

**RECREATION AND PARKS BOARD  
OF ST. MARY'S COUNTY  
Meeting of Thursday, April 4, 2013  
MINUTES**

**BOARD MEMBERS PRESENT:** Richard Buckler, Chairperson; Sabrina Hecht, Tom Nelson, David Phalen, Lisa Wainger-Rush and Ashley Varner.

**MEMBERS ABSENT:** Phil Cranford, Robert Hicks and Julie Lemmon.

**RECREATION AND PARKS STAFF AND OTHERS PRESENT:** Brian Loewe, Director; David Guyther, Parks Manager; and Jessica Hale, Recreation Division Manager. Also in attendance were members of the St. Mary's County Master Gardeners Club.

**CALL TO ORDER**

The Board meeting was called to order by Richard Buckler, Chairperson, at 5:30 p.m., in the Chesapeake Building.

**APPROVAL OF MINUTES**

**Lisa Wainger-Rush moved, seconded by Ashley Varner, to approve the minutes of March 7, 2013; motion carried 6-0.**

**RECREATION DIVISION REPORT**

Brian Loewe, Director, introduced Jessica Hale, Recreation Division Manager, who provided an update on Recreation Division programs and activities. Items included:

- Easter Festival and Egg Hunt – was held on Saturday, March 30<sup>th</sup>. Over 600 youth and adults participated in 19 age specific egg hunts.
- Will Smith Awards – were presented on March 16<sup>th</sup> at Leonardtown High School. Twenty 8th grade athletes were selected for the award and represent all four public middle schools and Father Andrew White School.
- Summer Camps – registration is now open for summer camps. Citizens are encouraged to visit the Department's website for more information.
- Adult Skate Night – will be held on May 17<sup>th</sup> at Leonard Hall Recreation Center.
- Hershey Track and Field Event – will be held on May 19<sup>th</sup> at Leonardtown High School.
- Verbic Memorial Golf Tournament – the 18<sup>th</sup> annual tournament will be held on June 7<sup>th</sup>.
- School Age Centers – There are seven school age centers with an enrollment of over 200. Staff has surveyed parents at Ridge Elementary about starting a program at that school.

**PARKS DIVISION REPORT**

Director Loewe introduced David Guyther, Parks Division Manager, who provided an update on Parks Division projects. Items included:

- Fifth District Park – staff installed new netting behind the soccer goals.
- Skatepark – Staff met with skaters at the park on March 13<sup>th</sup> and discussed safety and security concerns; hours of operation; inappropriate behavior at the park; vandalism; and the need to remind patrons about wearing the proper safety equipment and completing the required registration and waiver forms. The skatepark is being monitored for additional policy changes to address these concerns.

- Chancellor's Run Regional Park – new baseball dug outs were installed at the Regional Park; two bocce ball courts were also installed.
- Myrtle Point Park – steps leading down to the waterfront area were refurbished by a group of scouts.

## **RECOGNITION OF COMMUNITY PARTNERS**

David Guyther, Parks Division Manager, presented certificates of appreciation to Jennifer Horton and the St. Mary's County Master Gardeners Club members. Department representatives and Board members expressed appreciation for the club and all they do to maintain the park entrance signs/gardens at county parks and facilities.

## **PARK POLICIES AND PROCEDURES**

Director Loewe reported that during the last Board meeting the Board considered some changes to the Parks Policies and Procedures Manual. Most were administrative changes; however, there was a new policy on memorials in parks. After some discussion, the Board requested some additional information on the memorials criteria and process for the next meeting.

The revised memorials in parks policy was sent to Board members in advance of this meeting. The Board reviewed and discussed the changes recommended by staff.

**David Phalen moved, seconded by Sabrina Hecht, to approve the changes to the Parks Policies and Procedures Manual; motion carried with all in favor.**

## **FY2014 BUDGET UPDATES**

Mr. Loewe provided a summary handout of changes for the FY2014 Operating and Capital Budgets. The county's recommended budget will be presented at public hearing on April 30, 2013 at Chopticon High School.

Ms. Wainger-Rush noted the need to explore moving the Elms Beach Park Improvements Project forward in the future to address the needs at this heavily used waterfront park. Currently, funding programmed in FY16 will be used to develop a park master plan, in FY17 for design and engineering, and in FY18 for construction.

## **PROJECT UPDATES**

### Lancaster Park

- The firm of Loiderman Soltesz Associates presented the draft concept plan to the R&P Board on March 7<sup>th</sup>. Mr. Loewe provided a brief update on some minor updates to the concept.

**David Phalen moved, seconded by Lisa Wainger-Rush, to endorse the Lancaster Park Improvement Project concept plan as designed by Loiderman Soltesz Associates; the motion carried 5-0 (Sabrina Hecht abstained from voting).** The project will be reviewed by the county's Technical Evaluation Committee (TEC) for the May cycle.

### Leonardtown Park Design and Engineering Project

- The project was awarded to Loiderman Soltesz Associates on March 4, 2013. The project kick-off meeting will be held on May 30<sup>th</sup>.

### Charlotte Hall Athletic Fields

- The construction project was awarded to Jimmy Richards & Sons Excavating. The pre-construction meeting was held on March 26<sup>th</sup>. Construction began the week of April 8<sup>th</sup>. Items underway include construction stake out; installation of sediment and erosion controls; installation of the temporary haul road; selective clearing; and excavation for the stormwater management pond.

### Three Notch Trail Phase VI

- The SHA final review meeting for the project was held on March 20<sup>th</sup>. A significant number of comments were received; staff and the engineering firm are in the process of determining which comments are requirements and which comments are recommendations and addressing the requirements as needed to gain approval from SHA.

### Civil War Interpretive Center

- The pre-bid meeting for the Civil War Interpretive Center was held today. Mr. Loewe reminded the Board that this project includes the renovation and reuse of the remaining "Flat Tops" house as an Interpretive Center for the memorial. The Interpretive Center is intended to include displays and information about the Civil War Memorial as well as African American history and contributions in St. Mary's County. It is also envisioned that the center will provide space for meetings and community activities, as well as public restrooms for the memorial park and the adjacent pavilion

### **SCHEDULING OF NEXT MEETING**

The next meeting of the Recreation and Parks Board is scheduled for Thursday, June 6, 2013, at 5:30 p.m., in the Chesapeake Building in Leonardtown. The May 2, 2013 meeting was canceled.

### **ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.

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Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on June 6, 2013.