# RANSON PARKS AND RECREATION

**~ AGENDA ~**

**REGULAR MEETING**

**Ranson Parks and Recreation**
**www.ransonwv.gov**

June 18, 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. Parks and Recereation Minutes - May 21, 2026
   052126.docx

## III. DIRECTORS REPORT

1. Financaials - May 2026
   May 2026 P&R Budget PDF.pdf

## IV. OLD BUSINESS

1. Hunter Muse Park for Briar Run

## V. NEW BUSINESS

1. A donation request for the 2026 car show at Charles Town Moose Lodge #948

## VI. ADJOURNMENT

## VII. INFORMATION ONLY

1. Table Drop May 21, 2026
   - America's 250th Anniversary Flyer Choice

   SKM_C451i26052311040.pdf

**AGENDA ITEM II.1**

# Ranson Parks and Recreation Request for Action

**TO:**

**FROM:** Darla Armstrong, Parks & Recreation

**ITEM TYPE:** PRESENTATION

**AGENDA SECTION:** **APPROVAL OF MINUTES**

**SUBJECT:** Parks and Recereation Minutes - May 21, 2026

**ATTACHMENTS:**

052126.docx

# RANSON PARKS AND RECREATION

Minutes May 21, 2026

## I. CALL TO ORDER

| | |
|---|---|
| **Scott Coulter, President** | **Present** |
| **Mike Baker** | **Present** |
| **Stephanie Fagan** | **Present** |
| **Herbie McDaniel** | **Present** |

## II. APPROVAL OF MINUTES

1. Minutes – April 16,2026

| | |
|---|---|
| **Scott Coulter, President** | **Abstain** |
| **Mike Baker** | **Yes** |
| **Stephanie Fagan** | **Yes** |
| **Herbie McDaniel** | **Yes** |

## III. PARKS AND RECREATION DIRECTOR'S REPORT

Ranson Parks and Recreation Director the monthly budget reports.

1. Parks and Recreation Budget – March 2026
   No Action at this time
2. Parks and Recreation Budget – April 2026
   No Action at this time.

## IV. OLD BUSINESS

## V. NEW BUSINESS

1. A Resolution 2026- 01 Authorizing the Permitted Use and Consumption of Alcohol at the Ranson Civic Center and at City – Sponsored events within the City of Ranson.

| | |
|---|---|
| **Scott Coulter, President** | **Abstain** |
| **Mike Baker** | **Yes** |
| **Stephanie Fagan** | **Motion** |
| **Herbie McDaniel** | **Second** |

2. Ranson Elementary end of the school year with KONA ICE to serve snow cones to Kindergarteners and Fifth graders.

| | |
|---|---|
| **Scott Coulter, President** | **Abstain** |
| **Mike Baker** | **Yes** |
| **Stephanie Fagan** | **Second** |
| **Herbie McDaniel** | **Motion** |

3. Ranson 2026 Car Show and Festival

   The Ranson Parks and Recreation Board discussed and approved making a $300 donation to the Washington High School Girls Soccer Team in recognition of the team's involvement and participation in the Ranson 2026 Festival.

| | |
|---|---|
| **Scott Coulter, President** | **Abstain** |
| **Mike Baker** | **Second** |
| **Stephanie Fagan** | **Motion** |
| **Herbie McDaniel** | **Yes** |

4. Ranson Parks and Recreation facility scheduled for June through Mid-August.
   Parks and Recreation Director discussed the facility schedule.
   No action needed.

5. Discussion of Changes to dates for Parks and Recreation meeting.

   There was a discussion regarding the Parks and Recreation meetings scheduled for August, September, and October 2026. The meeting dates are August 17, September 21, and October 19, 2026.

| | |
|---|---|
| **Scott Coulter, President** | **Abstain** |
| **Mike Baker** | **Second** |
| **Stephanie Fagan** | **Motion** |
| **Herbie McDaniel** | **Yes** |

## VI. ADJOURNMENT

Stephanie Fagan made a motion to adjourn seconded by Mike Baker. The meeting was adjourned at 6:43 p.m. Next meeting will be held at Ranson City Hall 312 S. Mildred Street. June 18, 2026 at 6:00 PM

_____
Scott Coulter, President

Attest:

_____
Darla Armstrong, City Clerk

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**AGENDA ITEM III.1**

# Ranson Parks and Recreation Request for Action

**TO:**

**FROM:** Darla Armstrong

**ITEM TYPE:** PRESENTATION

**AGENDA SECTION:** **DIRECTORS REPORT**

**SUBJECT:** Financaials - May 2026

**ATTACHMENTS:**

May 2026 P&R Budget PDF.pdf

# *FY 2026*
# *Parks & Recreation Budget*
# *May 31, 2026*
# *91.7% through Budget Year*

| | *FY2026 Budget Approved 8/21/2025* | *FY2026 Q1* | *FY2026 Q2* | *FY2026 Q3* | *Apr-26* | *May-26* | *FY2026 Q4* | *Year to Date* | *Budget Balance* | *% of Budget* |
|---|---|---|---|---|---|---|---|---|---|---|
| *Carryover Balance* | *693,950* | 693,950 | - | - | - | - | - | 693,950 | - | 100% |
| ***Revenue Summary*** | | | | | | | | | | |
| Hotel Taxes | 250,000 | 55,921 | 69,956 | 48,527 | 17,656 | 20,391 | 38,046 | 212,450 | 37,550 | 85% |
| Rental Income | 50,750 | 14,085 | 10,380 | 14,935 | 4,295 | 3,970 | 8,265 | 47,665 | 3,085 | 94% |
| Contributions | 350,033 | 5,940 | 344,033 | - | - | - | - | 349,973 | 60 | 100% |
| Programs & Leagues | 67,250 | 2,530 | 24,430 | 17,217 | 7,108 | 9,724 | 16,833 | 61,010 | 6,240 | 91% |
| ***Total Revenues*** | ***1,411,983*** | ***772,425*** | ***448,798*** | ***80,680*** | ***29,059*** | ***34,085*** | ***63,144*** | ***1,365,047*** | ***46,936*** | ***97%*** |
| ***Expenditure Summary*** | | | | | | | | | | |
| Personnel Services | 347,500 | 83,694 | 73,257 | 79,576 | 23,532 | 23,517 | 47,050 | 283,576 | 63,924 | *82%* |
| Contractual Services | 289,250 | 58,005 | 36,533 | 48,789 | 12,112 | 13,256 | 25,367 | 168,695 | 120,555 | *58%* |
| Commodities | 204,198 | 6,010 | 4,248 | 2,997 | 2,895 | 954 | 3,849 | 17,104 | 187,094 | *8%* |
| Special Events | 55,000 | 3,841 | 26,437 | 11,397 | 1,974 | 2,948 | 4,922 | 46,597 | 8,403 | *85%* |
| Capital Outlay | 516,035 | - | - | - | - | - | - | - | 516,035 | *0%* |
| ***Total Expenditures*** | ***1,411,983*** | ***151,549*** | ***140,475*** | ***142,760*** | ***40,513*** | ***40,675*** | ***81,188*** | ***515,971*** | ***896,012*** | ***37%*** |
| ***Revenues Over Expenses*** | | ***620,876*** | ***308,324*** | ***(62,080)*** | ***(11,454)*** | ***(6,590)*** | ***(18,044)*** | ***849,076*** | | |

| REVENUES | CURRENT BUDGET | FY2026 Q1 | FY2026 Q2 | FY2026 Q3 | Apr-26 | May-26 | FY2026 Q4 | 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 | 69,956 | 48,527 | 17,656 | 20,391 | 38,046 | 212,450 | 37,550 | *85%* |
| ***TOTAL HOTEL TAXES*** | ***250,000*** | ***55,921*** | ***69,956*** | ***48,527*** | ***17,656*** | ***20,391*** | ***38,046*** | ***212,450*** | ***37,550*** | ***85%*** |
| ***RENTAL INCOME*** | | | | | | | | | | |
| 358.100 RENTAL CIVIC CENTER | 50,000 | 13,700 | 10,315 | 14,935 | 4,295 | 3,235 | 7,530 | 46,480 | 3,520 | *93%* |
| 358.200 RENTAL OTHER BUILDINGS | 750 | 385 | 65 | - | - | 735 | 735 | 1,185 | (435) | *158%* |
| ***TOTAL RENTAL INCOME*** | ***50,750*** | ***14,085*** | ***10,380*** | ***14,935*** | ***4,295*** | ***3,970*** | ***8,265*** | ***47,665*** | ***3,085*** | ***94%*** |
| ***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 | 3,103 | - | - | - | - | 3,253 | 1,747 | *65%* |
| 380.100 INTEREST EARNED ON INVESTMENTS | 7,500 | 698 | 4,875 | 5,033 | 2,045 | 1,944 | 3,989 | 14,595 | (7,095) | *195%* |
| 385.100 BASEBALL CONDITIONING | 2,000 | - | - | 1,750 | - | - | - | 1,750 | 250 | *88%* |
| 385.103 ADMISSION FEES TO CIVIC CENTER | 500 | - | - | - | - | - | - | - | 500 | *0%* |
| 385.108 PROGRAM SPECIAL EVENTS FEES | 18,250 | 1,132 | 927 | 9,016 | 3,282 | 5,301 | 8,583 | 19,657 | (1,407) | *108%* |
| 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 | 707 | 564 | 237 | 154 | 391 | 2,077 | (77) | *104%* |
| 385.116 MENS SOCCER | 10,000 | - | 900 | 300 | - | - | - | 1,200 | 8,800 | *12%* |
| 385.117 CONTRACTED PROGRAMING | 10,000 | - | 11,483 | - | - | - | - | 11,483 | (1,483) | *115%* |
| 385.200 SUMMER TENNIS | 7,000 | - | - | - | 1,275 | 2,025 | 3,300 | 3,300 | 3,700 | *47%* |
| 399.100 MISC FEES | 500 | - | 545 | 555 | 270 | 300 | 570 | 1,670 | (1,170) | *334%* |
| ***TOTAL PROGRAMS & LEAGUES*** | ***67,250*** | ***2,530*** | ***24,430*** | ***17,217*** | ***7,108*** | ***9,724*** | ***16,833*** | ***61,010*** | ***6,240*** | ***91%*** |
| ***TOTAL REVENUE*** | ***1,411,983*** | ***772,425*** | ***448,798*** | ***80,680*** | ***29,059*** | ***34,085*** | ***63,144*** | ***1,365,047*** | ***46,936*** | ***97%*** |

***EXPENDITURES***

| ***PERSONNEL SERVICES*** | | ***CURRENT BUDGET*** | ***FY2026 Q1*** | ***FY2026 Q2*** | ***FY2026 Q3*** | ***Apr-26*** | ***May-26*** | ***FY2026 Q4*** | ***Year to Date*** | ***BUDGET BALANCE*** | ***% OF BUDGET*** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 900.103 | SALARY EXPENSE | 266,500 | 65,343 | 55,875 | 61,257 | 18,048 | 17,970 | 36,018 | 218,493 | 48,007 | 82% |
| 900.104 | FICA | 22,000 | 5,135 | 4,432 | 4,851 | 1,414 | 1,413 | 2,827 | 17,246 | 4,754 | 78% |
| 900.105 | INSURANCE | 36,000 | 8,592 | 8,435 | 8,435 | 2,812 | 2,815 | 5,627 | 31,089 | 4,911 | 86% |
| 900.106 | RETIREMENT | 18,000 | 4,233 | 3,676 | 4,300 | 1,226 | 1,226 | 2,451 | 14,660 | 3,340 | 81% |
| 900.108 | OVERTIME | 5,000 | 390 | 839 | 734 | 33 | 93 | 126 | 2,088 | 2,912 | 42% |
| ***TOTAL PERSONNEL SERVICES*** | | ***347,500*** | ***83,694*** | ***73,257*** | ***79,576*** | ***23,532*** | ***23,517*** | ***47,050*** | ***283,576*** | ***63,924*** | ***82%*** |
| ***CONTRACTUAL SERVICES*** | | | | | | | | | | | |
| 900.211 | TELEPHONE | 8,000 | 1,602 | 1,501 | 2,450 | 686 | 711 | 1,397 | 6,950 | 1,050 | 87% |
| 900.213 | UTILITIES | 80,000 | 16,406 | 15,492 | 19,521 | 2,414 | 2,999 | 5,413 | 56,833 | 23,167 | 71% |
| 900.214 | TRAVEL | 2,000 | - | - | 246 | 121 | - | 121 | 367 | 1,633 | 18% |
| 900.215 | MAINTENANCE/REPAIR BLDGS | 60,000 | 13,761 | 373 | 1,664 | 1,491 | - | 1,491 | 17,290 | 42,710 | 29% |
| 900.216 | MAINTENANCE/REPAIR EQUIP | 5,000 | 2,247 | - | - | - | - | - | 2,247 | 2,753 | 45% |
| 900.217 | MAINTENANCE/REPAIR AUTO | 1,000 | 90 | 224 | - | 317 | - | 317 | 630 | 370 | 63% |
| 900.218 | POSTAGE | 1,000 | - | 36 | - | - | - | - | 36 | 964 | 4% |
| 900.220 | ADVERTISING | 5,000 | 427 | 985 | 393 | 138 | 146 | 284 | 2,088 | 2,912 | 42% |
| 900.221 | TRAINING | 3,000 | - | - | - | 735 | 2,053 | 2,788 | 2,788 | 212 | 93% |
| 900.222 | DUES & SUBSCRIPTIONS | 1,500 | - | 199 | 41 | 110 | 154 | 264 | 504 | 996 | 34% |
| 900.224 | AUDIT COSTS | 2,000 | - | - | - | - | 1,291 | 1,291 | 1,291 | 709 | 65% |
| 900.230 | CONTRACTED SERVICES | 105,000 | 23,366 | 17,699 | 24,419 | 6,101 | 5,902 | 12,003 | 77,487 | 27,513 | 74% |
| 900.231 | CONTRACTED STAFF CIVIC CENTER | 10,000 | - | - | - | - | - | - | - | 10,000 | 0% |
| 900.232 | BANK SERVICE CHARGES | 5,750 | 106 | 24 | 55 | - | - | - | 185 | 5,565 | 3% |
| ***TOTAL CONTRACTUAL SERVICES*** | | ***289,250*** | ***58,005*** | ***36,533*** | ***48,789*** | ***12,112*** | ***13,256*** | ***25,367*** | ***168,695*** | ***120,555*** | ***58%*** |
| ***COMMODITIES*** | | | | | | | | | | | |
| 900.341 | SUPPLIES & MATERIALS | 35,000 | 4,989 | 2,408 | 1,710 | 2,679 | 370 | 3,049 | 12,156 | 22,844 | 35% |
| 900.343 | AUTOMOBILE SUPPLIES GAS OIL | 1,000 | 271 | 716 | 162 | 216 | 84 | 300 | 1,448 | (448) | 145% |
| 900.353 | COMPUTER SOFTWARE | 20,000 | 750 | 1,125 | 1,125 | - | 250 | 250 | 3,250 | 16,750 | 16% |
| 900.399 | MISCELLANEOUS EXPENSE | 5,000 | - | - | - | - | - | - | - | 5,000 | - |
| 900.424 | CONTRIBUTIONS | 2,000 | - | - | - | - | 250 | 250 | 250 | 1,750 | - |
| 900.699 | CONTINGENCIES | 141,198 | - | - | - | - | - | - | - | 141,198 | - |
| ***TOTAL COMMODITIES*** | | ***204,198*** | ***6,010*** | ***4,248*** | ***2,997*** | ***2,895*** | ***954*** | ***3,849*** | ***17,104*** | ***187,094*** | ***8%*** |

| TOURISM & EVENTS | CURRENT BUDGET | FY2026 Q1 | FY2026 Q2 | FY2026 Q3 | Apr-26 | May-26 | FY2026 Q4 | Year to Date | BUDGET BALANCE | % OF BUDGET |
|---|---|---|---|---|---|---|---|---|---|---|
| 901.231 SPECIAL EVENTS | 55,000 | 3,841 | 26,437 | 11,397 | 1,974 | 2,948 | 4,922 | 46,597 | 8,403 | 85% |
| ***TOTAL TOURISM & EVENTS*** | ***55,000*** | ***3,841*** | ***26,437*** | ***11,397*** | ***1,974*** | ***2,948*** | ***4,922*** | ***46,597*** | ***8,403*** | ***85%*** |
| ***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*** | ***140,475*** | ***142,760*** | ***40,513*** | ***40,675*** | ***81,188*** | ***515,971*** | ***896,012*** | ***37%*** |
| ***REVENUES OVER EXPENSES*** | - | ***620,876*** | ***308,324*** | ***(62,080)*** | ***(11,454)*** | ***(6,590)*** | ***(18,044)*** | ***849,076*** | | |

**AGENDA ITEM IV.1**

# Ranson Parks and Recreation Request for Action

**TO:**

**FROM:** Darla Armstrong

**ITEM TYPE:** PRESENTATION

**AGENDA SECTION:** **OLD BUSINESS**

**SUBJECT:** Hunter Muse Park for Briar Run

Deed to the Briar Run Park was received and recorded.

**ATTACHMENTS:**

**AGENDA ITEM V.1**

# Ranson Parks and Recreation Request for Action

**TO:**

**FROM:** Darla Armstrong

**ITEM TYPE:** PRESENTATION

**AGENDA SECTION:** **NEW BUSINESS**

**SUBJECT:** A donation request for the 2026 car show at Charles Town Moose Lodge #948

**ATTACHMENTS:**

**AGENDA ITEM VII.1**

# Ranson Parks and Recreation Request for Action

**TO:**

**FROM:** Darla Armstrong

**ITEM TYPE:** PRESENTATION

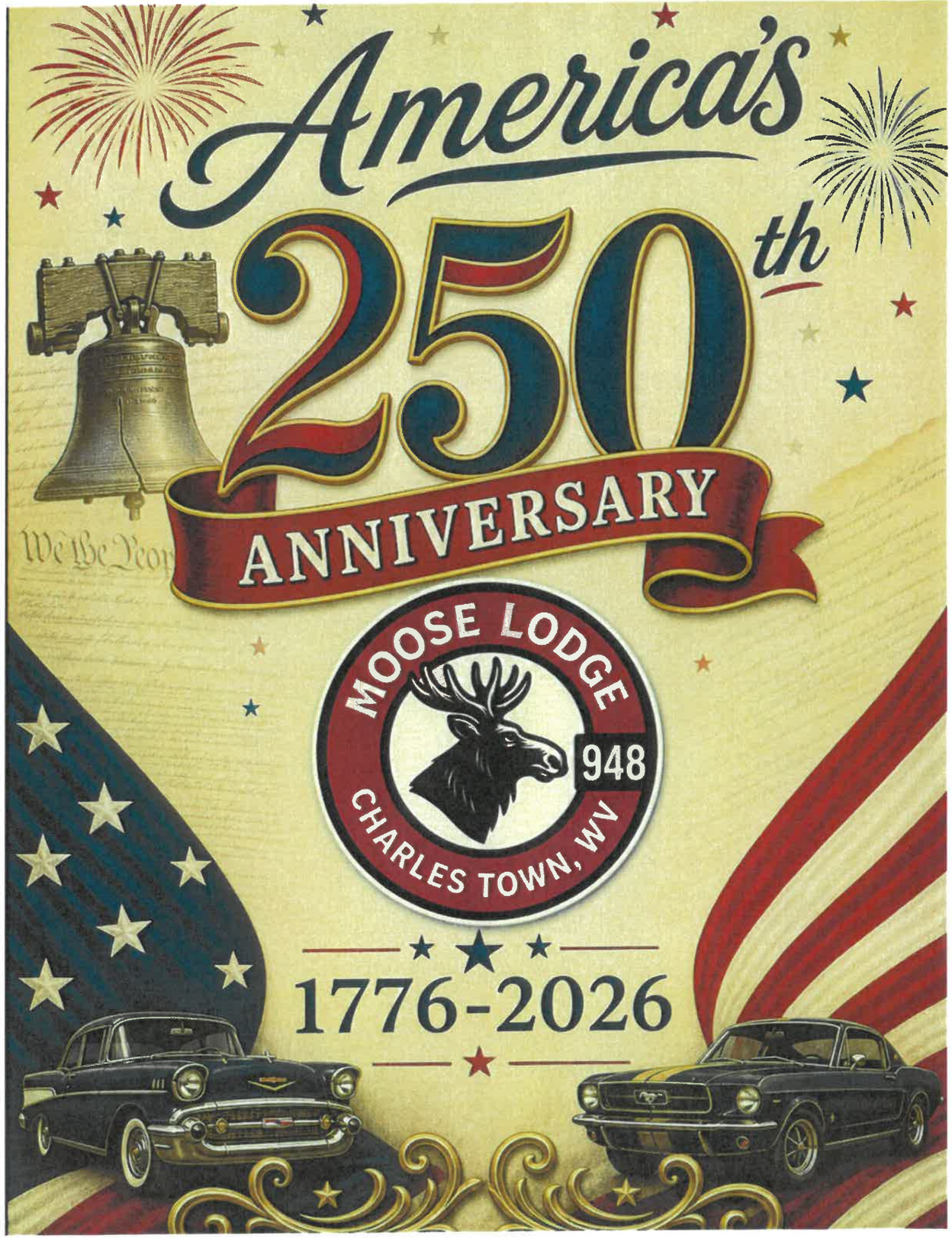
**AGENDA SECTION:** **INFORMATION ONLY**

**SUBJECT:** Table Drop May 21, 2026

- America's 250th Anniversary Flyer Choice

**ATTACHMENTS:**

SKM_C451i26052311040.pdf


America's
250th
ANNIVERSARY
MOOSE LODGE
948
CHARLES TOWN, WV
1776-2026


Honoring America's
250th
Years of Freedom
RANSON
BEST OF SHOW
CAR


America's
250th
ANNIVERSARY
1776-2026
Top 20
MOOSE LODGE
948
CHARLES TOWN, WV
We The People


Best of Show
Truck
HONORING
AMERICA'S
250TH
1776 ★ 2026
ANNIVERSARY
EDITION
★ HONORING OUR PAST • CELEBRATING OUR FREEDOM • INSPIRING OUR FUTURE ★