RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

October 17, 2024 | 6:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

I. CALL TO ORDER

II. COMMENTS FROM PUBLIC

III. APPROVAL OF MINUTES

1. Ranson Parks and Recreation Minutes- September 19, 2024
   Ranson Parks and Recreation 9192024.docx

DIRECTORS REPORT

Ranson Parks and Recreation Directors Report

Parks and Recreation Financials Report
July 2024 - P&R.xlsx
August 2024 - P&R.xlsx
September 2024 - P&R.xlsx

IV. OLD BUSINESS

1. Ranson Fall Fest
   Fall Fest Flyer 9172024.pdf

V. NEW BUSINESS

1. Pizza With Santa
   Pizza With Santa 2024.jpg
2. Ranson and Charles Town Christmas Parade

VI. ADJOURNMENT

VII. INFORMATION ONLY

AGENDA ITEM III.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT:

ATTACHMENTS:

Ranson Parks and Recreation 9192024.docx

RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

September 19, 2024	6:00 P.M.	Council Chamber

I. CALL TO ORDER

Vice President Jimmy Williams called the meeting at 7:00 PM

Scott Coulter	Absent
Jimmy Williams	Present
Ken Suits	Present
Herbie McDaniel	Present

II. COMMENTS FROM PUBLIC

III. APPROVAL OF MINUTES

Scott Coulter	Absent
Jimmy Williams	Present
Ken Suits	Motion
Herbie McDaniel	Second

DIRECTORS REPORT

Discussion - Parks and Recreation Director

Ranson Parks and Recreation Director will begin September 28, 2024 and will be present at the October 17, 2024 meeting.

IV. NEW BUSINESS

1. Community Art Project at Slusher Park - discussion and possible action.

Amanda Stroud presented information and a slideshow regarding an art project planned for Slusher Park. It was noted that public workers have repaired the retaining wall where the artwork was previously installed. The Community Art Program of West Virginia, focusing on art history and culture, offers a mini grant of $2,000 with no matching funds required from municipalities. Ms. Stroud requested to initiate preliminary work on the project and expressed her intention to return to the board for further presentation and updates.

Scott Coulter	**Absent**
Jimmy Williams	**Abstain**
Ken Suits	**Motion**
Herbie McDaniel	**Second**

2. Consideration for Ranson Fall Fest budget

The Parks and Recreation Board approved a budget of up to $5,000 for the Ranson Fall Fest. The budget will cover expenses for decorations, candy, and food for the event.

Scott Coulter	Absent
Jimmy Williams	Present
Ken Suits	Motion
Herbie McDaniel	Second

3. Discussion - Pizza with Santa

The "Pizza with Santa" event is scheduled for December 14, 2024, from 11:00 AM to 2:00 PM. A follow-up to the event will take place once the new Parks and Recreation Director is onboard.

OLD BUSINESS

VI. ADJOURNMENT VII. INFORMATION ONLY

The meeting ended at 7:28 P.M. Motion by Ken Suits, second by Herbie McDaniel. Next pars and Recreation meeting will be October 17, 2024 at 6:00 PM Ranson Council Chambers, 312 S. Mildred Street Ranson, WV 25438.

_____

Scott Coulter, President

_____

Parks and Recreation Board Member

1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT:

The Ranson Parks and Recreation Director will present a report addressing matters of relevance to the Parks and Recreation Board. Action is not anticipated or requested on these matters.

ATTACHMENTS:

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT:

Financial Report for Ranson Parks and Recreation
July, August, September

ATTACHMENTS:

July 2024 - P&R.xlsx
August 2024 - P&R.xlsx
September 2024 - P&R.xlsx

FY 2025
Parks & Recreation Budget
July 31, 2024

	Current Budget Approved 6/20/2024	*Jul-24*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*500,000*	-	-	*500,000*	0%
Revenue Summary					
Hotel Taxes	300,000	-	-	300,000	0%
Charges for Services	-	-	-	-	0%
Rental Income	43,000	5,075	5,075	37,925	12%
Programs & Leagues	47,750	3,777	3,777	43,973	8%
Total Revenues	*890,750*	*8,852*	*8,852*	*881,898*	*1%*
Expenditure Summary					
Personnel Services	317,000	33,484	33,484	283,516	*11%*
Contractual Services	131,500	15,200	15,200	116,300	*12%*
Commodities	87,250	1,814	1,814	85,436	*2%*
Special Events	55,000	-	-	55,000	
Capital Outlay	300,000	-	-	300,000	*0%*
Total Expenditures	*890,750*	*50,499*	*50,499*	*840,251*	*6%*
Revenues Over Expenses		*(41,646)*	*(41,646)*		

REVENUES		CURRENT BUDGET	Jul-24	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance		500,000		-	500,000	-
HOTEL TAXES						
308.100	HOTEL MOTEL TAX	300,000		-	300,000	*0%*
TOTAL HOTEL TAXES		*300,000*	*-*	*-*	*300,000*	*0%*
RENTAL INCOME						
358.100	RENTAL CIVIC CENTER	40,000	4,975	4,975	35,025	*12%*
358.200	RENTAL OTHER BUILDINGS	3,000	100	100	2,900	*3%*
TOTAL RENTAL INCOME		*43,000*	*5,075*	*5,075*	*37,925*	*12%*
PROGRAMS & LEAGUES						
379.100	DONATIONS	3,000	-	-	3,000	*0%*
380.100	INTEREST EARNED ON INVESTMENTS	8,000	745	745	7,255	*9%*
382.100	REFUNDS	-	-	-		-
383.100	SALE OF FIXED ASSETS	-	-	-	-	-
385.100	BASEBALL CONDITIONING	2,000	-	-	2,000	*0%*
385.102	BOY'S BASEBALL CONDITIONING	-	-	-		-
385.103	ADMISSION FEES TO CIVIC CENTER	-	522	522	(522)	-
385.105	TOURNAMENTS	-	-	-		-
385.106	SOFTBALL FEES	-	-	-	-	-
385.108	PROGRAM SPECIAL EVENTS FEES	15,250	1,075	1,075	14,175	*7%*
385.109	SPORTS CAMP	-	-	-	-	-
385.110	BASKETBALL - FALL/WINTER	5,000	-	-	5,000	*0%*
385.111	BASKETBALL - SPRING/SUMMER	4,000	360	360	3,640	-
385.113	VOLLEYBALL	2,000	609	609	1,391	*30%*
385.114	FLAG FOOTBALL	-	-	-	-	-
385.115	PICKLEBALL	4,250	162	162	4,088	*4%*
385.116	MENS SOCCER	3,750	-	-	3,750	-
385.117	CONTRACTED PROGRAMING	-	-	-	-	-

385.118	BONANZA	-	-	-	-	-
385.200	SUMMER TENNIS	-	-	-	-	-
399.100	MISC FEES	500	304	304	196	-
TOTAL PROGRAMS & LEAGUES		*47,750*	*3,777*	*3,777*	*43,973*	*8%*
TOTAL REVENUE		*890,750*	*8,852*	*8,852*	*881,898*	*1%*

EXPENDITURES

PERSONNEL SERVICES		*CURRENT BUDGET*	*Jul-24*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103	SALARY EXPENSE	236,500	28,114	28,114	208,386	12%
900.104	FICA	18,500	2,176	2,176	16,324	12%
900.105	INSURANCE	40,500	2,555	2,555	37,945	6%
900.106	RETIREMENT	20,500	501	501	19,999	2%
900.108	OVERTIME	1,000	138	138	862	14%
TOTAL PERSONNEL SERVICES		*317,000*	*33,484*	*33,484*	*283,516*	*11%*

CONTRACTUAL SERVICES

900.211	TELEPHONE	5,000	381	381	4,619	8%
900.213	UTILITIES	50,000	4,074	4,074	45,926	8%
900.214	TRAVEL	2,000	-	-	2,000	0%
900.215	MAINTENANCE & REPAIR BLDGS	10,000	2,856	2,856	7,144	29%
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	5,000	0%
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	10	990	1%
900.218	POSTAGE	100	-	-	100	0%
900.220	ADVERTISING	1,500	-	-	1,500	0%
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	40,000	7,798	7,798	32,202	19%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	0	-	10,000	0%
900.232	BANK SERVICE CHARGES	400	81	81	319	20%
900.236	REFUNDS	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		*131,500*	*15,200*	*15,200*	*116,300*	*12%*

COMMODITIES

900.341	SUPPLIES & MATERIALS	28,000	1,745	1,745	26,255	6%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	70	70	930	7%
900.353	COMPUTER SOFTWARE	10,000	-	-	10,000	0%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	5,000	-

900.424 CONTRIBUTIONS	-	-	-	-	-
900.699 CONTINGENCIES	43,250	-	-	43,250	-
TOTAL COMMODITIES	*87,250*	*1,814*	*1,814*	*85,436*	*2%*
TOURISM & EVENTS					
901.231 SPECIAL EVENTS	55,000	-	-	55,000	0%
TOTAL TOURISM & EVENTS	*55,000*	*-*	*-*	*55,000*	*0%*
CAPITAL OUTLAY					
900.457 CAPITAL OUTLAY BUILDINGS	200,000	-	-	200,000	0%
900.458 CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	-	-	100,000	0%
TOTAL CAPITAL OUTLAY	*300,000*	*-*	*-*	*300,000*	*0%*
TOTAL EXPENDITURES	*890,750*	*50,499*	*50,499*	*840,251*	*6%*
REVENUES OVER EXPENSES	*-*	*(41,646)*	*(41,646)*		

FY 2025
Parks & Recreation Budget
August 31, 2024

	Current Budget Approved 6/20/2024	*Jul-24*	*Aug-24*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*500,000*	-	-	-	*500,000*	0%
Revenue Summary						
Hotel Taxes	300,000	-	24,889	24,889	275,111	8%
Charges for Services	-	-	-	-	-	0%
Rental Income	43,000	5,075	4,965	10,040	32,960	23%
Programs & Leagues	47,750	3,777	2,160	5,937	41,813	12%
Total Revenues	*890,750*	*8,852*	*32,014*	*40,866*	*849,884*	*5%*
Expenditure Summary						
Personnel Services	317,000	33,484	14,715	48,199	268,801	*15%*
Contractual Services	131,500	15,343	17,649	32,992	98,508	*25%*
Commodities	87,250	1,814	1,434	3,248	84,002	*4%*
Special Events	55,000	-	-	-	55,000	
Capital Outlay	300,000	-	-	-	300,000	*0%*
Total Expenditures	*890,750*	*50,642*	*33,798*	*84,439*	*806,311*	*9%*
Revenues Over Expenses		*(41,789)*	*(1,784)*	*(43,573)*		

REVENUES		CURRENT BUDGET	Jul-24	Aug-24	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance		500,000	-	-	-	500,000	-
HOTEL TAXES							
308.100	HOTEL MOTEL TAX	300,000	-	24,889	24,889	275,111	*8%*
TOTAL HOTEL TAXES		*300,000*	*-*	*24,889*	*24,889*	*275,111*	*8%*
RENTAL INCOME							
358.100	RENTAL CIVIC CENTER	40,000	4,975	4,965	9,940	30,060	*25%*
358.200	RENTAL OTHER BUILDINGS	3,000	100	-	100	2,900	*3%*
TOTAL RENTAL INCOME		*43,000*	*5,075*	*4,965*	*10,040*	*32,960*	*23%*
PROGRAMS & LEAGUES							
379.100	DONATIONS	3,000	-	-	-	3,000	*0%*
380.100	INTEREST EARNED ON INVESTMENTS	8,000	745	761	1,507	6,493	*19%*
382.100	REFUNDS	-	-	-	-		-
383.100	SALE OF FIXED ASSETS	-	-	-	-	-	-
385.100	BASEBALL CONDITIONING	2,000	-	-	-	2,000	*0%*
385.102	BOY'S BASEBALL CONDITIONING	-	-	-	-		-
385.103	ADMISSION FEES TO CIVIC CENTER	-	522	131	653	(653)	-
385.105	TOURNAMENTS	-	-	-	-		-
385.106	SOFTBALL FEES	-	-	-	-	-	-
385.108	PROGRAM SPECIAL EVENTS FEES	15,250	1,075	415	1,490	13,760	*10%*
385.109	SPORTS CAMP	-	-	-	-	-	-
385.110	BASKETBALL - FALL/WINTER	5,000	-	-	-	5,000	*0%*
385.111	BASKETBALL - SPRING/SUMMER	4,000	360	-	360	3,640	-
385.113	VOLLEYBALL	2,000	609	666	1,275	725	*64%*
385.114	FLAG FOOTBALL	-	-	-	-	-	-
385.115	PICKLEBALL	4,250	162	186	348	3,902	*8%*
385.116	MENS SOCCER	3,750	-	-	-	3,750	-
385.117	CONTRACTED PROGRAMING	-	-	-	-	-	-

385.118	BONANZA	-	-	-	-	-	-
385.200	SUMMER TENNIS	-	-	-	-	-	-
399.100	MISC FEES	500	304	-	304	196	-
TOTAL PROGRAMS & LEAGUES		*47,750*	*3,777*	*2,160*	*5,937*	*41,813*	*12%*
TOTAL REVENUE		*890,750*	*8,852*	*32,014*	*40,866*	*849,884*	*5%*

EXPENDITURES

PERSONNEL SERVICES		*CURRENT BUDGET*	*Jul-24*	*Aug-24*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103	SALARY EXPENSE	236,500	28,114	9,947	38,062	198,438	16%
900.104	FICA	18,500	2,176	997	3,173	15,327	17%
900.105	INSURANCE	40,500	2,555	922	3,477	37,023	9%
900.106	RETIREMENT	20,500	501	201	703	19,797	3%
900.108	OVERTIME	1,000	138	2,647	2,785	(1,785)	278%
TOTAL PERSONNEL SERVICES		*317,000*	*33,484*	*14,715*	*48,199*	*268,801*	*15%*
CONTRACTUAL SERVICES							
900.211	TELEPHONE	5,000	381	286	667	4,333	13%
900.213	UTILITIES	50,000	4,217	7,710	11,926	38,074	24%
900.214	TRAVEL	2,000	-	-	-	2,000	0%
900.215	MAINTENANCE & REPAIR BLDGS	10,000	2,856	325	3,180	6,820	32%
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	-	5,000	0%
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	-	10	990	1%
900.218	POSTAGE	100	-	-	-	100	0%
900.220	ADVERTISING	1,500	-	287	287	1,213	19%
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	40,000	7,798	8,984	16,783	23,217	42%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	400	81	57	138	262	35%
900.236	REFUNDS	-	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		*131,500*	*15,343*	*17,649*	*32,992*	*98,508*	*25%*
COMMODITIES							
900.341	SUPPLIES & MATERIALS	28,000	1,745	1,434	3,179	24,821	11%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	70	-	70	930	7%
900.353	COMPUTER SOFTWARE	10,000	-	-	-	10,000	0%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	-	5,000	-

900.424 CONTRIBUTIONS	-	-	-	-	-	-
900.699 CONTINGENCIES	43,250	-	-	-	43,250	-
TOTAL COMMODITIES	*87,250*	*1,814*	*1,434*	*3,248*	*84,002*	*4%*
TOURISM & EVENTS						
901.231 SPECIAL EVENTS	55,000	-		-	55,000	0%
TOTAL TOURISM & EVENTS	*55,000*	-	-	-	*55,000*	*0%*
CAPITAL OUTLAY						
900.457 CAPITAL OUTLAY BUILDINGS	200,000	-		-	200,000	0%
900.458 CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	-		-	100,000	0%
TOTAL CAPITAL OUTLAY	*300,000*	-	-	-	*300,000*	*0%*
TOTAL EXPENDITURES	*890,750*	*50,642*	*33,798*	*84,439*	*806,311*	*9%*
REVENUES OVER EXPENSES	-	*(41,789)*	*(1,784)*	*(43,573)*		

AGENDA ITEM IV.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **OLD BUSINESS**

SUBJECT:

ATTACHMENTS:

Fall Fest Flyer 9172024.pdf


RANSON PARKS & REC PRESENTS
FALL FEST
COSTUME CONTEST
PUMPKIN DECORATING
ZOMBIE WALK
CRAFTS
MUSIC - GAMES - TRUNK - OR - TREAT
OCTOBER 18TH | 5:00PM - 7:00PM
RANSON CIVIC CENTER
432 W. 2ND AVE RANSON
WWW.RANSONWV.GOV
CITY OF RANSON

AGENDA ITEM V.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **NEW BUSINESS**

SUBJECT:

Parks and Recreation will host Pizza With Santa 432 2nd Ave. Ranson, WV 25438
December 14, 2024 11:00 AM - 2:00 PM

ATTACHMENTS:

Pizza With Santa 2024.jpg


Pizza with Santa
RANSON CIVIC CENTER
December 14th, 2024
11:00 AM - 2:00 PM
Santa Arrives at noon!
Pizza by Pizza City, Bike give away,
prizes & more!

AGENDA ITEM V.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT:

Christmas Parade for Ranson and Charles Town on **Saturday, December 7, 2024**, at **2:00 PM**!

Get ready for an afternoon filled with festive floats, joyful music, and holiday cheer. Bring your family and friends to celebrate the season together!

ATTACHMENTS: