RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

January 8, 2026	6:00 P.M.	Council Chamber

MEETING REGISTRATION:

https://ransonwv.gov/yourgovernment/agendas-and-minutes/

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes- November 20, 2025
   Ranson Parks and Recreation (17).docx 112025.docx

III. COMMITTEE ANNOUNCEMENTS

IV. DIRECTOR REPORT

1. Parks and Recreation Financials - December
   November 2025 P&R Budget PDF.pdf

V. OLD BUSINESS

1. Update on Holiday Events
2. Floor Cleaning Done
3. Discussion on Concession Stand

VI. NEW BUSINESS

1. Calendar of Events for 2026
   SKM_C451i26010616380.pdf
2. Lines for indoor tennis

VII. ADJOURNMENT

AGENDA ITEM II.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes- November 20, 2025

ATTACHMENTS:

Ranson Parks and Recreation (17).docx 112025.docx

RANSON PARKS AND RECREATION
November 20, 2025

I. CALL TO ORDER

Scott Coulter, President	**Present**
Jimmy Williams	**Present**
Stephanie Fagan	**Present**
Herbie McDaniel	**Present**
Mike Baker	**Present**

II. APPROVAL OF MINUTES

1. Minutes August 21, 2025

Scott Coulter, President	**Abstain**
Jimmy Williams	**Yes**
Stephanie Fagan	**Yes**
Herbie McDaniel	**Yes**
Mike Baker	**Yes**

III. CITIZEN'S PRESENTATIONS

IV. DIRECTORS REPORTS

Parks and Recreation Director Tim Micheal informed the Parks and Recreation Board

1. Parks and Recreation Budget for October

   No action at this time

V. OLD BUSINESS

1. Approval to add lines to the gym floor for Futsal and Futsal Goals for indoor soccer

VI. NEW BUSINESS

1. Approval of a Parks and Recreation Social Media Policy
2. TV for the Civic Center

   Parks and Recreation director informed the Parks and Board of a TV need for the Parks and Recreation center. The TV would be placed between the Restrooms. The TV would be

programmed with upcoming events. The Board had a vote for the cost of the TV and the Portable Speaker for $ 5,000.00 – and no more than $ 6,000.00

Scott Coulter, President	**Abstain**
Jimmy Williams	**Yes**
Stephanie Fagan	**Motion**
Herbie McDaniel	**Second**
Mike Baker	**Yes**

3. Consideration of a Portable Speaker for Music in the Civic Center
   Parks and Recreation board discussed and voted to combine the cost of the portable speaker and the TV for the Civic Center.

4. Update on Holiday Events
   Tree Lighting, Pizza with Santa still looking for volunteers, and the Christmas parade.

5. Approval of Temporary Winter Closures for Selected Parks

   Parks and Recreation director discussed with the Parks and Recreation board a parks schedule for the winter months. Closing Cranes lanes and Slusher park. The board agreed to have the parks closed at 5:00 PM.

Scott Coulter, President	**Abstain**
Jimmy Williams	**Second**
Stephanie Fagan	**Motion**
Herbie McDaniel	**Yes**
Mike Baker	**Yes**

6. Current Rental Activity and Updates
   Civic Center is picking up with activities; Marcus field is starting to be used.

VII. ADJOURNMENT

_____
Scott Coulter, President

_____
Parks and Recreation Board Member

AGENDA ITEM IV.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **DIRECTOR REPORT**

SUBJECT: Parks and Recreation Financials - December

ATTACHMENTS:

November 2025 P&R Budget PDF.pdf

FY 2026
Parks & Recreation Budget
November 30, 2025
41.7% through Budget Year

	FY2026 Budget Approved 8/21/2025	*FY2026 Q1*	*Oct-25*	*Nov-25*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*693,950*	693,950			693,950	-	100%
Revenue Summary							
Hotel Taxes	250,000	55,921	21,174	33,395	110,489	139,511	44%
Rental Income	50,750	14,085	6,705	300	21,090	29,660	42%
Contributions	350,033	5,940	-	344,033	349,973	60	100%
Programs & Leagues	67,250	2,530	17,030	4,200	23,759	43,491	35%
Total Revenues	***1,411,983***	***772,425***	***44,909***	***381,928***	***1,199,261***	***212,722***	***85%***
Expenditure Summary							
Personnel Services	347,500	83,694	22,535	28,273	134,501	212,999	*39%*
Contractual Services	289,250	58,005	10,335	10,196	78,537	210,713	*27%*
Commodities	204,198	6,010	1,411	1,285	8,706	195,492	*4%*
Special Events	55,000	3,841	3,232	17,255	24,328	30,672	*44%*
Capital Outlay	516,035	-	-	-	-	516,035	*0%*
Total Expenditures	***1,411,983***	***151,549***	***37,514***	***57,010***	***246,073***	***1,165,910***	***17%***
Revenues Over Expenses		***620,876***	***7,395***	***324,918***	***953,189***		

REVENUES	CURRENT BUDGET	FY2026 Q1	Oct-25	Nov-25	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance	693,950	693,950	-	-	693,950	-	-
HOTEL TAXES							
308.100 HOTEL MOTEL TAX	250,000	55,921	21,174	33,395	110,489	139,511	*44%*
TOTAL HOTEL TAXES	***250,000***	***55,921***	***21,174***	***33,395***	***110,489***	***139,511***	***44%***
RENTAL INCOME							
358.100 RENTAL CIVIC CENTER	50,000	13,700	6,640	300	20,640	29,360	*41%*
358.200 RENTAL OTHER BUILDINGS	750	385	65	-	450	300	*60%*
TOTAL RENTAL INCOME	***50,750***	***14,085***	***6,705***	***300***	***21,090***	***29,660***	***42%***
CONTRIBUTION INCOME							
366.100 STATE GRANTS (EVENTS)	6,000	5,940	-	-	5,940	60	*99%*
369.100 CVB NET ASSET CONTRIBUTION	344,033	-	-	344,033	344,033	0	*100%*
TOTAL CONTRIBUTION INCOME	***350,033***	***5,940***	***-***	***344,033***	***349,973***	***60***	***100%***
PROGRAMS & LEAGUES							
379.100 DONATIONS	5,000	150	250	2,200	2,600	2,400	*52%*
380.100 INTEREST EARNED ON INVESTMENTS	7,500	698	1,650	1,540	3,888	3,612	*52%*
385.100 BASEBALL CONDITIONING	2,000	-	-	-	-	2,000	*0%*
385.103 ADMISSION FEES TO CIVIC CENTER	500	-			-	500	*0%*
385.108 PROGRAM SPECIAL EVENTS FEES	18,250	1,132	722	205	2,059	16,191	*11%*
385.111 BASKETBALL	2,000	135	1,890		2,025	(25)	*101%*
385.113 VOLLEYBALL	2,500	-			-	2,500	*0%*
385.115 PICKLEBALL	2,000	415	135	255	805	1,195	*40%*
385.116 MENS SOCCER	10,000	-	900		900	9,100	*9%*
385.117 CONTRACTED PROGRAMING	10,000	-	11,483		11,483	(1,483)	*115%*
385.200 SUMMER TENNIS	7,000	-	-		-	7,000	*0%*
399.100 MISC FEES	500	-	-		-	500	*0%*
TOTAL PROGRAMS & LEAGUES	***67,250***	***2,530***	***17,030***	***4,200***	***23,759***	***43,491***	***35%***
TOTAL REVENUE	***1,411,983***	***772,425***	***44,909***	***381,928***	***1,199,261***	***212,722***	***85%***

EXPENDITURES

		CURRENT					BUDGET	% OF
PERSONNEL SERVICES		***BUDGET***	***FY2026 Q1***	***Oct-25***	***Nov-25***	***Year to Date***	***BALANCE***	***BUDGET***
900.103	SALARY EXPENSE	266,500	65,343	17,042	22,352	104,737	161,763	39%
900.104	FICA	22,000	5,135	1,343	1,751	8,230	13,770	37%
900.105	INSURANCE	36,000	8,592	2,812	2,812	14,215	21,785	39%
900.106	RETIREMENT	18,000	4,233	1,226	1,226	6,685	11,315	37%
900.108	OVERTIME	5,000	390	112	132	634	4,366	13%
TOTAL PERSONNEL SERVICES		***347,500***	***83,694***	***22,535***	***28,273***	***134,501***	***212,999***	***39%***
CONTRACTUAL SERVICES								
900.211	TELEPHONE	8,000	1,602	503	406	2,511	5,489	31%
900.213	UTILITIES	80,000	16,406	3,291	2,802	22,498	57,502	28%
900.214	TRAVEL	2,000	-	-	-	-	2,000	0%
900.215	MAINTENANCE/REPAIR BLDGS	60,000	13,761	-	-	13,761	46,239	23%
900.216	MAINTENANCE/REPAIR EQUIP	5,000	2,247	-	-	2,247	2,753	45%
900.217	MAINTENANCE/REPAIR AUTO	1,000	90	-	224	314	686	31%
900.218	POSTAGE	1,000	-	-	-	-	1,000	0%
900.220	ADVERTISING	5,000	427	654	192	1,272	3,728	25%
900.221	TRAINING	3,000	-	-	-	-	3,000	0%
900.222	DUES & SUBSCRIPTIONS	1,500	-	120	40	160	1,340	11%
900.224	AUDIT COSTS	2,000	-	-	-	-	2,000	0%
900.230	CONTRACTED SERVICES	105,000	23,366	5,744	6,534	35,643	69,357	34%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	5,750	106	24	-	130	5,620	2%
TOTAL CONTRACTUAL SERVICES		***289,250***	***58,005***	***10,335***	***10,196***	***78,537***	***210,713***	***27%***
COMMODITIES								
900.341	SUPPLIES & MATERIALS	35,000	4,989	979	663	6,631	28,369	19%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	271	58	622	950	50	95%
900.353	COMPUTER SOFTWARE	20,000	750	375	-	1,125	18,875	6%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	-	-	5,000	-
900.424	CONTRIBUTIONS	2,000	-	-	-	-	2,000	-
900.699	CONTINGENCIES	141,198	-	-	-	-	141,198	-
TOTAL COMMODITIES		***204,198***	***6,010***	***1,411***	***1,285***	***8,706***	***195,492***	***4%***

TOURISM & EVENTS	CURRENT BUDGET	FY2026 Q1	Oct-25	Nov-25	Year to Date	BUDGET BALANCE	% OF BUDGET
901.231 SPECIAL EVENTS	55,000	3,841	3,232	17,255	24,328	30,672	44%
TOTAL TOURISM & EVENTS	***55,000***	***3,841***	***3,232***	***17,255***	***24,328***	***30,672***	***44%***
CAPITAL OUTLAY							
900.457 CAPITAL OUTLAY BUILDINGS	200,000	-	-	-	-	200,000	0%
900.458 CAPITAL OUTLAY OTHER IMPR.	316,035	-	-	-	-	316,035	0%
TOTAL CAPITAL OUTLAY	***516,035***	***-***	***-***	***-***	***-***	***516,035***	***0%***
TOTAL EXPENDITURES	***1,411,983***	***151,549***	***37,514***	***57,010***	***246,073***	***1,165,910***	***17%***
REVENUES OVER EXPENSES	-	***620,876***	***7,395***	***324,918***	***953,189***		

AGENDA ITEM V.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Update on Holiday Events

ATTACHMENTS:

AGENDA ITEM V.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Floor Cleaning Done

ATTACHMENTS:

AGENDA ITEM V.3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Discussion on Concession Stand

ATTACHMENTS:

AGENDA ITEM VI.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Calendar of Events for 2026

Ranson Calendar of Events for 2026 highlights a full year of community activities, seasonal festivals, and family-friendly gatherings designed to bring residents and visitors together. From spring celebrations and summer outdoor events to fall traditions and holiday festivities, Ranson's 2026 schedule reflects the city's vibrant spirit and commitment to community engagement.

ATTACHMENTS:

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March - Saturday, March 7th – Wellness Fair and 5K

April - Saturday, April 4th – Easter Egg Hunt at Ranson School

Saturday, April 18th – Job Fair

Saturday, April 25 – Spring Kite Festival

May – Rain date Saturday, May 2nd for Spring Kite Festival

Saturday, May 9th – Yard Sale (Joyce)

Friday, May 15th – Movie Night

June - Saturday, June 6 – Ranson Festival and Car Show

July – Saturday, July 25 /Friday night Food Trucks/Christmas in July

August – Saturday, August 8th End of the Year Splash Day

September – Friday, September 4th Cruisin 6pm to 9pm

October – Friday, October 23 - Monster Bash 6pm to 8pm

November - Saturday, November 7 – Yard Sale (Joyce)

Saturday, November 28th - Ranson Tree Lighting 6pm to 8pm

December – Saturday, December 5th – Charles Town/Ranson Christmas Parade 2pm

Saturday, December 19th - Pizza with Santa

AGENDA ITEM VI.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Lines for indoor tennis

ATTACHMENTS: