concurrence

by the City Council, convey real property to the Board by public bodies; sell and convey real property by the Board and execute deeds; and

(j) Using the authority granted in West Virginia Code §8-21-10 as to general powers, enactment and enforcement of rules and general counsel, provided however, develop for City Council review and adoption, rules and regulations as may be prescribed by the Board for use of parks and recreational facilities and enforcement therein; and

(k) From time to time recommend to the City Council amendments to or changes in this Ordinance; and

(l) Through its President, make both an oral and written report annually to the City Council concerning its activities during the past year and its proposals for the coming year; and

(m) Develop and recommend written policies and procedures for the Parks and Recreation Department Director to follow for the use of parks and recreational facilities and for the conduct of all recreational activities which policies and procedures will be subject to approval by the City Council; and

(n) Develop for City Council approval a set of by-laws and governing rules of procedure for their meetings and operation; and

(o) Have the power to charge for use of recreational facilities and use those funds accordingly on behalf of the City of Charles Town as prescribed in West Virginia State Code §8-21-11; and

(p) Receive and disburse for such purposes, any moneys appropriated to it by the City Council, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise. The City and the Board will comply with West Virginia State Code §8-21-13 for public parks and recreation bonds; and

(q) All powers and duties prescribed and delegated herein are delegated to the Board as a unit and all action hereunder will be of the Board acting as a whole. No action of an individual Commissioner is authorized except through the Board.

(Ord. 2020-012. Passed 8-3-20.)

138.05 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality will not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and will be construed, to be separate and severable.

(Ord. 2020-012. Passed 8-3-20.)

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1081: Election of 2026 Officers: President, Vice President, Secretary - Article 138

At the first meeting of each calendar year, or as needed to accommodate vacancies, the Commissioners of the Board will organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a Commissioner of the Board.

ATTACHMENTS:

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

Meeting: 01/22/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1082: Approval of Meeting Schedule

Board to discuss and approve the 2026 meeting schedule.

ATTACHMENTS:

- City of Charles Town Board of Parks and Recreation Meeting Schedule 2026.docx

City of Charles Town Board of Parks and Recreation Meeting Schedule 2026

Parks and Recreation Board shall meet every 2nd Thursday of each month.

February 12th, 2026

March 12th, 2026

April 9th, 2026

May 14th, 2026

June 11th, 2026

July 9th, 2026

August 13th, 2026

September 10th, 2026

October 8th, 2026

November 12th, 2026

December 10th, 2026