

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Monday, May 3, 2012
MINUTES**

BOARD MEMBERS PRESENT: Richard Buckler, Chairperson; Phil Cranford, Robert Hicks, Julie Lemmon, Tom Nelson and David Phalen.

MEMBERS ABSENT: Al Harrison, Sabrina Hecht and Lisa Wainger-Rush.

RECREATION AND PARKS STAFF AND OTHERS PRESENT: Brian Loewe, Director; David Guyther, Parks Division Manager; and Kathy Bailey, Recorder. Volunteers from the Governmental Center and Boys Scout Troop 1782 also attended the meeting.

CALL TO ORDER

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

INTRODUCTION OF NEW RECREATION AND PARKS DIRECTOR

Chairperson Dick Buckler introduced Mr. Brian Loewe as the new Director for the Recreation and Parks Department. Mr. Loewe comes to St. Mary's County from neighboring Charles County where he served in various positions for the past 17 years, including Sports Program Coordinator and most recently as Parks Manager. Brian holds a Bachelor of Arts in Sports Management and Recreation from University of Maryland Baltimore County (UMBC).

APPROVAL OF MINUTES

David Phalen moved, seconded by Julie Lemmon, to approve the minutes of March 1, 2012; motion carried 6-0.

PARKS DIVISION REPORT

Director Brian Loewe introduced David Guyther, Parks Manager, who provided an update on Parks Division projects and activities.

- Carver Heights Community Park – Installation of a new picnic pavilion should be completed later this summer.
- Grass Cutting Contract – the County's grass cutting contract is being rebid and it is anticipated it will be awarded in early summer.
- Lancaster Park – Sidewalk improvements are moving forward to fix a depression in the sidewalk and to further enhance ADA accessibility.
- New Equipment – The Division will receive a new tractor and two new utility trucks to replace old trucks in the upcoming fiscal year.
- Recycling in Parks – Staff provided additional recycling containers in county parks; 50% of the trash in parks is being recycled.
- Park Entrance Sign Improvements – Staff refurbished the planting beds around entrance signs at Fifth District and St. Andrew's Estates parks.

David Phalen asked about the grass cutting solicitation timeline and the need for the contract to be in place now for spring grass cutting. Mr. Guyther stated the current contract can be extended if needed in order that no lapse in service is experienced.

Bob Hicks asked when Parks would begin charging the entrance fee for Elms Beach and Myrtle Point Parks. Mr. Guyther stated that would begin this coming weekend due to anticipated heavy usage.

RECOGNITION OF COMMUNITY PARTNERS

The Recreation and Parks Board and staff presented certificates of appreciation to community volunteers who have worked to maintain and beautify the flower beds around the Potomac and Chesapeake Buildings. The outstanding volunteers recognized were: Bob Kelly, Joshua Kelly, Ted Kelly, Peter Morris, Fran Hammett and Denise Cargill. Boys Scout Troop 1782 was recognized for building park benches for the Roland Edge Eagle Scout Project for Fifth District Park.

R&P FY13 CAPITAL BUDGET UPDATE

Director Loewe referred to the Operating and Capital budget handouts that were previously emailed to Board members. The public hearing was held on May 1, 2012 and work sessions are scheduled for May 14th and May 21. It is anticipated that the county will adopt the FY13 budget on May 29, 2012.

Mr. Loewe outlined the R&P FY13 Recommended Budget compared to the FY13 Departmental Request.

Administration, Parks and Museums

- Increase of \$34,190 to cover 2% COLA and \$500 stipend for full-time employees
- Decrease of \$31,333 for retirement and pension due to rate changes
- Decrease of \$19,215 in health insurance due to coverage changes
- Increase of \$24,396 for lease payments on previously purchased trucks

Recreation Enterprise Fund

- No changes

Wicomico Shores Golf Course

- Decrease of \$10,172 in salaries and fringe benefits

Changes to the FY2012 CIP Request

- FY13 – Civil War Memorial Community Interpretive Center (new project). A \$150,000 state bond bill was received to assist with this project.
- FY13 – Added \$30,000 to the Leonardtown Park project for a phase I archaeological survey.

PROJECT UPDATES

- LPPRP Update – The plan was presented to the BOCC by Director Phil Rollins on March 13th; the BOCC formally adopted the plan and the final version was submitted to the state.
- Three Notch Trail Phase VI – Design and engineering is moving forward for Phase VI of the trail which runs from MD Route 5 north to MD Route 236 in New Market. The design is about 50% complete. Staff hopes to hold the final review meeting with State Highway Administration in July or August. Staff continues to work with the SMCPs on the connection from the trail to Mechanicsville Elementary School. Most of the encroachments previously identified have been worked out.

- Three Notch Trail Signage Project – The trailhead structures at Baggett Park and in Charlotte Hall are under construction. The benches have been installed and the signs should be installed this spring. The entire project should be completed by June 30. Staff hopes to promote the project in conjunction with the Highway Safety bike safety event on June 10th.
- Lancaster Park – Civil War Memorial – Some of the site work has been completed for the Civil War Memorial. The pavers have been installed for the base and it is anticipated the memorial will be complete in time for the ribbon cutting during the annual Juneteenth Celebration on June 16. Staff continues to work with the Unified Committee on Afro-American Contributions (UCAC) on the plans to develop a Civil War Memorial at Lancaster Park that will recognize the contributions of the United States Colored Troops, and all Union soldiers and sailors from St. Mary's County, who fought during the Civil War.
- Lancaster Park Improvements Design and Engineering – The Procurement Office is working on finalizing the solicitation document for the design and engineering for the Lancaster Park Improvement project. The project calls for constructing additional multi-purpose athletic fields, parking and a new entrance road. It is anticipated that the project will be out to bid this spring. Staff has also been working with the Navy on a lease modification for the property which is needed for the construction project; the modification will be presented to the BOCC on May 8th for approval.
- Leonardtown Park Design and Engineering – The Procurement Office is also working on finalizing the solicitation document for the design and engineering for the new Leonardtown Park to be located on the former Hayden Farm property in Leonardtown. This project will be bid in conjunction with the Lancaster Park Improvement Project. Coordination is ongoing with SMC Public Schools for the project to include shared parking, multi-purpose athletic fields, a playground, and restroom facilities. The documents will be presented to the County Commissioners in the near future to subdivide the school property from the park.
- Charlotte Hall Athletic Fields – The Department is still waiting on word from Procurement on when this project will be rebid. The previous solicitation was terminated last December.

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, June 7, 2012 at 5:30 p.m. in the Chesapeake Building in Leonardtown.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on June 7, 2012.