RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

February 27, 2025 | 6:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

I. CALL TO ORDER

II. APPROVAL OF MINUTES

Minutes January 16, 2025
Ranson Parks and Recreation Minutes 1162025.docx

III. OLD BUSINESS

1. Options for the Concession area for the Civic Center
2. Installation of Fence Around Marcus Field Park
3. Hunter Muse Park

IV. NEW BUSINESS

1. FY 2025 Parks and Recreation Financials thru January 31, 2025
   January 2025 - P&R.xlsx
2. New Floor Machine for Civic Center
3. Strip and Wax white tile area of the Civic Center
4. Rental Fee Structure
   Ranson Parks and Rec Rental Fees .pdf
5. Baseball Pitching Machine for the Civic Center
6. Hiring a Part Time Employee
7. Ranson 2025 Community Events
   Ranson Events .pdf
8. Mulching for Park Maintenance & Inspection of Park Equipment
   Playground Safety Inspection Form .pdf

V. ADJOURNMENT.

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes January 16, 2025

ATTACHMENTS:

Ranson Parks and Recreation Minutes 1162025.docx

RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

January 16, 2025 | 6:00 P.M. | Council Chamber

I. CALL TO ORDER

Scott Coulter	Present
Jimmy Williams	Present
Ken Suits	Present
Herbie McDaniel	Present
Michael Baker	Present

II. APPROVAL OF MINUTES

1. Minutes- November 21, 2024

Scott Coulter	Abstain
Jimmy Williams	Yes
Micheal Baker	Yes
Ken Suits	Yes
Herbie McDaniel	Yes

III. COMMENTS FROM PUBLIC

DIRECTORS REPORT

Parks and Recreation Financials Report

Director Tim Micheal included October, November and December Financials in the packet for the Parks and Recreation Board to review. Mr. Williams had questions regarding over time for the Ranson Civic C enter. Director of the Parks and Recreation informed the board it was to his knowledge the overtime occurred when Bob Anderson was overseeing the Ranson Civic Center.

December 2024 and January 2025 Rentals of Ranson Facilities
Director of the Ranson Parks and Recreation included a list of rental for the months of December 2024 and January 2025.

OLD BUSINESS

IV. NEW BUSINESS

1. 2025 Election of Officers

   A vote for President, Vice President, and Secretary was held at the beginning of the meeting. Jimmy Williams, Herbie McDaniel and Scott Coulter voted to leave the titles as they were from the prior year, maintaining the current President and Vice President in their roles. Ken Suits nominated himself for the position of President of the board. However, his nomination did not receive enough votes to secure the position. As a result. Scott Coulter remains President, Jimmy Williams remains Vice President and Ken Suits was voted in by a motion made by Scott Coulter and voted on by Jimmy Williams, and Ken Suits for Secretary Mike Baker was abstained for it was his first meeting.

2. FY 2025 Budget Revision # 1

Scott Coulter	Abstain
Ken Suits	Motion
Mike Baker	Abstain
Jimmy Williams	Yes
Herbie McDaniel	Second

3. 2025 Parks and Recreation Holiday Schedule

   The Parks and Recreation Director recently presented the proposed Holiday Closure Calendar to the Parks and Recreation Board for review. After clarification regarding the days the Civic Center would be closed, the Parks and Recreation Board has approved the presented closure schedule.

   The Board has agreed that the Civic Center will remain closed to the public on the designated holidays, except for the event of a major scheduled event. Additionally, the Parks and Recreation Board has left the final decision regarding holiday closures to the discretion of the Parks and Recreation Director.

4. Discussion of Marcus Field and Related Issues
   Parks Recreation Director Tim Micheal informed the Parks and Recreation Board, Public Works will be at the Marcus Field, next week to start some updates on Marcus Field Building. Jimmy Williams ask if the deck was repaired, Mr. Micheal informed him yes Public Works has replaced the deck.

   Scott Coulter, President of the Parks and Recreation Board, informed the board that he recently had a conversation with the Muse family. During their discussion, Mr. Muse expressed a desire to donate a marble bench to Marcus Field Park in remembrance of Hunter Muse. The Board may wish to discuss this donation further and determine the appropriate steps moving forward.

4. Civic Center Kitchen Lease Discussion

The Parks and Recreation Board held a discussion regarding a vendor renting space at the Ranson Civic Center. After careful consideration, the board decided to suspend the vendor's contract effective March 1, 2025, offering full forgiveness of the outstanding balance of $ 11,000.00 and $1,764.35 in utilities and the contract terms. Additionally, the board has requested that the director present ideas for the future use of space at the February 20, 2025 meeting.

Scott Coulter	Abstain
Ken Suits	Second
Herbie McDaniel	Yes
Jimmy Williams	Motion
Mike Baker	Yes

V. ADJOURNMENT

The meeting was adjourned at 7:57 P.M. Next Ranson Parks and Recreation meeting is scheduled for February 21, 2025 at 6:00 PM. Ranson Council Chambers, 312 S. Mildred Street Ranson WV, 25438

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Scott Coulter, President

Parks and Recreation board Member

2

AGENDA ITEM 1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Options for the Concession area for the Civic Center

The concession area at the Civic Center is soon to be vacated, and the Director of the Rec Center has proposed several ideas for its future use. One option is for the kitchen to be rented out to individuals for their events. Another suggestion is for the city to rent the space out to another business. Alternatively, the area could be remodeled into a vending space, offering convenience to visitors. Lastly, the area could be repurposed for other activities within the Civic Center, helping to better serve the community's needs.

ATTACHMENTS:

AGENDA ITEM 2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Installation of Fence Around Marcus Field Park

ATTACHMENTS:

AGENDA ITEM 3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT: Hunter Muse Park

ATTACHMENTS:

AGENDA ITEM 1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: FY 2025 Parks and Recreation Financials thru January 31, 2025

ATTACHMENTS:

January 2025 - P&R.xlsx

FY 2025
Parks & Recreation Budget
January 31, 2025
58.3% through Budget Year

	Current Budget Approved 1/16/2025	*FY2025 Q1*	*FY2025 Q2*	*Jan-25*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*831,711*	500,000	-	331,711	831,711	-	100%
Revenue Summary							
Hotel Taxes	200,000	49,066	69,438	16,250	134,754	65,246	67%
Rental Income	58,000	15,035	13,680	7,370	36,085	21,915	62%
Programs & Leagues	54,000	9,802	11,391	4,093	25,285	28,715	47%
Total Revenues	*1,143,711*	*573,902*	*94,508*	*359,424*	*1,027,835*	*115,876*	*90%*
Expenditure Summary							
Personnel Services	337,500	57,032	47,515	36,755	141,303	196,197	*42%*
Contractual Services	220,300	50,007	36,627	13,659	100,293	120,007	*46%*
Commodities	157,911	3,543	2,802	443	6,789	151,122	*4%*
Special Events	55,000	550	6,623	-	7,173	47,827	*13%*
Capital Outlay	373,000	-	-	-	-	373,000	*0%*
Total Expenditures	*1,143,711*	*111,133*	*93,568*	*50,856*	*255,557*	*888,154*	*22%*
Revenues Over Expenses		*462,769*	*941*	*308,568*	*772,277*		

REVENUES	CURRENT BUDGET	FY2025 Q1	FY2025 Q2	Jan-25	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance	831,711	500,000	-	331,711	831,711	-	-
HOTEL TAXES							
308.100 HOTEL MOTEL TAX	200,000	49,066	69,438	16,250	134,754	65,246	*67%*
TOTAL HOTEL TAXES	*200,000*	*49,066*	*69,438*	*16,250*	*134,754*	*65,246*	*67%*
RENTAL INCOME							
358.100 RENTAL CIVIC CENTER	55,000	14,935	13,680	7,370	35,985	19,015	*65%*
358.200 RENTAL OTHER BUILDINGS	3,000	100	-	-	100	2,900	*3%*
TOTAL RENTAL INCOME	*58,000*	*15,035*	*13,680*	*7,370*	*36,085*	*21,915*	*62%*
PROGRAMS & LEAGUES							
379.100 DONATIONS	5,000	300	4,020	500	4,820	180	*96%*
380.100 INTEREST EARNED ON INVESTMENTS	8,000	2,175	1,664	446	4,285	3,715	*54%*
382.100 REFUNDS	-	-	-	412	412		-
385.100 BASEBALL CONDITIONING	2,000	-	-	1,500	1,500	500	*75%*
385.103 ADMISSION FEES TO CIVIC CENTER	1,000	653	-	-	653	347	-
385.108 PROGRAM SPECIAL EVENTS FEES	15,250	1,805	1,845	-	3,650	11,600	*24%*
385.110 BASKETBALL - FALL/WINTER	2,000	-	-	-	-	2,000	*0%*
385.111 BASKETBALL - SPRING/SUMMER	4,000	360	-	-	360	3,640	-
385.113 VOLLEYBALL	2,500	2,247	-	-	2,247	253	*90%*
385.115 PICKLEBALL	4,250	447	330	135	912	3,338	*21%*
385.116 MENS SOCCER	9,000	1,510	3,530	1,100	6,140	2,860	-
399.100 MISC FEES	1,000	304	2		306	694	-
TOTAL PROGRAMS & LEAGUES	*54,000*	*9,802*	*11,391*	*4,093*	*25,285*	*28,715*	*47%*
TOTAL REVENUE	*1,143,711*	*573,902*	*94,508*	*359,424*	*1,027,835*	*115,876*	*90%*

EXPENDITURES

PERSONNEL SERVICES		*CURRENT BUDGET*	*FY2025 Q1*	*FY2025 Q2*	*Jan-25*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103	SALARY EXPENSE	236,500	44,497	36,938	30,279	111,714	124,786	47%
900.104	FICA	20,000	3,779	2,797	1,958	8,534	11,466	43%
900.105	INSURANCE	40,500	4,111	4,157	2,448	10,716	29,784	26%
900.106	RETIREMENT	20,500	837	1,334	1,750	3,920	16,580	19%
900.108	OVERTIME	20,000	3,808	2,290	321	6,419	13,581	32%
TOTAL PERSONNEL SERVICES		*337,500*	*57,032*	*47,515*	*36,755*	*141,303*	*196,197*	*42%*
CONTRACTUAL SERVICES								
900.211	TELEPHONE	5,000	953	1,191	500	2,645	2,355	53%
900.213	UTILITIES	75,000	17,082	20,035	6,333	43,450	31,550	58%
900.214	TRAVEL	2,000	-	-	-	-	2,000	0%
900.215	MAINTENANCE & REPAIR BLDGS	20,000	7,483	1,037	893	9,413	10,587	47%
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	306	306	4,694	6%
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	38	-	48	952	5%
900.218	POSTAGE	100	-	-	12	12	88	12%
900.220	ADVERTISING	5,000	322	277	169	768	4,232	15%
900.221	TRAINING	3,000	-	-	-	-	3,000	0%
900.222	DUES & SUBSCRIPTIONS	1,500	-	-	-	-	1,500	0%
900.224	AUDIT COSTS	2,000	1,360	-	-	1,360	640	68%
900.230	CONTRACTED SERVICES	90,000	22,621	13,898	5,406	41,925	48,075	47%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	700	176	101	39	316	384	45%
900.236	REFUNDS	-	-	50	-	50	(50)	-
TOTAL CONTRACTUAL SERVICES		*220,300*	*50,007*	*36,627*	*13,659*	*100,293*	*120,007*	*46%*
COMMODITIES								
900.341	SUPPLIES & MATERIALS	36,000	3,474	2,641	339	6,454	29,546	18%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	70	161	104	335	665	33%
900.353	COMPUTER SOFTWARE	20,000	-	-	-	-	20,000	0%
900.399	MISCELLANEOUS EXPENSE	12,290	-	-	-	-	12,290	-
900.424	CONTRIBUTIONS	-	-	-	-	-	-	-
900.699	CONTINGENCIES	88,621	-	-	-	-	88,621	-
TOTAL COMMODITIES		*157,911*	*3,543*	*2,802*	*443*	*6,789*	*151,122*	*4%*

TOURISM & EVENTS							
901.231 SPECIAL EVENTS	55,000	550	6,623	-	7,173	47,827	13%
TOTAL TOURISM & EVENTS	*55,000*	*550*	*6,623*	*-*	*7,173*	*47,827*	*13%*
CAPITAL OUTLAY							
900.457 CAPITAL OUTLAY BUILDINGS	236,500	-	-	-	-	236,500	0%
900.458 CAPITAL OUTLAY OTHER IMPROVEMENTS	136,500	-	-	-	-	136,500	0%
TOTAL CAPITAL OUTLAY	*373,000*	*-*	*-*	*-*	*-*	*373,000*	*0%*
TOTAL EXPENDITURES	*1,143,711*	*111,133*	*93,568*	*50,856*	*255,557*	*888,154*	*22%*
REVENUES OVER EXPENSES	*-*	*462,769*	*941*	*308,568*	*772,277*		

AGENDA ITEM 2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: New Floor Machine for Civic Center

Director of the Parks and Recreation, have been in contact with East Coast Commercial. Parks and Recreation floor machine is to small and not doing a great job,

ATTACHMENTS:

AGENDA ITEM 3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Strip and Wax white tile area of the Civic Center

The tile flooring at the Civic Center requires some maintenance. To address this, four coats of non-slip wax will be applied to the tiles. This will not only enhance the floor's appearance but also improve safety by providing a slip-resistant surface, ensuring better traction in high-traffic areas. The application of these coats will help protect the tiles and maintain their durability over time.

ATTACHMENTS:

AGENDA ITEM 4

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Rental Fee Structure

Director is working on a fee structure for events.

ATTACHMENTS:

Ranson Parks and Rec Rental Fees .pdf

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

AGENDA ITEM 5

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Baseball Pitching Machine for the Civic Center

The Director of Parks and Recreation is currently exploring the possibility of adding a pitching machine to complement the existing batting cage. This addition would enhance the facility by providing a more dynamic and efficient way for individuals to practice their hitting skills, offering a greater range of training opportunities for players of all skill levels.

ATTACHMENTS:

AGENDA ITEM 6

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Hiring a Part Time Employee

Would like to discuss the needs of a part time employee.

ATTACHMENTS:

AGENDA ITEM 7

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Ranson 2025 Community Events

There are several events happening in Ranson

- Ranson Easter Egg Hunt - April 12, 2025
- Health and Wellness Fair - May 17, 2025
- Ranson Festival and Car Show - June 7, 2025

ATTACHMENTS:

Ranson Events .pdf

Ranson Community Events Agenda Items

Ranson Easter Egg Hunt – Saturday, April 12th Rain date – April 19th

Community Wellness and Health Fair – Saturday, May 17th

Ranson Festival and Car Show – Saturday, June 7th

Ranson Easter Egg Hunt

Saturday, April 12 Rain date: Saturday, April 19

10am to 12pm Egg Hunt begins at 10:30

This event is just for Ranson Elementary Students and their siblings.

Requesting the board approve $1,500 for this event.

Charles Town Kiwanis will be one of the sponsors of this event.

Kindergarten thru 2nd grade will be in one field

3rd grade to 5th grade will be in another field

Both groups will hunt eggs at the same time.

Prizes are given out during the egg hunt. Tickets or candy will be placed in each egg.

The Grand Prize will be given to the kids that find golden eggs (2 ea.)

Grand Prize – 2 large chocolate bunnies

2 medium chocolate bunnies

Last year's event cost $1,500 between the CVB and Harvest Point Church.

This year's event will be sponsored by Ranson P&R and C T Kiwanis.

RANSON ELEMENTARY SCHOOL

EASTER

• EGG HUNT •



SATURDAY, APRIL 12TH, 2025

RANSON ELEMENTARY SCHOOL STUDENTS (& SIBLINGS) ONLY

10:00 AM - 12:00 PM

EGG HUNT BEGINS AT 10:30 AM

LOCATION: RANSON ELEMENTARY SCHOOL PLAYGROUND

Sponsored by Ranson Parks & Rec & Charles Town Kiwanis

Neither the Jefferson County Board of Education nor any of its agents or employees sponsor or endorse this material or publication. The views expressed may or may not reflect those of the Jefferson County Board of Education or school administration and are neither approved nor disapproved by them.

Ranson Health and Wellness Fair Saturday, May 17th 10am to 2pm

Sponsored by Ranson Parks & Recreation & WVU Medicine

Requesting the board to approve $2,500 for the Health and Wellness Fair

Advertising: $1,500 (social media, Spirit of Jefferson, Journal, mailers and posting flyers throughout the county)

Prizes: $1,000 door prizes throughout the day.

RANSON

WVUMedicine

February 4, 2025

Ranson Parks & Recreation
432 W. 2nd Avenue
Ranson, WV 25438

Dear _____,

The Ranson Parks & Recreation and WVU Medical Center is planning a Community Health and Wellness Fair to be held on Saturday, May 17th at the Ranson Civic Center from 10am to 2pm. This event is expected to attract a diverse group of community members seeking health information and services.

We would like to invite your organization to participate in the health and wellness fair to showcase your programs and services to potential clients in a positive and engaging environment. We will provide a table, two chairs, and electricity upon request.

We encourage organizations to make their exhibit interactive and engaging. If you would like to offer a demonstration or presentation, please let us know.

As a way to attract attendance, we will be doing a prize drawing and would welcome any gift you could provide for the drawing.

To participate, please fill out and email the attached form by April 19, 2025.

We look forward to partnering with you to make the Community Health and Wellness Fair a success. If you have any questions, please contact me at 304-724-3862 or dmcclure@ransonwv.us

Sincerely,

Debbie McClure
Director of Community Programs
216 N. Mildred St.
Ranson, WV 25438

Ranson Health and Wellness Fair
Registration form

Organization _____

Address _____

Contact _____

Phone _____ Email _____

Description of
booth/service _____
_____
_____

Screening
Service _____
_____

Material to be
distributed _____
_____

Promotional giveaway
items _____

Raffle Prize
Donation _____

Set up requirements

One table and two chairs will be provided.
Extra tables _____ **extra chairs** _____
Electric _____ **Other** _____


You're Invited To
Health And Wellness Fair
An effort to raise public health awareness in our community
Saturday, May 17th
Starting 10AM - 2PM
The Ranson Civic Center
Free Entry
Free Health Screenings
Giveaways
Health Demonstrations
For more info contact
Debbie McClure:
304-724-3862
dmcclure@ransonwv.us
WVUMedicine
RANSON
AT THE CENTER OF OPPORTUNITY

Ranson Festival and Car Show

Saturday, June 7th

10am to 4pm

Requesting the board's approval of $26,000 for the festival and car show

See attachment:

Where would you like the proceeds to go:

Boys & Girls Club

Senior Center

Meals on Wheels

Community Ministries

Wounded Warriors (no local organization)

Tunnel of Towers (no local organization)

2025 Ranson Festival & Carshow

EXPENSES DETAILS

Total expenses	Actual
	$26,520.00

Advertising	Actual
Facebook/Google	$800.00
Radio ads	$2,000.00
Newspaper/Print Ads	$2,050.00
Printed Flyers	$200.00
Total	**$5,050.00**

Supplies	Actual
Signs for new posts	$150.00
Staff Beverages	$100.00
Total	**$250.00**

Event Contracts	Actual
Sound Equipment	$3,000.00
Porta-Potty Rentals	$1,200.00
Total	**$4,200.00**

Event Entertainment	Actual
Petting Zoo	$1,825.00
Odyssey Mobile Ent.	$6,000.00
Moon Bounce	$535.00
Face Painting	$540.00
Bands/DJ/MC	$2,600.00
Total	**$11,500.00**

Celebrities	Actual
??	
Total	**$0.00**

Prizes	Actual
Ribbons / Trophies car show	$3,650.00
Kids car show	$350.00
Total	**$4,000.00**

Miscellaneous	Actual
Postage	$120.00
Health Dept. Permit	$100.00
Meals Expenses	$300.00
door prizes for car show	$1,000.00
Total	**$1,520.00**

2025 Ranson Car Show

Saturday, June 7th

$15 If registered by May 3rd $20 Day of Registration

Registration begins at 8:30–10:00

RANSON
AT THE CENTER OF OPPORTUNITY.

Name: _____

City: _____ **State:** _____

Email: _____ **Phone:** _____

Vehicle Make: _____ **Model:** _____ **Year :** _____

How did you hear about the show? (circle one)

Flyer, Local Car Show, Friend, FaceBook, Website

Other: _____

LOCAL OR VISITOR: _____

If Visitor, did you stay overnight in the area?

Y / N

Car entries will NOT be permitted to line up until 8:30 am. Parking in advance will be prohibited as this will be a designated tow away zone by Ranson Police Department.

_____

Car #

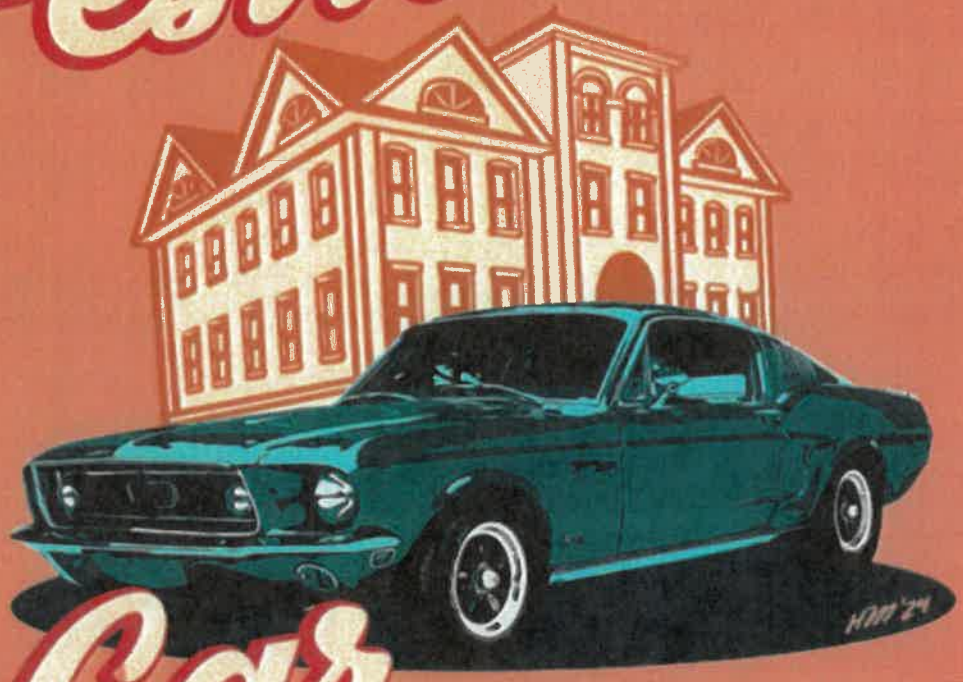
In consideration of the acceptance of the right to participate, entrants, participants, and spectators, by the execution of this form, release and discharge RANSON, their officers, employees, directors, representatives, agents, volunteers, and all persons connected with the Ranson Car Show, from any unknown damages, inquiries, losses, judgements, and claims from any causes and the conduct of entrants or any participants assisting in cooperation with entrants under the direction or control of entrant suffered by any entrant to his or her person or property.

Further, each entrant expessly agrees to indemnify all of the foregoing occasioned or resulting from the conduct of entrants or any participants assisting or cooperation with entrants and under the control of entrant.

Signature: _____ ***Date:*** _____

RANSON

Festival &



Car Show

SATURDAY, JUNE 7TH 2025

10:00 AM - 3:00 PM

Calendar of Events

Easter Egg Hunt – This event is just for Ranson Elementary Students and Siblings	Saturday, April 12th	10am to 12pm
Ranson Health and Wellness Fair –	Saturday, May 17th	10am to 2pm
Ranson Festival and Car Show –	Saturday, June 7th	10am to 4pm
Ranson Fall Fest	Saturday, October 18th	5pm to 7pm
Ranson Tree Lighting	Saturday, November 29th	6pm to 8pm
Ranson/CT Christmas Parade	Saturday, December 6	2pm
Pizza with Santa	Saturday, December 13th	11am to 3pm
Job Fair	TBD	

AGENDA ITEM 8

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Mulching for Park Maintenance & Inspection of Park Equipment

ATTACHMENTS:

Playground Safety Inspection Form .pdf

Frequent Playground Safety Inspection Form

Location: Briar Run Park
Inspection Date: February 25, 2025
Inspected by: Howard Harder
Age Appropriate:

Priority Rating Scale

1. Permanent disability, loss of life, or body part – Correct immediately.

2. Serious injury resulting in temporary disability – Correct as soon as possible.

3. Minor (Non-Disabling) Injury – Correct when time permits.

4. Potential for injury (Minimal) – Check to see if worsens.

Safety Surfacing

Item	Compliant	Hazard
Transition from path to surfacing is less than 0.5"		☐
Surfacing material is adequate and proper depth		☐
Loose fill is at correct height at Transfer Platform		☐
Loose fill is at correct depth at Slide exits & Swings		☐
Surfacing material is free from weeds and trash	☑	
No roots, rocks, or objects are a tripping hazard	☑	
Unitary surface retains adequate absorbing abilities		☐

Equipment Inspection

Item	Compliant	Hazard
Warning/information signs and labels are in place		☐
Equipment and site furnishings are free of debris	☑	
No footings are exposed, cracked, or loose	☑	
Clamps and rivets are in place and secure	☑	
All barriers and guardrails are in place and secure	☑	
Decks are level, secure, and coated with no exposed metal	☑	
No rust, corrosion, or peeling paint	☑	
Plastic is smooth, with no cracks or cuts	☑	
Tree limbs are greater than 84" from equipment	☑	
Border around playground is adequate and secure	☑	
All hardware is in place and secure	☑	
Upright and pipe caps are in place and secure	☑	
No excessive wear, broken, or missing parts	☑	

Required Repairs/Comments

See Notes

Frequent Playground Safety Inspection Form

Location: Lance Slusher Park
Inspection Date: February 25, 2025
Inspected by: Howard Harder
Age Appropriate:

Priority Rating Scale

1. Permanent disability, loss of life, or body part – Correct immediately.

2. Serious injury resulting in temporary disability – Correct as soon as possible.

3. Minor (Non-Disabling) Injury – Correct when time permits.

4. Potential for injury (Minimal) – Check to see if worsens.

Safety Surfacing

Item	Compliant	Hazard
Transition from path to surfacing is less than 0.5"		☐
Surfacing material is adequate and proper depth		☐
Loose fill is at correct height at Transfer Platform		☐
Loose fill is at correct depth at Slide exits & Swings		☐
Surfacing material is free from weeds and trash	☑	
No roots, rocks, or objects are a tripping hazard	☑	
Unitary surface retains adequate absorbing abilities		☐

Equipment Inspection

Item	Compliant	Hazard
Warning/information signs and labels are in place		☐
Equipment and site furnishings are free of debris	☑	
No footings are exposed, cracked, or loose	☑	
Clamps and rivets are in place and secure	☑	
All barriers and guardrails are in place and secure	☑	
Decks are level, secure, and coated with no exposed metal	☑	
No rust, corrosion, or peeling paint	☑	
Plastic is smooth, with no cracks or cuts	☑	
Tree limbs are greater than 84" from equipment	☑	
Border around playground is adequate and secure	☑	
All hardware is in place and secure	☑	
Upright and pipe caps are in place and secure	☑	
No excessive wear, broken, or missing parts	☑	

Required Repairs/Comments

See Notes

Frequent Playground Safety Inspection Form

Location: West End Park
Inspection Date: February 25, 2025
Inspected by: Howard Harder
Age Appropriate:

Priority Rating Scale

1. Permanent disability, loss of life, or body part – Correct immediately.

2. Serious injury resulting in temporary disability – Correct as soon as possible.

3. Minor (Non-Disabling) Injury – Correct when time permits.

4. Potential for injury (Minimal) – Check to see if worsens.

Safety Surfacing

Item	Compliant	Hazard
Transition from path to surfacing is less than 0.5"		☐
Surfacing material is adequate and proper depth		☐
Loose fill is at correct height at Transfer Platform		☐
Loose fill is at correct depth at Slide exits & Swings		☐
Surfacing material is free from weeds and trash	☑	
No roots, rocks, or objects are a tripping hazard	☑	
Unitary surface retains adequate absorbing abilities		☐

Equipment Inspection

Item	Compliant	Hazard
Warning/information signs and labels are in place		☐
Equipment and site furnishings are free of debris	☑	
No footings are exposed, cracked, or loose	☑	
Clamps and rivets are in place and secure		☐
All barriers and guardrails are in place and secure	☑	
Decks are level, secure, and coated with no exposed metal	☑	
No rust, corrosion, or peeling paint	☑	
Plastic is smooth, with no cracks or cuts	☑	
Tree limbs are greater than 84" from equipment		☐
Border around playground is adequate and secure	☑	
All hardware is in place and secure		☐
Upright and pipe caps are in place and secure	☑	
No excessive wear, broken, or missing parts	☑	

Required Repairs/Comments

See Notes

Inspection Notes & Recommendations

West End Park

- Park gate lock needs maintenance.
- Leaves and mulch accumulation.
- Graffiti on playground structure.
- Age-appropriate label rail is loose on steps.
- Bracket missing by double green slide.
- Picnic table bracket is broken.
- Trash can lids need painting.
- Bushes need trimming (within 2 feet of the ground).
- Latches needed on gates for proper closure.
- Trees behind swings require trimming.

Lance Slusher Park

- Lower playground mulch requires replenishment.
- Tree near lower playground needs removal (has thorns).
- Fence by basketball court needs repair.
- Basketball court requires repainting.
- Graffiti on upper playground slide.
- Roof on upper playground pavilion needs a plug.
- Facial board on pavilion requires replacement.
- Fence needs reinforcement and tightening.
- Basketball backboard is cracked.
- Trash can lids need painting.
- Latches required on gates.
- Tennis court is up to code; net and gate latch are in good condition.

Cranes Lane Park

- Tarps hanging on bleachers need securing or removal.

Briar Run Park

- Mulch requires replenishment.

- Bolt on swings is protruding and needs fixing.

- Trash can lids need painting.

Key Concerns:

Biggest issue: Mulch coverage and playground structure maintenance.

Immediate action: Install latches on gates and trim trees in West End Park.