RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

September 21, 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 - August 24, 2026
   Ranson Parks and Recreation Minutes (21).docx

III. DIRECTORS REPORT

IV. OLD BUSINESS

V. NEW BUSINESS

1. Community Input for Hunter Muse Park
   Concept Plan II.pdf
2. An update and discussion regarding Flowing Springs Park, including the current plan for the park and proposed access points at the CTUB pumping station and Presidents Pointe parking area.
3. Discussion of permanently changing the day of monthly meetings.
4. Discussion and Planning for Pizza With Santa
5. Senior Center Donation – Ranson Car Show Proceeds
   2026 Expenses Revenues - Car Shows.xlsx
6. Discussion of Parks and Recreation Contracts
   Signed Harvest Pointe Church 2023.pdf
   Civic Center Fee Schedule .pdf

VI. 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 - August 24, 2026

ATTACHMENTS:

Ranson Parks and Recreation Minutes (21).docx

RANSON PARKS AND RECREATION
Minutes August 24, 2026

I. CALL TO ORDER

Scott Coulter, President	**Present**
Stephanie Fagan	**Present**
Mike Baker	**Present**
Dylan Keeney	**Present**
Amanda Stroud	**Present**

II. APPROVAL OF MINUTES

1. Minutes July 16, 2026

Scott Coulter, President	**Abstain**
Stephanie Fagan	**Second**
Mike Baker	**Motion**
Dylan Keeney	**Yes**
Amanda Stroud	**Yes**

III. DIRECTORS REPORT

1. Financial Report – July
   No action at this time
2. Discussion and updates on Ranson Summer Camp
   Ranson Summer camp has wrapped up and made a profit of $8,000 - $10,000 there were no problems during the camp.
3. Updates on the Turf feild at Marcus Field

   In the process of having the turf Field bid out to contractors to accept bids for a Turf Bid.

4. Parks and Recreation Staffing updates
   The Part Time Parks and Recreation tenant has returned to college and that position has been posted to fill.

IV. OLD BUSINESS

1. 2026 Ranson Community Events - September and October
   Christmas in July Went well with a profit of $ 1500.00
   October 23, 2026 is Monster Bash at the Ranson Civic Center

2. Electronic Recreational Opportunities and pricing for the Ranson Civic Center

The Parks and Recreation Board discussed the possibility of establishing a gaming room at the Civic Center. The Parks and Recreation Director informed the Board of the costs associated with purchasing and maintaining gaming equipment.

Board Member Mike Baker suggested starting with two Xbox consoles, two computers, and two televisions. The Board approved the proposal.

Board Member Amanda Stroud asked whether there would be a fee to use the gaming room and why someone would choose to visit the Ranson Civic Center to play games rather than play at home. The Parks and Recreation Director stated that there would be a fee to use the gaming equipment. Board Member Baker noted that the gaming room could also provide an opportunity for socialization.

Dylan asked what security measures would be in place. Scott Coulter stated that staff would be present, and the Director explained that the gaming equipment would be signed in and out.

V. NEW BUSINESS

1. Discussion of Hunter Muse Park Budget

City of Ranson Received $50,000 from the developer and the City of Ranson gave $50,000 to design the park.

2. Discussion of the Design of the Hunter Muse Park

Hunter Muse Park was discussed at with Three Options for the park. Board looked closely at Option II with a walking trial around the park. The Ranson community will be attending the October 21, 2026 Parks and Recreation. Parks and Recreation Board agreed Amanda Stroud will compile all the public comments.

VII. ADJOURNMENT

Dylan Keeney made a motion to adjourn the meeting and second with Amanda Stroud. The meeting was adjourned at 8:07 P.M. Next meeting will be September 21, 2026 at 6:00 PM Ranson City Hall 312 S. Mildred Street, Ranson WV 25438.

_____

Scott Coulter, President

Attest:

_____

Darla Armstrong, City Clerk

AGENDA ITEM V.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Community Input for Hunter Muse Park

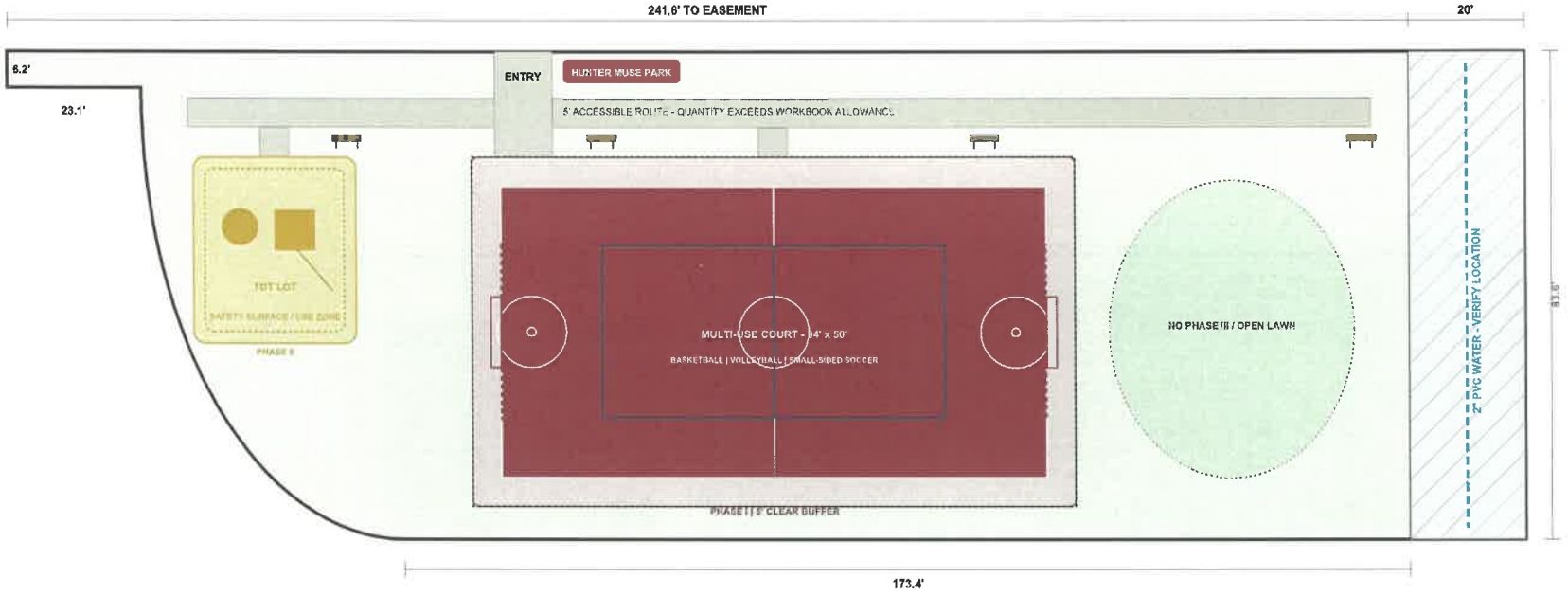
Community input is an important part of planning and improving Hunter Muse Park. Residents, families, and park users are encouraged to share their ideas, concerns, and priorities regarding the park's amenities, activities, accessibility, safety, and overall appearance. Gathering feedback from the community will help ensure that future improvements reflect local needs and create a welcoming, enjoyable space for people of all ages. Through continued engagement and collaboration, the community can help shape the future of Hunter Muse Park and strengthen its role as a valuable neighborhood gathering place.

ATTACHMENTS:

Concept Plan II.pdf

HUNTER MUSE PARK - PLAN CONCEPT

OPTION II
TWO-PHASE - MULTIPURPOSE COURT



OPTION II - MULTI-USE COURT
Full-size multi-use court first; tot lot second; no Phase III

PHASE I
Multipurpose / multi-use court

PHASE II
Tot lot

AGENDA ITEM V.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: An update and discussion regarding Flowing Springs Park, including the current plan for the park and proposed access points at the CTUB pumping station and Presidents Pointe parking area.

ATTACHMENTS:

AGENDA ITEM V.3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Discussion of permanently changing the day of monthly meetings.

Parks board would like a dicussion on changes on the monthly meeting

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 and Planning for Pizza With Santa

Pizza With Santa, taking place at the Ranson Civic Center 432 snd Avenue, Ranson WV 25438 on Saturday, December 19, 2026

ATTACHMENTS:

AGENDA ITEM V.5

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Senior Center Donation – Ranson Car Show Proceeds

ATTACHMENTS:

2026 Expenses Revenues - Car Shows.xlsx

	Cost
Jefferson Cty Health dept. mass gathering permit	$ 90.00
Faithful Hearts Horses & Friends	$ 1,825.00
Trophies R Us	$ 2,627.27
Mike Perrello Magic	$ 900.00
Stagecoach Productions	$ 3,500.00
Bounce and Splash	$ 679.97
Amazon for (kids car show)	$ 267.80
Supplies for Festival & Car Show	$ 69.25
Supplies - Walmart	$ 65.91
7-11 - ice for coolers	$ 32.13
Vital Signs	$ 938.00
AC&T (porta toilets)	$ 753.00
employees $5 coupons	$ 45.00
	$ 11,793.33

Door Prize Items	
Charles Town Napa	$ 33.06
Advanced Auto	$ 68.73
Fisher Auto Parts	$ 63.90
Walmart	$ 39.94
Autozone	$ 23.98
	$ 229.61

Total Expenses	*$ 12,022.94*
Total sponsors/grant	*$ 8,120.00*
Vendor Revenue	*$ 2,880.00*
Registration Revenue	*$ 3,675.00*
Raffle Proceeds	*$ 505.00*
	$ (3,157.06)

Sponsors

Jefferson Auto Sales	$ 300.00
Jefferson Cty CVB	$ 500.00
Charles Town Moose Lodge	$ 1,000.00
Rockwool Platinum	$ 1,500.00
Apple Valley Waste	$ 500.00
Line X	$ 1,000.00
VFW	$ 250.00
Creamers	$ 100.00
	$ 5,150.00
State of WV Grant	*$ 2,970.00*
	$ 8,120.00

Car Show Preregistrations	*$ 420.00*
Vendor Registrations	*$ 2,880.00*
Car Show Registrations	*$ 3,220.00*
Kids Car Show Registrations	*$ 35.00*
Raffle Proceeds	*$ 505.00*

AGENDA ITEM V.6

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Discussion of Parks and Recreation Contracts

ATTACHMENTS:

Signed Harvest Pointe Church 2023.pdf
Civic Center Fee Schedule .pdf

RANSON CIVIC CENTER RENTAL AGREEMENT

RENEWAL WITH HARVEST POINTE CHURCH

This agreement, hereafter referred to as "AGREEMENT" is between the City of Ranson and its subsidiary, Ranson Parks and Recreation Commission, henceforth known as "Landlord", and Harvest Pointe Community Church, henceforth known as "Tenant". The original agreement between the parties that is to be renewed was executed on the 17th day of May, 2022.

The parties agree that the Tenant will rent the Ranson Civic Center Common Area, located at 431 W. Second Avenue, Ranson, West Virginia 20438, henceforth known as "Common Area", for a period beginning on January 1, 2022, and terminating on June 30, 2023, subject to written extensions approved by the parties.

This RENEWAL is requested as part of the original "Agreement". "Tenant" has expressed a desire to extend its "Agreement" with "Landlord" and the "Landlord is agreeable to the following extensions:

RENT AND PAYMENT

1. The original term rental amount is Three Hundred Seventy-Five Dollars ($375.00) per day for the use of the "Common Area" on Sundays from 6:00 a.m. to 2:00 p.m. Payments shall be made monthly on or before the 5th of each month through June 30, 2023. The payment shall be in the form of check, money order, cashier's check or credit card. Payments made after the 5th day of each month will be assessed a late charge, for each late day, in the amount of Twenty-Five Dollars ($25.00). Should the "Tenant" be late in its payment by ten (10) days or more, for three (3) times in a rental period, the "Landlord" reserves the right to find the "Tenant" in default and shall evict the "Tenant" from the premises.
2. The parties agree that if the "Tenant" is current on their obligations under this "Agreement" that the "Agreement" shall automatically renew, annually, on July 1st of each year for a period of five (5) years. The parties agree that the rent paid to the "Landlord" shall increase five percent (5%) on each renewal. By way of illustration, on July 1, 2023, the rent shall increase to Three Hundred Ninety-Three dollars and Seventy-Five cents ($393.75) weekly and a like increase with each renewal.

TERMS:

a. After each use of the "Common Area" it will be returned to its original condition.
b. The City nor the Ranson Parks and Recreation Department shall not be responsible for any damage or injury that may happen to the "Tenant", its agents, assistants, employees, patrons, guests, invitees, servants or property from any cause whatsoever (unless occasioned by the sole negligence of the "Landlord") during the period covered by the rental agreement and its extensions. The "Tenant" for itself, its agents, assistants and employees expressly releases the City and agrees to hold the "Landlord" harmless and to indemnify the "Landlord" against any claim for loss,

damage, injury or other liability arising out of the actions, fault, or negligence of the User, its agents, assistants or employees during the term of this agreement.

c. "Tenant" assumes responsibility for damages to the facility and injury to participants which are a result of the conduct and/or negligence of the "Tenant" and/or its agents. When it is deemed to be in the best interest of the public and to the "Landlord", the "Landlord will require the "Tenant" to furnish a Certificate of Insurance naming the "Landlord" as an additional insured. The amount of insurance shall not be less than One Million Dollars (1,000,000.00) per occurrence of commercial general liability insurance.

d. "Tenant" will obtain RENTERS INSURANCE to cover their personal items anywhere on the property, while "Landlord's" policy must cover the physical location itself, as well as any "Landlord" personal property located within. The "Tenant" will also carry damage insurance in the sum of One Hundred Thousand Dollars ($100,000.00) property damage with the "Landlord" named as an ADDITIONAL INSURED, it being understood that the "Tenant" shall pay the entire premium on said policy of insurance.

e. Worker's Compensation Compliance: The "Tenant" shall also comply with all requirement of the West Virginia Worker's Compensation Law and shall at its own expense, maintain such insurance, including employer's liability, as will protect it from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under this "Agreement", whether operations be by anyone directly or indirectly employed by them.

f. Certificates of Insurance shall be provided to the "Landlord" with each renewal. Any policies referenced above shall be endorsed to provide the "Landlord" at least Thirty (30) days written notice of reduction, cancellation or intent not to renew coverage as called for above. If insurance is canceled, reduced, not-renewed or otherwise is not in effect to the minimum required coverage, the "Tenant" must cease use of the facility until such time as the proper insurances are restored and on file at the Civic Center and City Hall. All stored equipment must be immediately removed by the "Tenant" until proper insurances are restored and on file or pay a storage fee for said equipment to remain on site at a rate of One Hundred Dollars ($100.00) per week, until such insurance is restored. Furthermore, said rent shall continue to accrue at the weekly rate.

g. "Tenant" agrees to protect, defend, indemnify and hold the "Landlord" harmless from and against any and all demands, claims actions liabilities, judgements, executions, losses, costs, expenses, and damages, including reasonable attorney fees, and causes of action of every kind and character arising in favor of governmental agencies or third parties (including employees of either party) on account of personal injuries, death, or damages to property or otherwise arising out of "Tenants" negligence in performance of or failure to perform the services and duties provided for hereunder or failure to comply with applicable State and Federal Laws, rules or regulations. In the event such demand or claim is asserted against the "Landlord" the "Landlord reserves the right to retain counsel of its choice.

h. The "Landlord" agrees to allow "Tenant" to use the chairs and tables (as availability permits) as part of the rental agreement. Set-up and break down of the equipment will be the sole responsibility of the "Tenant" Harvest Pointe Community Church. Any additional equipment needed must be supplied by the "Tenant". All equipment that belongs to the "Tenant" is the property of the "Tenant" and therefore will be removed from the premises by the "Tenant" when this "Agreement" expires.
i. As part of this "Agreement", "Landlord" agrees to provide pre-determined storage space to "Tenant". "Landlord" will not be held responsible or accountable for any items stored in the building or on Civic Center property.
j. "Tenant" does not have the authority to sublet or rent their space in this "Agreement". During the term of this "Agreement", performance or "Tenants" duties may be suspended, and its obligations thereunder excused in the event and during the period that such performance is prevented by a cause or causes beyond reasonable control of the "Tenant". Such causes may include by example and not limited to, acts of God, acts of war, riot, disease, epidemic, pandemic public health emergency, quarantine or acts of government, fire, explosion, accident, flood or sabotage, injunctions and restraining orders, the failure of any governmental body to issue, grant, or the suspension or revocation or modification of any license, permit or other authorization necessary for the services envisioned by the "Agreement", national defense requirements, labor strikes, lockout or injunction. If the "Tenant" is unable to perform its duties contemplated under this "Agreement" for more than three (3) calendar days for any reason besides those beyond "Tenants" reasonable control, then the "Landlord" may: (1) Give "Tenant" written notice that it is deemed by the "Landlord" to be in default of this "Agreement"; and (2) Terminate this "Agreement" if "Tenant's" default is not cured within five (5) business days from "Tenants" receipt of such notice.
k. "Tenant" agrees to abide by all Federal, State and Local Laws and refrain from conducting any illegal business and/or activity. Should illegal activity be discovered, "Landlord" reserves the right to terminate this "Agreement" immediately.
l. In the event Ranson City has declared a state of emergency due to health and safety concerns, the obligation to honor this contract and provide access to "Tenant" can and will be severed with no consequence to the "Landlord" or its Building Commission. "Tenant" shall be required to comply with restrictions placed by the "Landlord" or any other Government authority or shall be found in breach of contract.
m. "Tenant" is responsible for any applicable taxes and business registrations resulting from its operations. The "Tenant" will pay all federal, state and local taxes and license fees that shall accrue or become due during the terms of this contract.
n. The "Tenant" shall be responsible for snow removal at the entries of the Civic Center, during its use. The "Landlord" will plow the parking lot, however, the City is required to plow the streets of the City before hitting the parking areas. "Tenant" recognizes the need for public safety first and foremost.
o. This is the entire contract and there are no outside agreements related to the parties and this "Agreement".

This Rental Agreement was signed the __6th__ day of February, 2023.

HARVEST POINTE COMMUNITY CHURCH
By:

Brian Gash
Its: Elder

RANSON PARKS AND RECREATION COMMISSION
by:

President
Its: Chairperson

CITY OF RANSON
BY:

Its Interim City Manager

Ranson Parks and Recreation Rental Fees

Ranson Civic Center Rental Fees

Facility/Package	Rental Fee
Entire Center (Hourly Rate)	$190.00/hr
Entire Center (Daily, Min. 8 hrs)	$1500/day (10 hour Max)
Tile Area	$65.00/hr
Basketball Court (1)	$85.00/hr
Basketball Court (2)	$170.00/hr
Batting Cage	$45.00/hr
Batting Cage + 1 Court	$130.00/hr
Batting Cage + 2 Courts	$215.00/hr

Lance Slusher Park Rental Fees

Facility/Package	Rental Fee
Pavilion	$85.00/day
Basketball Court	$50.00/hr
Tennis Court	$20.00/hr

Cranes Lane Field Rental Fees

Facility/Package	Rental Fee
Field	$50.00/hr

West End Park Rental Fees

Facility/Package	Rental Fee
Basketball Court	$50.00/hr

Marcus Field Rental Fees

Facility/Package	Rental Fee
Field	$65.00/hr
Clubhouse	$65.00/hr
Field and Clubhouse	$130.00/hr
Kitchen	$15.00/hr

Add-Ons Rental Fees

Facility/Package	Rental Fee
Attendant	$55.00/hr
Civic Center Set Up	$250.00
Civic Center Clean Up	$250.00
Stage	$60.00/hr
Tables	$5.00/ea
Chairs	$2.00/ea

Businesses that collect admission fees for events will be subject to additional charges based on event specifics