RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

August 21, 2025 | 6:00 P.M. | Council Chamber

I. CALL TO ORDER

II. APPROVAL OF MINUTES

III. DIRECTORS REPORT

FY2026 Revision #1
FY 26 P&R Fund Revision#1 Resolution 2025-01.docx
FY2026 Parks & Rec Budget Revision #1 8-21-2025.pdf

Financial Report - July
July 2025 P&R Budget PDF.pdf

Mayor Ken Suits - discussion with the Parks and Recreation Board

Policy & Procedures for Memorial Services.

IV. OLD BUSINESS

Discussion of repairs needed at Marcus Field.

V. NEW BUSINESS

Budget for Upcoming Fall Fest, Ranson Tree Lighting, and Pizza with Santa Events

Approval to reschedule Parks & Rec Meeting.

VI. DISCUSSION

VII. ADJOURNMENT

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: FY2026 Revision #1

With the close of FY2025, City staff has prepared a revision to the FY2026 Parks & Rec Budget to reflect the prior year carry over (revenue over expenditure balance at 6/30/2025). The enclosed Budget document details the recommended revision and adjustments to revenues/expenses, with yellow highlights denoting the lines impacted by the revision and associated notes.

In summary, the proposed carryover figure is $693,950; this, in combination with other miscellaneous adjustments, results in an overall fund budget of $1,411,983. As it relates to revenue, there is a new category called “Contribution Income” to account for the CVB cash transfer of $344,033 scheduled for this fiscal year as well as the WV state grants approved for the annual Tree lighting event and Ranson Festival. Additional minor revenue adjustments are proposed based on programming feedback from the Parks Director.

The proposed revised expenditures are as follows:

· $10,000 reallocation of Personnel funds from overtime line to salaries line, to

account for filling part-time staff vacancies and the impending exempt status change for one full-time staff member.

· $2,000 additional funds to retirement expense, to account for all eligible staff participating in City 401(a)/457(b) match benefit.

· $1,500 additional funds to telephone expense, to account for monthly cell bills for two directors.

· $45,000 additional funds to maintenance and repairs to buildings/ground expense, to account for Marcus Field repairs (HVAC replacement, scoreboard, etc.)

· $900 additional funds for postage expense, to account for business mailings associated with event sponsorship requests.

· $15,000 additional funds to contracted services expense, to account for full year cost of CVB contracts absorbed in dissolution process.

· $5,000 additional funds to bank service charges, to account for merchant fees associated with SmartRec project to accept online payments for rentals and programming.

ATTACHMENTS:

FY 26 P&R Fund Revision#1 Resolution 2025-01.docx
FY2026 Parks & Rec Budget Revision #1 8-21-2025.pdf

RESOLUTION 2025-01

At a regular session of the Ranson Parks & Recreation board, held August 21, 2025, the following order was made and entered:

SUBJECT: The first revision of the FY2026 Ranson Parks & Recreation Budget.

The following resolution was offered:

RESOLVED: The Ranson Parks & Recreation Board does hereby direct the amended Budget for Fiscal Year 2026 be adopted as shown on the attached Ranson Parks Budget Document, a copy of which is entered as part of the record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ , the vote thereon was as follows:

_____ Yes or No
President Scott Coulter

_____ Yes or No
Stephanie Fagan

_____ Yes or No
Jimmy Williams

_____ Yes or No
Herbie McDaniel

_____ Yes or No
Mike Baker

WHEREUPON, Board President Scott Coulter, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above. The Executive Director shall have authority to execute purchases, subject to pertinent state, federal and local purchases laws and regulations under the approved Amended Parks & Recreation Budget.

_____
Scott Coulter
Parks Board President

ATTEST:

_____
Darla Armstrong
City Clerk

AFFIX CITY SEAL:

FY 2026
Parks & Recreation Budget
Revision #1

Version 1 - Revised 8/13/2025

	FY2025 Budget Rev 5-15-2025	***Balance as of 6-30-2025***	***Original Budget***	***Revision 1 8-21-2025***	***Proposed Budget***
Carryover Balance	***831,711***	***831,711***	***700,000***	*(6,050)*	*693,950*
Revenue Summary					
Hotel Taxes	*225,000*	*261,596*	250,000	-	250,000
Rental Income	*58,000*	*52,310*	51,500	*(750)*	50,750
Contributions	-	-	-	*350,033*	350,033
Programs & Leagues	*65,250*	*59,777*	60,750	*6,500*	67,250
Total Revenues	***1,179,961***	***1,205,394***	***1,062,250***	***349,733***	***1,411,983***
Expenditure Summary					
Personnel Services	*337,500*	*271,561*	345,500	*2,000*	347,500
Contractual Services	*220,300*	*185,107*	221,850	*67,400*	289,250
Commodities	*169,911*	*16,318*	139,900	*64,298*	204,198
Special Events	*55,000*	*38,458*	55,000	-	55,000
Capital Outlay	*397,250*	-	300,000	*216,035*	516,035
Total Expenditures	***1,179,961***	***511,444***	***1,062,250***	***349,733***	***1,411,983***
Revenues Over Expenses	***-***	***693,950***	***-***	***-***	***-***

REVENUES	FY2025 BUDGET	BALANCE 6-30-2025	ORIGINAL BUDGET	REVISION #1	PROPOSED BUDGET	FY2026 REVISION 1 DESCRIPTIONS
Carryover Balance	***831,711***	***831,711***	700,000	*(6,050)*	**693,950**	*FY25 Fund Balance brought forward into FY26 (Revenue over Expense Balance as of 6/30/2025)*
HOTEL TAXES						
308.100 HOTEL MOTEL TAX	*225,000*	*261,596*	250,000	-	250,000	
TOTAL HOTEL TAXES	***225,000***	***261,596***	***250,000***	***-***	***250,000***	
RENTAL INCOME						
358.100 RENTAL CIVIC CENTER	*55,000*	*51,715*	50,000	-	50,000	
358.200 RENTAL OTHER BUILDINGS	*3,000*	*595*	1,500	*(750)*	**750**	*To account for other rentals collections trend for FY2025*
TOTAL RENTAL INCOME	***58,000***	***52,310***	***51,500***	***(750)***	***50,750***	
CONTRIBUTION INCOME						
366.100 STATE GRANTS (EVENT)	-	-	-	*6,000*	**6,000**	*WV Tourism Grants for Ranson Fest & Tree Lighting*
369.100 CVB NET ASSET CONTRIBUTION	-	-	-	*344,033*	**344,033**	*CVB Cash Account Balances from Dissolution*
TOTAL CONTRIBUTION INCOME	***-***	***-***	***-***	***350,033***	***350,033***	
PROGRAMS & LEAGUES						
379.100 DONATIONS	*7,500*	*7,136*	5,000	-	5,000	
380.100 INTEREST EARNED ON INVESTMENTS	*8,000*	*7,247*	6,000	*1,500*	**7,500**	*To account for banking interest trend for FY2025*
382.100 REFUNDS	*500*	*412*	-	-	-	
385.100 BASEBALL CONDITIONING	*2,000*	*1,650*	2,000	-	2,000	
385.103 ADMISSION FEES TO CIVIC CENTER	*1,000*	*653*	500	-	500	
385.108 PROGRAM SPECIAL EVENTS FEES	*18,000*	*18,523*	15,250	*3,000*	**18,250**	*To account for event collections trend for FY2025*
385.111 BASKETBALL	*4,000*	*2,070*	-	*2,000*	**2,000**	*Anticipated annual skills and drills basketball usage*
385.113 VOLLEYBALL	*2,500*	*2,247*	2,500	-	2,500	
385.115 PICKLEBALL	*4,250*	*1,539*	2,000	-	2,000	
385.116 MENS SOCCER	*11,500*	*10,675*	10,000	-	10,000	
385.117 CONTRACTED PROGRAMING	-	-	10,000	-	10,000	
385.200 SUMMER TENNIS	*5,000*	*7,320*	7,000	-	7,000	
399.100 MISC FEES	*1,000*	*306*	500	-	500	
TOTAL PROGRAMS & LEAGUES	***65,250***	***59,777***	***60,750***	***6,500***	***67,250***	
TOTAL REVENUE	***1,179,961***	***1,205,394***	***1,062,250***	***349,733***	***1,411,983***	

EXPENDITURES							
PERSONNEL SERVICES		FY2025 BUDGET	BALANCE 6-30-2025	ORIGINAL BUDGET	REVISION #1	PROPOSED BUDGET	FY2026 REVISION 1 DESCRIPTIONS
900.103	SALARY EXPENSE	*236,500*	*216,414*	256,500	*10,000*	**266,500**	*Rolling overtime funds over for filling PT vacancies*
900.104	FICA	*20,000*	*15,264*	22,000	-	22,000	
900.105	INSURANCE	*40,500*	*22,964*	36,000	-	36,000	
900.106	RETIREMENT	*20,500*	*9,754*	16,000	*2,000*	**18,000**	*Allowance for all FT staff participation in 401 & 457 plan*
900.108	OVERTIME	*20,000*	*7,165*	15,000	*(10,000)*	**5,000**	*Reducing for anticipated exempt status change to FT employee*
TOTAL PERSONNEL SERVICES		***337,500***	***271,561***	***345,500***	***2,000***	***347,500***	
CONTRACTUAL SERVICES							
900.211	TELEPHONE	*5,000*	*4,838*	6,500	*1,500*	**8,000**	*Allowance for Debbie and Tim cell expenses*
900.213	UTILITIES	*75,000*	*69,380*	80,000	-	80,000	
900.214	TRAVEL	*2,000*	-	2,000	-	2,000	
900.215	MAINTENANCE/REPAIR BLDGS	*20,000*	*18,161*	15,000	*45,000*	**60,000**	*Allowance for additional building repairs to MF facility*
900.216	MAINTENANCE/REPAIR EQUIPMENT	*5,000*	*461*	5,000	-	5,000	
900.217	MAINTENANCE/REPAIR AUTO	*1,000*	*48*	1,000	-	1,000	
900.218	POSTAGE	*100*	*50*	100	*900*	**1,000**	*Mailings for events*
900.220	ADVERTISING	*5,000*	*1,540*	5,000	-	5,000	
900.221	TRAINING	*3,000*	-	3,000	-	3,000	
900.222	DUES & SUBSCRIPTIONS	*1,500*	*120*	1,500	-	1,500	
900.224	AUDIT COSTS	*2,000*	*1,442*	2,000	-	2,000	
900.230	CONTRACTED SERVICES	*90,000*	*87,966*	90,000	*15,000*	**105,000**	*Additional funds for monthly contracts (cleaning, IT, landscaping, portapotties, laundering of mats, printer, pest control) and Visitor Center Contracts absorbed by dissolution*
900.231	CONTRACTED STAFF CIVIC CENTER	*10,000*	*498*	10,000	-	10,000	
900.232	BANK SERVICE CHARGES	*700*	*551*	750	*5,000*	**5,750**	*Allowance for merchant fees with SmartRec online payments*
900.236	REFUNDS	-	*50*	-	-	-	
TOTAL CONTRACTUAL SERVICES		***220,300***	***185,107***	***221,850***	***67,400***	***289,250***	
COMMODITIES							
900.341	SUPPLIES & MATERIALS	*36,000*	*15,373*	35,000	-	35,000	
900.343	AUTOMOBILE SUPPLIES GAS OIL	*1,000*	*595*	1,000	-	1,000	
900.353	COMPUTER SOFTWARE	*20,000*	-	20,000	-	20,000	
900.399	MISCELLANEOUS EXPENSE	*12,290*	-	5,000	-	5,000	
900.424	CONTRIBUTIONS	-	*350*	-	*2,000*	**2,000**	*Funds for Ranson Elementary School event contributions*
900.699	CONTINGENCIES	*100,621*	-	78,900	*62,298*	**141,198**	*10% Total Budget Cap*
TOTAL COMMODITIES		***169,911***	***16,318***	***139,900***	***64,298***	***204,198***	

TOURISM & EVENTS	*FY2025 BUDGET*	*BALANCE 6-30-2025*	*ORIGINAL BUDGET*	*REVISION #1*	*PROPOSED BUDGET*	*FY2026 REVISION 1 DESCRIPTIONS*
901.231 SPECIAL EVENTS	*55,000*	*38,458*	55,000	-	55,000	*Recommend review of events to confirm funding needs*
TOTAL TOURISM & EVENTS	***55,000***	***38,458***	***55,000***	***-***	***55,000***	
CAPITAL OUTLAY						
900.457 CAPITAL OUTLAY BUILDINGS	*248,625*	-	200,000	-	200,000	*Account/Placeholder for surplus revenues*
900.458 CAPITAL OUTLAY OTHER IMPR.	*148,625*	-	100,000	*216,035*	**316,035**	*Account/Placeholder for surplus revenues*
TOTAL CAPITAL OUTLAY	***397,250***	***-***	***300,000***	***216,035***	***516,035***	
TOTAL EXPENDITURES	***1,179,961***	***511,444***	***1,062,250***	***349,733***	***1,411,983***	
REVENUES OVER EXPENSES	-	***693,950***	-	-	-	

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Finance

ITEM TYPE: PRESENTATION

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Financial Report - July

ATTACHMENTS:

July 2025 P&R Budget PDF.pdf

FY 2026
Parks & Recreation Budget
July 31, 2025
8% through Budget Year

	FY2026 Budget Approved 4/17/2025	*Jul-25*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*700,000*	693,950	693,950	*6,050*	99%
Revenue Summary					
Hotel Taxes	250,000	-	-	250,000	0%
Rental Income	51,500	8,705	8,705	42,795	17%
Programs & Leagues	60,750	1,174	1,174	59,576	2%
Total Revenues	***1,062,250***	***703,829***	***703,829***	***358,421***	***66%***
Expenditure Summary					
Personnel Services	345,500	26,187	26,187	319,313	*8%*
Contractual Services	221,850	14,937	14,937	206,913	*7%*
Commodities	139,900	4,096	4,096	135,804	*3%*
Special Events	55,000	75	75	54,925	*0%*
Capital Outlay	300,000	-	-	300,000	*0%*
Total Expenditures	***1,062,250***	***45,295***	***45,295***	***1,016,955***	***4%***
Revenues Over Expenses		***658,534***	***658,534***		

REVENUES		CURRENT BUDGET	Jul-25	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance		700,000	693,950	693,950	6,050	-
HOTEL TAXES						
308.100	HOTEL MOTEL TAX	250,000	-	-	250,000	*0%*
TOTAL HOTEL TAXES		***250,000***	***-***	***-***	***250,000***	***0%***
RENTAL INCOME						
358.100	RENTAL CIVIC CENTER	50,000	8,705	8,705	41,295	*17%*
358.200	RENTAL OTHER BUILDINGS	1,500	-	-	1,500	*0%*
TOTAL RENTAL INCOME		***51,500***	***8,705***	***8,705***	***42,795***	***17%***
PROGRAMS & LEAGUES						
379.100	DONATIONS	5,000	150	150	4,850	*3%*
380.100	INTEREST EARNED ON INVESTMENTS	6,000	698	698	5,302	*12%*
385.100	BASEBALL CONDITIONING	2,000	-	-	2,000	*0%*
385.103	ADMISSION FEES TO CIVIC CENTER	500	-	-	500	*0%*
385.108	PROGRAM SPECIAL EVENTS FEES	15,250	160	160	15,090	*1%*
385.113	VOLLEYBALL	2,500	-	-	2,500	*0%*
385.115	PICKLEBALL	2,000	166	166	1,834	*8%*
385.116	MENS SOCCER	10,000	-	-	10,000	*0%*
385.117	CONTRACTED PROGRAMING	10,000	-	-	10,000	*0%*
385.200	SUMMER TENNIS	7,000	-	-	7,000	*0%*
399.100	MISC FEES	500	-	-	500	*0%*
TOTAL PROGRAMS & LEAGUES		***60,750***	***1,174***	***1,174***	***59,576***	***2%***
TOTAL REVENUE		***1,062,250***	***703,829***	***703,829***	***358,421***	***66%***

EXPENDITURES

		CURRENT			BUDGET	% OF
PERSONNEL SERVICES		***BUDGET***	***Jul-25***	***Year to Date***	***BALANCE***	***BUDGET***
900.103	SALARY EXPENSE	256,500	20,319	20,319	236,181	8%
900.104	FICA	22,000	1,594	1,594	20,406	7%
900.105	INSURANCE	36,000	2,969	2,969	33,031	8%
900.106	RETIREMENT	16,000	1,167	1,167	14,833	7%
900.108	OVERTIME	15,000	138	138	14,862	1%
TOTAL PERSONNEL SERVICES		***345,500***	***26,187***	***26,187***	***319,313***	***8%***
CONTRACTUAL SERVICES						
900.211	TELEPHONE	6,500	598	598	5,902	9%
900.213	UTILITIES	80,000	4,918	4,918	75,082	6%
900.214	TRAVEL	2,000	-	-	2,000	0%
900.215	MAINTENANCE/REPAIR BLDGS	15,000	451	451	14,550	3%
900.216	MAINTENANCE/REPAIR EQUIP	5,000	-	-	5,000	0%
900.217	MAINTENANCE/REPAIR AUTO	1,000	46	46	954	5%
900.218	POSTAGE	100	-	-	100	0%
900.220	ADVERTISING	5,000	165	165	4,835	3%
900.221	TRAINING	3,000	-	-	3,000	0%
900.222	DUES & SUBSCRIPTIONS	1,500	-	-	1,500	0%
900.224	AUDIT COSTS	2,000	-	-	2,000	0%
900.230	CONTRACTED SERVICES	90,000	8,715	8,715	81,285	10%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	750	44	44	706	6%
TOTAL CONTRACTUAL SERVICES		***221,850***	***14,937***	***14,937***	***206,913***	***7%***
COMMODITIES						
900.341	SUPPLIES & MATERIALS	35,000	3,978	3,978	31,022	11%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	117	117	883	12%
900.353	COMPUTER SOFTWARE	20,000	-	-	20,000	0%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	5,000	-
900.699	CONTINGENCIES	78,900	-	-	78,900	-
TOTAL COMMODITIES		***139,900***	***4,096***	***4,096***	***135,804***	***3%***

TOURISM & EVENTS	CURRENT BUDGET	Jul-25	Year to Date	BUDGET BALANCE	% OF BUDGET
901.231 SPECIAL EVENTS	55,000	75	75	54,925	0%
TOTAL TOURISM & EVENTS	***55,000***	***75***	***75***	***54,925***	***0%***
CAPITAL OUTLAY					
900.457 CAPITAL OUTLAY BUILDINGS	200,000	-	-	200,000	0%
900.458 CAPITAL OUTLAY OTHER IMPR.	100,000	-	-	100,000	0%
TOTAL CAPITAL OUTLAY	***300,000***	***-***	***-***	***300,000***	***0%***
TOTAL EXPENDITURES	***1,062,250***	***45,295***	***45,295***	***1,016,955***	***4%***
REVENUES OVER EXPENSES	-	***658,534***	***658,534***		

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Mayor Ken Suits - discussion with the Parks and Recreation Board

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: INFORMATION ONLY

AGENDA SECTION: DIRECTORS REPORT

SUBJECT: Policy & Procedures for Memorial Services.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: OLD BUSINESS

AGENDA SECTION: OLD BUSINESS

SUBJECT: Discussion of repairs needed at Marcus Field.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: NEW BUSINESS

SUBJECT: Budget for Upcoming Fall Fest, Ranson Tree Lighting, and Pizza with Santa Events

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Emilee Burlett, Parks & Recreation

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: NEW BUSINESS

SUBJECT: Approval to reschedule Parks & Rec Meeting.

ATTACHMENTS: