RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

July 24, 2025 | 6:00 P.M. | Council Chamber

I.. CALL TO ORDER

II.. APPROVAL OF MINUTES

Minutes June 26th, 2025
Ranson Parks and Recreation (2).docx

III.. DIRECTORS REPORT

Follow up on Cranes Lane noise complaint.

Marcus Fields building updates

Budget for June 2025
June 2025 Budget Report.pdf

IV.. OLD BUSINESS

Policy for Memorial Services at the Civic Center

Hunter Muse Park.

Project Overview on Flowing Springs Park

Request for approval of car show proceeds allocation

V.. NEW BUSINESS

Upcoming Ranson Community Events
2025 Community Events.docx

VI. DISCUSSION

VII. ADJOURNMENT

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: APPROVAL OF MINUTES

AGENDA SECTION: APPROVAL OF MINUTES

SUBJECT: Minutes June 26th, 2025

ATTACHMENTS:

Ranson Parks and Recreation (2).docx

RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

June 26, 2025 | 6:00 P.M. | Council Chamber

1. CALL TO ORDER

Scott Coulter, President	**Absent**
Jimmy Williams	**Present**
Ken Suits	**Present**
Mike Baker	**Present**
Herbie McDaniel	**Present**

II. APPROVAL OF MINUTES

Minutes June 26, 2025

Scott Coulter, President	**Absent**
Jimmy Williams	**Abstain**
Ken Suits	**Motion**
Mike Baker	**Yes**
Herbie McDaniel	**Yes**

III. DIRECTOR'S REPORT

Discussed Marcus Field Scoreboard not working properly and costs of a new one or repairing current one.

1. **Floor Cleaning Machine for the Civic Center Gym**

Discussed a floor machine with touch screen and cylinder that will keep everything uniform. Voted on $ 23,100 Floor Machine.

Scott Coulter, President	**Absent**
Jimmy Williams	**Abstain**
Ken Suits	**Second**
Mike Baker	**Motion**
Herbie McDaniel	**Yes**

2. Details and updates on the Ranson 2025 Festival and car show.

Discussed overall costs of the festival including labor costs, pony rides, Car simulator, and entertainment.

3. Ranson Summer Programs and Camps

The Director provided an update on the camps taking place at the Civic Center and the tennis program at Jefferson High School. They emphasized preparations for extremely hot days, assuring that plans are in place to move the camp indoors to the Civic Center if high temperatures become a concern.

IV. OLD BUSINESS

V. NEW BUSINESS

1. Financials Report- May May 2025
   No Action at this time

2. Proposed Schedule for Marcus Field Site Walk-through Marcus Field.

   Director advised this will be multipurpose field open for anyone who wants to rent it. Rentals should start in August.

3. Consider Options for a bench at Slusher Park.

The Parks and Recreation Board has approved two benches to be placed at Slusher park.

Scott Coulter, President	**Absent**
Jimmy Williams	**Abstain**
Ken Suits	**Motion**
Mike Baker	**Yes**
Herbie McDaniel	**Second**

4. Complaints at Cranes Lane Park

Discussed signage or officer stopping by to check out the area.

VI. ADJOURNMENT

The meeting ended at 7:06 P.M. Ken Suits motioned to end the meeting. The next Parks & Recreation Meeting will be held on Thursday, July 17th at 6:00 P.M.

Scott Coulter, President

Jimmy Williams, Vice President

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: INFORMATION ONLY

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Follow up on Cranes Lane noise complaint.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: INFORMATION ONLY

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Marcus Fields building updates

Board member went to Marcus Field on July 9, 2025 and made several recommendations.

- Trashcan
- Scoreboard

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Budget for June 2025

ATTACHMENTS:

June 2025 Budget Report.pdf

FY 2025
Parks & Recreation Budget
June 30, 2025
**100% through Budget Year*

	Current Budget Approved 5/15/2025	*FY2025 Q1*	*FY2025 Q2*	*FY2025 Q3*	*Apr-25*	*May-25*	*Jun-25*	*FY2025 Q4*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*831,711*	500,000	-	331,711	-	-		-	831,711	-	100%
Revenue Summary											
Hotel Taxes	225,000	49,066	69,438	51,257	20,488	23,528	24,888	68,905	238,665	(13,665)	106%
Rental Income	58,000	15,035	13,680	13,120	6,360	1,720	2,395	10,475	52,310	5,690	90%
Programs & Leagues	65,250	9,802	11,391	16,879	6,265	7,863	7,578	21,706	59,777	5,473	92%
Total Revenues	***1,179,961***	***573,902***	***94,508***	***412,968***	***33,113***	***33,111***	***34,861***	***101,085***	***1,182,463***	***(2,502)***	***100%***
Expenditure Summary											
Personnel Services	337,500	57,032	47,515	80,171	22,283	21,418	25,004	68,706	253,425	84,075	*75%*
Contractual Services	220,300	50,007	36,413	49,213	14,958	10,604	23,612	49,174	184,807	35,493	*84%*
Commodities	169,911	3,543	3,016	1,715	2,391	4,954	699	8,043	16,318	153,593	*10%*
Special Events	55,000	550	6,623	10,130	1,383	11,349	8,423	21,155	38,458	16,542	*70%*
Capital Outlay	397,250	-	-	-	-	-	-	-	-	397,250	*0%*
Total Expenditures	***1,179,961***	***111,133***	***93,568***	***141,229***	***41,015***	***48,326***	***57,738***	***147,078***	***493,008***	***686,953***	***42%***
Revenues Over Expenses		***462,769***	***941***	***271,739***	***(7,902)***	***(15,214)***	***(22,877)***	***(45,993)***	***689,455***		

REVENUES	CURRENT BUDGET	FY2025 Q1	FY2025 Q2	FY2025 Q3	Apr-25	May-25	Jun-25	FY2025 Q4	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance	831,711	500,000	-	331,711				-	831,711	-	-
HOTEL TAXES											
308.100 HOTEL MOTEL TAX	225,000	49,066	69,438	51,257	20,488	23,528	24,888	68,905	238,665	(13,665)	*106%*
TOTAL HOTEL TAXES	***225,000***	***49,066***	***69,438***	***51,257***	***20,488***	***23,528***	***24,888***	***68,905***	***238,665***	***(13,665)***	***106%***
RENTAL INCOME											
358.100 RENTAL CIVIC CENTER	55,000	14,935	13,680	12,880	6,360	1,465	2,395	10,220	51,715	3,285	*94%*
358.200 RENTAL OTHER BUILDINGS	3,000	100	-	240	-	255	-	255	595	2,405	*20%*
TOTAL RENTAL INCOME	***58,000***	***15,035***	***13,680***	***13,120***	***6,360***	***1,720***	***2,395***	***10,475***	***52,310***	***5,690***	***90%***
PROGRAMS & LEAGUES											
379.100 DONATIONS	7,500	300	4,020	2,500	-	-	316	316	7,136	364	*95%*
380.100 INTEREST EARNED ON INVESTMENTS	8,000	2,175	1,664	1,311	664	729	704	2,097	7,247	753	*91%*
382.100 REFUNDS	500	-	-	412		-		-	412		*82%*
385.100 BASEBALL CONDITIONING	2,000	-	-	1,650		-		-	1,650	350	*83%*
385.103 ADMISSION FEES TO CIVIC CENTER	1,000	653	-	-		-		-	653	347	*65%*
385.108 PROGRAM SPECIAL EVENTS FEES	18,000	1,805	1,845	4,957	4,740	3,090	2,086	9,916	18,523	(523)	*103%*
385.111 BASKETBALL - SPRING/SUMMER	4,000	360	-	1,710	-	-		-	2,070	1,930	*52%*
385.113 VOLLEYBALL	2,500	2,247	-	-	-	-		-	2,247	253	*90%*
385.115 PICKLEBALL	4,250	447	330	435	201	54	72	327	1,539	2,711	*36%*
385.116 MENS SOCCER	11,500	1,510	3,530	3,905	540	950	240	1,730	10,675	825	*93%*
385.200 SUMMER TENNIS	5,000	-	-	-	120	3,040	4,160	7,320	7,320	(2,320)	*146%*
399.100 MISC FEES	1,000	304	2	-				-	306	694	*31%*
TOTAL PROGRAMS & LEAGUES	***65,250***	***9,802***	***11,391***	***16,879***	***6,265***	***7,863***	***7,578***	***21,706***	***59,777***	***5,473***	***92%***
TOTAL REVENUE	***1,179,961***	***573,902***	***94,508***	***412,968***	***33,113***	***33,111***	***34,861***	***101,085***	***1,182,463***	***(2,502)***	***100%***

EXPENDITURES

PERSONNEL SERVICES	***CURRENT BUDGET***	***FY2025 Q1***	***FY2025 Q2***	***FY2025 Q3***	***Apr-25***	***May-25***	***Jun-25***	***FY2025 Q4***	***Year to Date***	***BUDGET BALANCE***	***% OF BUDGET***
900.103 SALARY EXPENSE	236,500	44,497	36,938	63,301	17,359	16,507	19,675	53,541	198,278	38,222	84%
900.104 FICA	20,000	3,779	2,797	4,583	1,266	1,292	1,547	4,104	15,264	4,736	76%
900.105 INSURANCE	40,500	4,111	4,157	7,343	2,448	2,452	2,452	7,352	22,964	17,536	57%
900.106 RETIREMENT	20,500	837	1,334	4,083	1,167	1,167	1,167	3,500	9,754	10,746	48%
900.108 OVERTIME	20,000	3,808	2,290	860	44	-	164	208	7,165	12,835	36%
TOTAL PERSONNEL SERVICES	***337,500***	***57,032***	***47,515***	***80,171***	***22,283***	***21,418***	***25,004***	***68,706***	***253,425***	***84,075***	***75%***
CONTRACTUAL SERVICES											
900.211 TELEPHONE	5,000	953	977	1,501	501	437	469	1,406	4,838	162	97%
900.213 UTILITIES	75,000	17,082	20,035	20,545	4,057	2,909	4,752	11,718	69,380	5,620	93%
900.214 TRAVEL	2,000	-	-	-	-		-	-	-	2,000	0%
900.215 MAINTENANCE & REPAIR BLDGS	20,000	8,965	1,037	6,166	811	208	975	1,994	18,161	1,839	91%
900.216 MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	461	-	-	-	-	461	4,539	9%
900.217 MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	38	-	-	-	-	-	48	952	5%
900.218 POSTAGE	100	-	-	39	-	-	10	10	50	50	50%
900.220 ADVERTISING	5,000	322	277	407	119	284	131	534	1,540	3,460	31%
900.221 TRAINING	3,000	-	-	-	-	-	-	-	-	3,000	0%
900.222 DUES & SUBSCRIPTIONS	1,500	-	-	-	95	-	25	120	120	1,380	8%
900.224 AUDIT COSTS	2,000	1,360	-	-	82	-	-	82	1,442	558	72%
900.230 CONTRACTED SERVICES	90,000	21,139	13,898	19,944	8,749	6,726	17,210	32,685	87,666	2,334	97%
900.231 CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	498	-	-	498	498	9,502	5%
900.232 BANK SERVICE CHARGES	700	176	101	149	46	41	39	126	551	149	79%
900.236 REFUNDS	-	-	50	-	-	-	-	-	50	(50)	-
TOTAL CONTRACTUAL SERVICES	***220,300***	***50,007***	***36,413***	***49,213***	***14,958***	***10,604***	***23,612***	***49,174***	***184,807***	***35,493***	***84%***
COMMODITIES											
900.341 SUPPLIES & MATERIALS	36,000	3,474	2,855	1,561	2,282	4,604	596	7,482	15,373	20,627	43%
900.343 AUTOMOBILE SUPPLIES GAS OIL	1,000	70	161	154	108	-	103	211	595	405	60%
900.353 COMPUTER SOFTWARE	20,000	-	-	-	-	-	-	-	-	20,000	0%
900.399 MISCELLANEOUS EXPENSE	12,290	-	-	-	-	-	-	-	-	12,290	-
900.424 CONTRIBUTIONS	-	-	-	-	-	350	-	350	350	(350)	-
900.699 CONTINGENCIES	100,621	-	-	-	-	-	-	-	-	100,621	-
TOTAL COMMODITIES	***169,911***	***3,543***	***3,016***	***1,715***	***2,391***	***4,954***	***699***	***8,043***	***16,318***	***153,593***	***10%***
TOURISM & EVENTS											
901.231 SPECIAL EVENTS	55,000	550	6,623	10,130	1,383	11,349	8,423	21,155	38,458	16,542	70%
TOTAL TOURISM & EVENTS	***55,000***	***550***	***6,623***	***10,130***	***1,383***	***11,349***	***8,423***	***21,155***	***38,458***	***16,542***	***70%***
CAPITAL OUTLAY											
900.457 CAPITAL OUTLAY BUILDINGS	248,625	-	-	-	-			-	-	248,625	0%
900.458 CAPITAL OUTLAY OTHER IMPROVEMENTS	148,625	-	-	-	-			-	-	148,625	0%
TOTAL CAPITAL OUTLAY	***397,250***	***-***	***-***	***-***	***-***	***-***	***-***	***-***	***-***	***397,250***	***0%***
TOTAL EXPENDITURES	***1,179,961***	***111,133***	***93,568***	***141,229***	***41,015***	***48,326***	***57,738***	***147,078***	***493,008***	***686,953***	***42%***
REVENUES OVER EXPENSES	-	***462,769***	***941***	***271,739***	***(7,902)***	***(15,214)***	***(22,877)***	***(45,993)***	***689,455***		

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: OLD BUSINESS

AGENDA SECTION: OLD BUSINESS

SUBJECT: Policy for Memorial Services at the Civic Center

Discuss creating a Policy for Memorial Services at the Civic Center.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: OLD BUSINESS

AGENDA SECTION: OLD BUSINESS

SUBJECT: Hunter Muse Park.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: OLD BUSINESS

AGENDA SECTION: OLD BUSINESS

SUBJECT: Project Overview on Flowing Springs Park

Public Works Director is waiting on a Letter to Proceed from The State.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: OLD BUSINESS

AGENDA SECTION: OLD BUSINESS

SUBJECT: Request for approval of car show proceeds allocation

Proceeds of the Car Show for Senior Center, Boys and Girls, Meals on Wheals .

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: NEW BUSINESS

SUBJECT: Upcoming Ranson Community Events

ATTACHMENTS:

2025 Community Events.docx

2025 Community Events

Eastern Panhandle Job Fair

Tuesday, October 7, 2025

1:00 PM – 5:00 PM

Sponsors: Ranson Parks and Recreation, JC Development Authority, JC Chamber of Commerce

Ranson Fall Fest

Saturday October 18, 2025

6:00 PM – 8:00 PM

Local Veterans Event

Tuesday, November 11, 2025

Ranson Tree Lightning

Saturday, November 29, 2025

6:00 PM -8:00 PM

Charles Town/ Ranson Christmas Parade

Saturday, December 6, 2025

2:00 PM

Pizza With Santa

Saturday, December 13, 2025

11:00 AM- 2:00 PM