



CORPORATION OF HARPERS FERRY

Parks & Recreation Commission

Memorandum

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

DATE: February 25, 2020

To: Mayor, Town Council, Recorder, Budget & Finance Committee

FR: Pat Morse, Chair

RE: Parks & Rec 2019 annual Report

Per Article 140.08, please find the 2019 annual report for the Parks and Recreation Commission.

The Commission consists of three members who are residents in Harpers Ferry. In 2019, the Commission held 8 events as described below.

Annual Easter Egg Hunt – held Saturday, April 20, 2019

This year's event had the largest attendance ever! With a record number crowd, between 35-40, children ages 1-12 hunted for the 350 candy filled eggs hidden at the park on Washington Street (Gazebo) as their parents, grandparents and friends cheered them on. Due to inclement weather, the event had been postponed from March 24th to Saturday, March 31st. Even though a chilly day, all in all this was a very exciting and successful event! The Town contributed \$133.51 funding this family event.

Spring Splash – held Saturday, April 27, 2019

Fighting a very windy day, Parks & Rec, in conjunction with the Flip Flop Festival, held this community event. This is the second year Parks & Rec worked with the ATC partnering with them during their Flip Flop Festival. The event took place in the town park on Washington Street (Gazebo). Music was provided by Furnace Mountain and the Minks Miracle Medicine Band. North Central Distributors, Martin Distributing Company and Mountain State Beverage provided the beer and wine selections for purchase. Food vendors included Mena's Pizza and the Jefferson High School Gridiron Club. A financial breakdown is attached.

Music on the Ridge – held Saturday, June 1, 2019

This year's successful event was well attended by people from Washington, DC, Baltimore, Hagerstown, Bolivar and of course from Harpers Ferry. Three bands provided entertainment, a beer and wine license was obtained, and one food vendor was on hand. Of the 7 annual events managed by Parks & Rec, Music on the Ridge has traditionally relied on our Town's budget for the bulk of the major expenses—contracting 3 excellent bands, renting a PA system and renting and setting up of a stage. Parks & Rec does charge a nominal entrance fee to help offset expenses. A financial breakdown is attached.

Oktoberfest – held Saturday, October 5, 2019

This is the second Oktoberfest event organized by Parks & Rec. This year's event surpassed expectations. Parks & Rec offered pre-sale purchase of the commemorative stein, had various options for purchase at the gate, and charged a nominal fee for those who attended but chose not to purchase beer. This year's event was family friendly with a record number of families with children attending. Parks & Rec believes the band the Woo Yeahs was a major draw. A financial breakdown of the event is attached.

Art in the Park – held Saturday, October 19, 2019

Attendance at this year's event was lower than usual. Predicting that might be the case, Parks & Rec cut back the activities typically associated with the event. Activities were limited to painting pumpkins and doing a small craft with the children. No food, no live entertainment was provided this year. With that being said, cost of the event was minimal. See attached financial breakdown.

Halloween/Trick or Treat – Wednesday, October 31, 2019

Larry Waters, Town Maintenance Specialist, provided a multitude of decorations at the Gazebo this year which created a festive atmosphere. Approximately 45 children and adults stopped by for a treat. In addition to handing out candy, this is the second year goodie bags containing small trinkets were handed out to the children. The cost to hold this year's event was \$76.99 and was paid by Parks & Rec utilizing funds generated by earlier events.

Christmas Tree Lighting – held Wednesday, December 4, 2019

Fighting the cold, a large crowd surrounded the gazebo for the annual lighting of the town tree. Cookies and hot chocolate were provided by Parks & Rec. The cost of this event was \$24.27. No funding was requested from the Town to support this event.

Cookie Walk – held Saturday, December 14, 2019

This was the final event for 2019. The venue was moved to the Town Hall in order to interact with the annual Christmas Parade sponsored by the local fire department. 15 volunteer local bakers provided the cookies. A total of \$444.55 was taken in at this year's event. No funding was requested from the Town to support this event. See attached financial report.

In addition to conducting community events, Parks & Rec secured a \$1,000.00 grant from the Jefferson County Youth Center. These funds were used to purchase new park benches and play equipment for the Children's park.

In April, P&R funded from proceeds of previous events, the purchase of 2 new benches for the Park on Washington Street (Gazebo) while the Town provided funding for the remaining 3.

Parks & Rec also funded the Halloween celebration, Town Tree Lighting and Cookie Walk expenses from proceeds secured throughout the year.

The 2020 list of events, dates and times are currently under discussion. More information forthcoming.

Respectfully submitted by:

Pat Morse, Chair

Rachel VanMetre, Secretary

Deborah Fleming

2019 Easter Egg Hunt

Income:

TC Funding \$133.51

Expenses:

Date	Payee	Description	Expense
4/15/2019	Walmart	Candy & prizes	\$128.74
4/15/2019	Dollar Tree	Prize Items	\$4.77
Total			\$133.51

Music on the Ridge 2019 Final Expenditures

Income	Expense	NOTES:	*\$1	\$72.00
TC Funding	\$4,400.00	Original budget was \$2,500.00	\$5	\$85.00
Entrance Fee	\$540.00	Requested \$4,400.00	\$10	\$40.00
Beer/Wine	\$545.00	*\$ taken in: \$1,085.00	\$20	\$720.00
Total Income	\$5,485.00	Town Funded: \$3,315.00	\$50	\$100.00
		Square		\$68.00
				<u>\$1,085.00</u>

Cost of Event:

Beer License	\$250.00		
Beer/Wine Vendor (Martins)	\$121.49	No cost: (on hand)	
Bond	na	Fencing	
Ice for Beer	\$10.00	Trash Cans	
Table & Chair Rental	na	Trash Liners	
Beer Koozies	\$75.00	Bond (paid till July)	
Toilets	\$84.50	Table & Chairs on hand	
Square fee	\$1.88	Wrist bands on hand	
Stage Rental	\$900.00	Plastic cups on hand	
Equipment Rental	\$500.00	Paper Cups/paper towel	
Misc - Beverages for bands	\$15.62		
Larry Waters - misc			
material for stage set up	\$76.56		
Musicians - Ikeroo	\$400.00		
Musicians - Lea Morris	\$1,000.00		
Musicians - Fogg Band	\$1,000.00		
Wine License	\$0.00		
Total	\$4,435.05	Profit \$1,049.95	

Actual Expenses - Oktoberfest 10/6/2019

	<u>Income</u>	<u>Expense</u>
TC Funding	\$1,500.00	
Proceeds from Pre-Sale-Cash	\$40.00	
Proceeds from Pre-Sale- Square	\$680.00	
Proceeds from Square- day of event	\$2,329.00	
Cash Proceeds from event - Cash	\$1,137.00	
Donations	\$51.00	
	<u>\$5,737.00</u>	

Expenses:	Vendor	Details	Amount	Date Paid	Ck #
Commerical Insurance		Beer Bond	\$0.00		
WV ABC		Beer License	\$250.00	8/9/2019	Bank Ck
Discount Mugs		Beer Steins	\$1,701.16	8/19/2019	#289
AC&T		Port Toilets	\$224.00	18/8/19	#297
One Stop Business Center		Advertising Posters	\$28.90		
Lea Morris		Music/Entertainment	\$1,000.00	10/5/2019	#291
Woo Yaehs		Music/Entertainment	\$900.00	10/5/2019	#292
Woo Yaehs		Equip set rental/set up	\$100.00	10/5/2019	#293
Jeff Gridiron Club		Lunch for Band members	\$10.00		cash
Martins Distribution		Beer Vender	\$309.00	18/8/19	#295
North Central		Beer Vender	\$234.00	10/8/2019	#296
Mountain State		Beer Vender	\$360.00	10/15/2019	#298
Country Café		Ice for Beer kegs	\$50.76	10/8/2019	#294
Walmart		Water for Bands	\$10.20	12/3/2019	#201
Square		Fee-Presales	\$25.12		auto
Square		Fee-Sales day of event	<u>\$35.70</u>		auto
			<u>\$5,238.84</u>		

