RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

July 16, 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 - June 18, 2026
   061826.docx

III. DIRECTORS REPORT

1. Financial Report -June
   June 2026 P&R Budget PDF.pdf
2. Ranson and Charles Town 2026 Summer Camp

IV. OLD BUSINESS

V. NEW BUSINESS

1. Hosting Christmas in July at Ranson Civic Center
2. Discussion of the Hunter Muse Park
   Agreement for Park Area in Briar Run V and VI.pdf
3. Consideration of Purchasing Futsal Goals for the Civic Center
4. Discussion: Future Youth Engagement and Technology Opportunities at the Civic Center
5. Presentation and Discussion of the Proposed 2027 Community Events Calendar
   Parks and Recreaation Events.docx
6. Consideration of Rescheduling the August 2026 Commission Meeting from August 17 to August 24

VI. ADJOURNMENT

VII. INFORMATION ONLY

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 - June 18, 2026

ATTACHMENTS:

061826.docx

RANSON PARKS AND RECREATION

Minutes June 18, 2026

I. CALL TO ORDER

President Scott Coulter called the meeting to order at 6:00 p.m.

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

II. APPROVAL OF MINUTES

1. Minutes – May 21, 2026

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

III. PARKS AND RECREATION DIRECTOR'S REPORT

Ranson Parks and Recreation Director discussed the monthly budget report.

1. Parks and Recreation Budget – May 2026
   No Action was taken at this time.

IV. OLD BUSINESS

1. Hunter Muse Park for Briar Run
   Discussion regarding the Hunter Muse Park property. The Parks & Recreation Commission received the deed to the property, and it has been officially recorded.

   Director Michaels stated that he believes the park should be designed as a multi-use park, including amenities such as a basketball court and playground equipment for younger children. Director Michael also shared that the City Manager requested guidance on how the Commission would like to proceed with the development of the park. Discussion included whether the project should be completed by hiring an outside contractor or constructed in-house by the City's Public Works Department. No action was taken at this time.

V. NEW BUSINESS

1. A donation request for the 2026 car show at Charles Town Moose Lodge #948.
   President Scott Coulter discussed a request with the Board to sponsor the upcoming Charles Town Moose Lodge 948 Car Show, scheduled for October 2026.

   Mike Baker made a motion to approve a $250 sponsorship for the Charles Town Moose Lodge Car Show. The motion was seconded by Herbie McDaniel. The motion passed unanimously.

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

VI. ADJOURNMENT

Mike Baker made a motion to adjourn the meeting and seconded by Herbie McDaniel. The meeting was adjourned at 6:46 p.m.

_____
Scott Coulter, President

_____
Parks and Recreation Member

AGENDA ITEM III.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT: Financial Report -June

ATTACHMENTS:

June 2026 P&R Budget PDF.pdf

FY 2026
Parks & Recreation Budget
June 30, 2026
**100% through Budget Year*

	FY2026 Budget Approved 8/21/2025	*FY2026 Q1*	*FY2026 Q2*	*FY2026 Q3*	*Apr-26*	*May-26*	*Jun-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	27,919	65,965	240,369	9,631	96%
Rental Income	50,750	14,085	10,380	14,935	4,295	3,970	11,463	19,728	59,128	(8,378)	117%
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	15,111	31,944	76,121	(8,871)	113%
Total Revenues	***1,411,983***	***772,425***	***448,798***	***80,680***	***29,059***	***34,085***	***54,493***	***117,636***	***1,419,540***	***(7,557)***	***101%***
Expenditure Summary											
Personnel Services	347,500	83,694	73,257	79,576	23,532	23,517	26,316	73,366	309,892	37,608	*89%*
Contractual Services	289,250	58,005	36,533	48,789	12,112	13,256	14,246	39,613	182,940	106,310	*63%*
Commodities	204,198	6,010	4,248	2,997	2,895	954	2,016	5,865	19,121	185,077	*9%*
Special Events	55,000	3,841	26,437	11,397	1,974	2,948	7,785	12,707	54,381	619	*99%*
Capital Outlay	516,035	-	-	-	-	-	-	-	-	516,035	*0%*
Total Expenditures	***1,411,983***	***151,549***	***140,475***	***142,760***	***40,513***	***40,675***	***50,363***	***131,551***	***566,334***	***845,649***	***40%***
Revenues Over Expenses		***620,876***	***308,324***	***(62,080)***	***(11,454)***	***(6,590)***	***4,130***	***(13,914)***	***853,206***		

REVENUES	CURRENT BUDGET	FY2026 Q1	FY2026 Q2	FY2026 Q3	Apr-26	May-26	Jun-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	27,919	65,965	240,369	9,631	*96%*
TOTAL HOTEL TAXES	***250,000***	***55,921***	***69,956***	***48,527***	***17,656***	***20,391***	***27,919***	***65,965***	***240,369***	***9,631***	***96%***
RENTAL INCOME											
358.100 RENTAL CIVIC CENTER	50,000	13,700	10,315	14,935	4,295	3,235	10,158	17,688	56,638	(6,638)	*113%*
358.200 RENTAL OTHER BUILDINGS	750	385	65	-	-	735	1,305	2,040	2,490	(1,740)	*332%*
TOTAL RENTAL INCOME	***50,750***	***14,085***	***10,380***	***14,935***	***4,295***	***3,970***	***11,463***	***19,728***	***59,128***	***(8,378)***	***117%***
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	553	-	-	-	-	-	703	4,297	*14%*
380.100 INTEREST EARNED ON INVESTMENTS	7,500	698	4,875	5,033	2,045	1,944	3,835	7,824	18,430	(10,930)	*246%*
385.100 BASEBALL CONDITIONING	2,000	-	-	1,750	-	-	-	-	1,750	250	*88%*
385.101 COMMUNITY YARD SALES FEE	-	1,132	902	937	957	45	-	1,002	3,973	(3,973)	-
385.103 ADMISSION FEES TO CIVIC CENTER	500	-	-	-	-	-	-	-	-	500	*0%*
385.108 PROGRAM SPECIAL EVENTS FEES	18,250	-	-	-	-	-	-	-	-	18,250	*0%*
EVENT FEES - CAR SHOW & FESTIVAL	*10,000*	-	-	*275*	*490*	*5,135*	*4,810*	*10,435*	*10,710*	*(710)*	*107%*
EVENT FEES - WINTER PROGRAMMING	*2,500*	-	*2,870*	*613*			-	-	*3,483*	*(983)*	*139%*
EVENT FEES - FALL PROGRAMMING	*500*	-	*250*	-	-	-	-	-	*250*	*250*	*50%*
EVENT FEES - SPRING PROGRAMMING	*5,250*	-	-	*7,746*	*1,835*	*121*	-	*1,956*	*9,702*	*(4,452)*	*185%*
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	51	442	2,128	(128)	*106%*
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	5,800	9,100	9,100	(2,100)	*130%*
399.100 MISC FEES	500	-	-	-	270	300	615	1,185	1,185	(685)	*237%*
TOTAL PROGRAMS & LEAGUES	***67,250***	***2,530***	***24,430***	***17,217***	***7,108***	***9,724***	***15,111***	***31,944***	***76,121***	***(8,871)***	***113%***
TOTAL REVENUE	***1,411,983***	***772,425***	***448,798***	***80,680***	***29,059***	***34,085***	***54,493***	***117,636***	***1,419,540***	***(7,557)***	***101%***

EXPENDITURES

PERSONNEL SERVICES	***CURRENT BUDGET***	***FY2026 Q1***	***FY2026 Q2***	***FY2026 Q3***	***Apr-26***	***May-26***	***Jun-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	19,987	56,005	238,479	28,021	89%
900.104 FICA	22,000	5,135	4,432	4,851	1,414	1,413	1,612	4,439	18,858	3,142	86%
900.105 INSURANCE	36,000	8,592	8,435	8,435	2,812	2,815	2,815	8,443	33,904	2,096	94%
900.106 RETIREMENT	18,000	4,233	3,676	4,300	1,226	1,226	1,229	3,681	15,889	2,111	88%
900.108 OVERTIME	5,000	390	839	734	33	93	673	799	2,762	2,238	55%
TOTAL PERSONNEL SERVICES	***347,500***	***83,694***	***73,257***	***79,576***	***23,532***	***23,517***	***26,316***	***73,366***	***309,892***	***37,608***	***89%***
CONTRACTUAL SERVICES											
900.211 TELEPHONE	8,000	1,602	1,501	2,450	686	711	590	1,986	7,539	461	94%
900.213 UTILITIES	80,000	16,406	15,492	19,521	2,414	2,999	2,803	8,216	59,636	20,364	75%
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	-	2,804	4,294	20,093	39,907	33%
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	158	442	2,246	2,754	45%
900.221 TRAINING	3,000	-	-	-	735	2,053	-	2,788	2,788	212	93%
900.222 DUES & SUBSCRIPTIONS	1,500	-	199	41	110	154	26	290	529	971	35%
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	7,797	19,800	85,283	19,717	81%
900.231 CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	-	-	-	-	-	10,000	0%
900.232 BANK SERVICE CHARGES	5,750	106	24	55	-	-	70	70	255	5,495	4%
TOTAL CONTRACTUAL SERVICES	***289,250***	***58,005***	***36,533***	***48,789***	***12,112***	***13,256***	***14,246***	***39,613***	***182,940***	***106,310***	***63%***
COMMODITIES											
900.341 SUPPLIES & MATERIALS	35,000	4,989	2,408	1,710	2,679	370	1,002	4,051	13,158	21,842	38%
900.343 AUTOMOBILE SUPPLIES GAS OIL	1,000	271	716	162	216	84	65	364	1,513	(513)	151%
900.353 COMPUTER SOFTWARE	20,000	750	1,125	1,125	-	250	250	500	3,500	16,500	18%
900.399 MISCELLANEOUS EXPENSE	5,000	-	-	-	-	-	-	-	-	5,000	-
900.424 CONTRIBUTIONS	2,000	-	-	-	-	250	700	950	950	1,050	-
900.699 CONTINGENCIES	141,198	-	-	-	-	-	-	-	-	141,198	-
TOTAL COMMODITIES	***204,198***	***6,010***	***4,248***	***2,997***	***2,895***	***954***	***2,016***	***5,865***	***19,121***	***185,077***	***9%***
TOURISM & EVENTS											
901.231 SPECIAL EVENTS	55,000	3,841	26,437	11,397	1,974	2,948	7,785	12,707	54,381	619	99%
TOTAL TOURISM & EVENTS	***55,000***	***3,841***	***26,437***	***11,397***	***1,974***	***2,948***	***7,785***	***12,707***	***54,381***	***619***	***99%***
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***	***50,363***	***131,551***	***566,334***	***845,649***	***40%***
REVENUES OVER EXPENSES	-	***620,876***	***308,324***	***(62,080)***	***(11,454)***	***(6,590)***	***4,130***	***(13,914)***	***853,206***		

AGENDA ITEM III.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT: Ranson and Charles Town 2026 Summer Camp

Ranson and Charles Town 2026 Summer camp begin June 2026 and will end on August 2026. Camps are taking place at the Jefferson County Sam Micheals Parks, Ranson Civic Center, and Marcus Field.

ATTACHMENTS:

AGENDA ITEM V.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Hosting Christmas in July at Ranson Civic Center

City of Ranson will be hosting the Christmas in July this year at the Ranson Parks and Recreation Center on Saturday, July 25, 2026 at 10:00 AM

ATTACHMENTS:

AGENDA ITEM V.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Discussion of the Hunter Muse Park

At the July 7, 2026, City Council meeting, the Council voted to have the Ranson Parks and Recreation Department work collaboratively on the design of the parks to be located at Marcus Field. The project budget is up to $ 100,000.000 the Parks and Recreation board will coordinate with City staff, Parks and Recreation representatives, to develop a park design that meets the recreational needs of the community.

- Equipment for the park
- Involvement of the Ranson Community

ATTACHMENTS:

Agreement for Park Area in Briar Run V and VI.pdf

AGREEMENT FOR PARK AREA IN BRIAR RUN V / VI

This Agreement is hereby executed between the City of Ranson, also known as the Corporation of Ranson ("Ranson") and the Unit Owner's Association of Briar Run, Inc., the managing association for the Briar Run Subdivision, Sections V & VI ("Briar Run") (collectively "Parties").

THE PURPOSE of this Agreement is to govern a mutually beneficial relationship between Ranson and Briar Run regarding the development and maintenance of a park located at Jefferson County Tax Map 8, Parcel 3.4.

By separate Deed dated _____, attached to and incorporated herein, Briar Run conveyed this "Park Area" to Ranson, containing 0.64869 acres.

THESE TERMS, having been fairly negotiated, are the complete agreement between these Parties regarding the development, use, improvement, and maintenance of this Park Area, and any earlier term or agreement, whether written or oral, is invalid insofar as it may contradict with the terms below.

TERMS AND CONDITIONS:

1. Briar Run shall convey the Park Area to Ranson, as more fully described in the attached Deed. The Parties acknowledge that this transfer has been made.
2. DRB, on behalf of Briar Run, has paid to Ranson the sum of Fifty Thousand Dollars ($50,000.00) for the development of the park. The Parties acknowledge that this amount has been paid in full with a bond offset.
3. Ranson shall provide an opportunity for public input on the planning and design of the park prior to finalizing any development plans. Ranson shall retain final decision making authority over all park design and development matters.
4. As more set forth the attached Deed, Ranson shall operate the entirety of the "Park Area" as a public park, and not for any other use. Any violation of this provision shall trigger the reversionary clause in the Deed.
5. Ranson shall take all reasonable steps to accommodate parking for and traffic control of park visitors.
6. Ranson shall be solely responsible for the maintenance, repair, and upkeep of the Park Area. No homeowners' association, lot owner, or similar person shall have any obligation for the maintenance or repair of the "Park Area." Ranson shall retain final decision making authority over all maintenance and improvement matters related to the Park Area.
7. As Ranson is solely responsible for the operation, maintenance, and improvement of the park, it shall defend and hold harmless Briar Run and its Members in any legal action arising from this responsibility.

8. Ranson shall maintain liability insurance on the entirety of the "Park Area" as may be deemed adequate by a qualified risk management professional.
9. These Parties agree to meet, discuss and attempt to agree upon any issue not otherwise resolved by this Agreement.

Michael Cliett
Unit Owner's Association of Briar Run, Inc.

By: Michael Cliett

Its: Community Manager

Date: 02/13/2026

City of Ranson

By: Kenneth Smith

Its: MAYOR

Date: 3/6/2026

AGENDA ITEM V.3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Consideration of Purchasing Futsal Goals for the Civic Center

ATTACHMENTS:

AGENDA ITEM V.4

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Discussion: Future Youth Engagement and Technology Opportunities at the Civic Center

ATTACHMENTS:

AGENDA ITEM V.5

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Presentation and Discussion of the Proposed 2027 Community Events Calendar

ATTACHMENTS:

Parks and Recreaation Events.docx

FY 2026 Ranson Parks and Recreation Approved Events

Saturday, June 6, 2026	Ranson Car Show	
Saturday, July 25, 2026	Christmas in July	10:00 AM -2:00 PM
Friday, August 14, 2026	NAACP Backpack Program	6:00 PM – 8:00 PM
Friday, September 4, 2026	Cruisin On Labor Day	6:00 PM- 8:00 PM
Friday, October 23, 2026	Monster Bash	6:00 PM- 8:00 PM
Saturday, November 7, 2026	Yard Sale	
Saturday, November 28, 2026	Ranson Tree Lightning	6:00 PM – 8:00PM
Saturday, December 5, 2026	Charles Town/ Ranson Christmas Parade	2:00 PM
Saturday, December 19, 2026	Pizza Santa	11:00PM -3:00PM

FY 2027 Ranson Parks Recreation Calendar of Events

(Proposed events and subject to change)

Saturday January 16, 2027	Corn Hole Tournament	
Saturday, February 13, 2027	Valentine's Ball Partnering with JCCM	7:00 PM-12:00 AM
Saturday, March 6	Ranson Health & Wellness Fair/5K Race	10:00 AM- 2:00 PM
Saturday, March 20, 2027 Rain Date March 27, 2027	Easter Egg Hunt	10:00AM-1:00PM
Saturday, April 10, 2027	Food Truck Festival	
Saturday, April 17, 2027	Spring into Summer Kite Festival	11:00 AM- 2:00 PM
Saturday, April 23, 2026	Movies in the Parks	7:00PM -9:00 PM
Saturday, May 8, 2026	Ranson Yard and Craft Show	
May or September	Community Fair	
May 2027	Verterans Lunch (Barbecue)	
Saturday, June 5, 2026	Ranson Festival and Car Show	
Friday, June 26, 2027	Concert in the Park	

AGENDA ITEM V.6

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Consideration of Rescheduling the August 2026 Commission Meeting from August 17 to August 24

ATTACHMENTS: