

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Thursday, June 7, 2007**

MINUTES

Board members present: Patrick Dugan, Chairperson; Robert Richardson, Vice-Chairperson; Richard Buckler, Robert Hicks, Coleman Hillman, Patrick Murphy, David Phalen, Andrew Roper, and Lisa Wainger-Rush.

Recreation, Parks and Community Services staff and others present: Phil Rollins, Director, Recreation, Parks & Community Services (RP&CS); Arthur Shepherd, Recreation Division Manager; Todd French, Sports Coordinator; and Kathy Bailey, Recorder.

CALL TO ORDER

The Board meeting was called to order by Patrick Dugan, Chairperson, at 5:35 p.m. in Room 14 of the Governmental Center in Leonardtown.

APPROVAL OF MINUTES

Robert Hicks motioned, seconded by Andrew Roper, to approve the minutes of March 1, 2007. Motion carried 8-0. Robert Hicks motioned, second by Coleman Hillman, to approve the Executive Session minutes of March 1, 2007 with changes (deletion of last paragraph on page one). Motion carried 8-0. Robert Hicks motioned, seconded by Robert Richardson, to approve the April 5, 2007. Motion carried 8-0.

RECREATION DIVISION REPORT

- ❖ Program Guide – Arthur Shepherd, Recreation Division Manager, provided the Board with copies of the Summer 2007 Program Guide. He highlighted summer camps, sports camps, summerstock musical and other programs. The Enterprise is now using a new printer that will provide a guide with clearer images and graphics.
- ❖ Great Mills Swimming Pool – Mr. Shepherd reported that Memorial Day weekend 2007 had 16% higher pool attendance than Memorial Day weekend 2006.
- ❖ Gymnastics Center – The Gymnastics Center held its annual picnic on June 3 at the beach house at Patuxent River NAS.
- ❖ Summerstock Musical – This year's summerstock performance will be "Crazy for You" and will be held from Thursday, July 26 through Sunday July 29, 2007 at Great Mills High School. Will call tickets will be available this year.
- ❖ Summer Camps – Childcare, Sports and Therapeutic staff are busy planning for summer camps. Mr. Shepherd met with staff at the new Chesapeake Charter School to explore the possibility of implementing a before and after care program at the new school.
- ❖ Verbic Memorial Golf Tournament – The Department will host the annual Scott Verbic Memorial Golf Tournament tomorrow, June 8, 2007 at the Wicomico Shores Golf Course. The proceeds from the tournament fund the Department's scholarship program.

RAISING COMMUNITY STANDARDS IN YOUTH SPORTS

Mr. Shepherd provided a handout of the Spring 2007 Volunteer Youth Sports League status report. He noted that the percentage column is based on the potential number of coaches. Several challenges were noted since the program was implemented in Fall 2006. Timeliness of receiving the background checks and identifying all assistant coaches are issues. The goal is to provide background checks on all coaches; currently, training and checks are done on two coaches per team.

Patrick Murphy asked if the volunteer leagues have their own standards for coaches and volunteers and suggested that if they do, they could do their own background checks and report back to RP&CS. If they don't have a parent organization that requires standards, then RP&CS would handle the background checks. Mr. Rollins stated that the R&P Board considered that option but decided that the County would administer the background checks. Chairman

Patrick Dugan stated that this was also done to ensure that all the coaches received comparable training and the appropriate background checks. Mr. Rollins stated that while the Department wants to make the process as easy as possible for the leagues, that has to be balanced with the directive for the initiative. Staff has been encouraged by the cooperation and participation from leagues to date.

Richard Buckler asked what happens when someone is disqualified. Mr. Shepherd stated that league representative is notified and the league informs the coach. Coaches have the right to appeal the results directly to Southeastern Security Consultants, Inc.

Mr. Murphy asked if thought had been given to forming a subcommittee with league representatives to discuss field maintenance, field use, etc. Mr. Shepherd stated that staff plans to meet with the leagues on July 18th and these issues will be discussed. Mr. Rollins stated that several years ago staff tried to implement a coalition of all the youth sports leagues; that didn't prove effective since it's hard to get all the leagues together to discuss common issues.

Robert Hicks asked if there was a problem with the distribution of the program guides in the Enterprise recently. Mr. Shepherd stated that yes, there was a delay; staff anticipated delivery on a Wednesday and the guides actually appeared in the paper on Friday.

Mr. Murphy asked if the Wicomico Shores Golf Course was hosting the Junior Golf program again this year since he did not see it listed in the program guide. Mr. Rollins stated that yes, the Department will sponsor the program again this year. (It was subsequently determined that Junior Golf was advertised in the Spring guide and on the website, but omitted from the Summer guide.)

PROJECT UPDATES

Three Notch Trail – Mr. Rollins invited members to attend the Groundbreaking Ceremony for Phase II of the trail on Saturday, June 9, 2007 at 11:30 a.m. near the entrance of the Northern Senior Center. The ceremony is being planned in conjunction with the Charlotte Hall Library's 25th Anniversary celebration. Construction on Phase II of the trail, from the Northern Senior Center to Deborah Drive in Charles County, is expected to begin in Summer and be completed by late Fall 2007. Staff anticipates the contract for construction will be awarded within the next several weeks.

Also, staff was recently informed that the Wal-Mart section of the trail should be under construction by late July. There are several sections of the trail in the California area that are being constructed by developers. Those include: Kmart/Laurel Glen, First Colony, Bay Center, Wildewood and South Plaza (South Plaza section is complete).

Mr. Rollins provided the Board with copies of a draft letter of support for the FY08 National Recreational Trails grant in the amount of \$30,000. **Andrew Roper motioned, seconded by Coleman Hillman, to authorize Chairman Patrick Dugan to sign the letter of support as drafted for the grant application. Motion carried 8-0.**

Wicomico Shores Golf Course Clubhouse Renovation – Golf operations have been operating from the temporary golf trailer for the past six weeks. It is anticipated that the BOCC will approve the construction contract award to Dennis Anderson Construction, Inc. within the next week or two. Interior demolition has occurred inside the Clubhouse; after the contract is awarded major construction will begin.

Mr. Murphy asked how staff would address potential cost overruns. Mr. Rollins stated that staff factored contingencies into the project budget. The project's structural engineer does not anticipate any major surprises. He also asked if staff anticipated decreases in revenue during the construction period. Mr. Rollins stated that staff and the Golf Advisory Board factored this into the golf course's financial projections.

Seventh District Park

Construction of the basketball court and additional parking is complete. Construction of the restroom building is underway, but has been slower than expected. Staff anticipates the park improvements will be completed later this

Summer. Funding was approved in the FY08 budget to pave the park roads and parking areas at this park.

Leonard Hall Recreation Center - Funding was approved in FY07 to provide shower facilities, air conditioning and improved air circulation in the gymnasium at Leonard Hall Recreation Center. An issue with three phase electrical service is being addressed by Building Services with SMECO. The project should be completed by Summer 2007. Mr. Rollins thanked Board members for bringing this project forward at the request of citizens.

FY08 CIP PROJECTS FUNDED

Mr. Rollins briefed the Board on the approved RP&CS FY08 Capital Improvements Budget and 5-Year Plan (a handout was previously e-mailed to Board members). They included:

- ❖ Piney Point Lighthouse Museum Shore Erosion – The project will utilize interest free State loans to address a serious erosion problem along the northwestern shoreline of the property (FY08).
- ❖ Lancaster Park Improvements – This project will utilize State Community Parks and Playgrounds (CP&P) funds to construct a picnic shelter and pedestrian pathway (FY08).
- ❖ Park Maintenance Building – This project will expand the existing Maintenance Building by approximately 450 s.f. (FY08).
- ❖ Chancellor's Run Park Improvements – This includes lighting two multi-purpose fields (FY08); and replacing the aging playground and shelter (using State CP&P funds), a new picnic pavilion, replace some baseball/softball field fencing and resurfacing the basketball court (FY09).
- ❖ Piney Point Lighthouse Museum Phase II – This project will continue development of the Potomac River Maritime Exhibit and complete site work, parking, landscaping and outdoor exhibits (FY08). It will also begin renovation of the Navy workshop building and develop interpretive exhibits for the military exhibit, demolish former Coast Guard garage and construct a picnic shelter; and study options for the Chief Petty Officer's house (FY09). Lastly, the project will renovate or demolish the Chief Petty Officer's house based on the study done in FY09 (FY10).
- ❖ Charlotte Hall Athletic Fields – This project will construct five multi-purpose playing fields on approximately ten acres of County-owned land in Charlotte Hall (FY09 & 10).
- ❖ St. Mary's Gymnastics Center – Construct or acquire an existing building for a 15,000 s.f. Gymnastics Center (FY11 & 12).
- ❖ Park Roads and Lot Improvements – This project will pave park entrance roads and parking areas at Seventh District Park (FY08), Elms Beach Park (FY10) and Cecil Park (FY12).
- ❖ Three Notch Trail Phases I – IV – Project continues development of 10 ft. wide asphalt trail on County-owned railroad right of way. FY08 funds will enable the County to complete Phase II in Charlotte Hall and to construct Phase IVA from Wal-Mart to Chancellor's Run road.
- ❖ Three Notch Trail Phases V-IX – FY08 funds will also be used for design and engineering of Phase V from John Baggett Park in Laurel Grove to MD 5. Other phases will be designed and constructed in FY09 through FY13 and beyond.
- ❖ Tennis Court Replacement – Staff was notified the County will not receive USTA (National) grant funding for the Cecil Park Tennis Court project (will apply again in the Fall). However, the BOCC approved the project using Program Open Space funding to assist with the renovation of two existing courts and construction of two new courts (FY08). Also, the project includes replacement of courts at Seventh District Park (FY09); install court lighting at Dorsey Park (FY10); replacement of courts and fencing at Jarboesville Park (FY11); replacement of courts at Fifth District Park (FY12); and replacement of courts at Chancellor's Run Park (FY13).
- ❖ Park Land Acquisition – Project will enable acquisition of land for County parks, public landings and indoor recreation centers (FY08-13).
- ❖ Myrtle Point Park – Project includes funding to implement the park master plan which was adopted in October 2005 (FY10-13 and beyond).
- ❖ Chaptico Park – Parking Expansion & Phase II Development – This project includes construction of additional parking for the existing soccer/lacrosse complex and to develop other recreational facilities included in the adopted park master plan (FY10-13).
- ❖ Northern County Pool – The project will construct a public aquatics center at the Northern Senior Center Property (FY13 and beyond).

The following Public Landing projects were included in the FY08 CIP:

- ❖ Piney Point Public Landing – Project will request State Waterway Improvement (WWI) funding in FY08 for design, engineering and replacement of deteriorated wooden seawall with stone revetment.
- ❖ Bushwood Wharf Public Landing – Project will request State WWI funding in FY08 for asphalt overlay of existing parking area and construction of an overflow parking area.
- ❖ St. Inigoes Public Landing – Project will request State WWI funding in FY08 for asphalt overlay of existing parking area and roadway.
- ❖ Fox Harbor Public Landing – This County-funded FY09 project includes a replacement pier, with ADA upgrades.
- ❖ Clarkes Landing – This project will request State WWI funding in FY09 and FY10 for design and construction of a replacement boat ramp on the Patuxent River.
- ❖ Patuxent River Public Landing – This project will develop a boat ramp, pier and parking area for public access on the Patuxent River (FY10 & FY11).
- ❖ Wicomico Shores Public Landing – Funds appropriated to develop parking on property to be acquired adjacent to the public landing (FY09 & 10).

Coleman Hillman asked if staff could look into relocating the horse shoe pit at Wicomico Shores Public Landing. Staff will check into that.

REVIEW OF PARK POLICIES AND PROCEDURES MANUAL

Mr. Rollins introduced David Guyther, Parks Division Manager, and Tyrone Harris, Park Operations Coordinator. He summarized changes for the Board; they included:

- ❖ Page 3 & 4 – Increase of alcohol permit fee; current \$25, proposed \$50
- ❖ Page 7 – Establishment of pet policies at County parks and facilities
- ❖ Page 8 – Criteria for BMX riders at the Skatepark
- ❖ Page 12 – Requirements for teen parties
- ❖ Page 18 – Metal detector rules
- ❖ Page 19 – Athletic field lights – suggestion of new policy of set fees for light use instead of current policy where leagues pay light bills
- ❖ Page 21/22 – Criteria for athletic field permits
- ❖ Page 23 – Soccer goal policy – after several accidents involving soccer goals around the country, the Department has decided to revise its policy on soccer goals. All goals will be anchored to the ground to avoid the danger of tipping.
- ❖ Page 24 - Updates to wet field policy
- ❖ Page 25 – Private field liability insurance; all private fields that leagues use will now need to have liability insurance.
- ❖ Page 26 – Establishment of equipment loan policy; RP&CS has received an increased number of requests to borrow equipment and this policy will address the criteria for that.

Mr. Murphy expressed concern with the pavilion rental fees. He felt it was unfortunate that the person that doesn't have \$100 to reserve the pavilion, can't use the pavilion. Mr. Rollins stated pavilions are available on a first come, first serve basis when not reserved. While they are rented for exclusive use on most summer weekends, they are available on most weekdays. RP&CS charges for pavilion rental to offset the cost of staffing to monitor the rental, trash pick up, etc. Mr. Murphy asked if a statement could be added to the rules reflecting that youth sports leagues could use the pavilions if they are not rented. Mr. Rollins stated that could be added, but anyone can use the pavilions if they are not rented. Mr. Hicks said that it would be helpful if the park reservations where posted on-line so citizens could tell when pavilions are rented.

The Parks Division will have a park attendant on duty on Saturdays and Sundays at Elms Beach Park due to overcrowding at the park on weekends. Staff is monitoring the situation and management changes may be needed; this could include charging for admission and establishing a maximum attendance limit per day. Mr. Hicks asked of there was room available to expand facilities at this park. Mr. Rollins stated that the adopted Elms Management Plan

recommends enhancing facilities at this park. Monitoring of the park this summer could produce recommendations to move plans for improvements at this park forward.

The new athletic field policy sets criteria and priorities for field usage. This policy has evolved over the years and is now being formalized. Mr. Murphy asked if some fields could be designated for the general public for pick up games. Mr. Harris stated that can be explored on a case by case basis; it is a challenge as most fields are permitted and used by leagues. Mr. Rollins stated that staff tries to limit practice and pick up games on turf game fields to preserve the condition of the fields.

Mr. Murphy asked if staff had given thought to adding a section on how to address concerns and complaints. Mr. Rollins stated that, on average, the Department doesn't get that many complaints and the ones received are handled in a timely manner. Inquiries that come in as feedback from the web are sent to Kathy Bailey and she forwards them to the appropriate staff person to handle; in most cases, the County Administrator's office also receives a copy of these inquiries.

Staff will revise the wording on the opening statement on page 21 with regard to athletic field permits. Also, it was decided that contact information would be listed in the parks and facilities brochure on who to contact with problems and concerns.

ANNUAL REPORT

Mr. Rollins provided copies of the draft R&P Board annual report to members. He asked for comments and input to complete the report. The BOCC has requested that boards, committees and commissions submit annual reports in July; boards may be asked to present annual reports in person sometime during the Summer or Fall.

SCHEDULING OF NEXT MEETING

Due to the upcoming July 4th holiday, the Board decided to reschedule the July 5th meeting. The next meeting of the Recreation and Parks Board is scheduled for Thursday, July 12, 2007, at 5:30 p.m., in the Russell Conference Room, Joseph D. Carter Building, in Leonardtown.

The meeting of May 3, 2007 was cancelled.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on July 12, 2007.