

**RECREATION AND PARKS BOARD  
OF ST. MARY'S COUNTY**

**Meeting of Thursday, September 2, 2004**

**MINUTES**

**Board members present:** Robert Harper, Chairperson; Coleman Hillman, Vice-Chairperson; Kaki Burruss, Jody Payne, Dorothy Gass, Robert Richardson, Greg Hambright and Andy Roper.

**Board members absent:** Samuel Brown.

**Recreation, Parks and Community Services staff and others present:** Phil Rollins, Director of Recreation, Parks & Community Services (RP&CS); Arthur Shepherd, Recreation Division Manager; and Kathy Bailey, Recorder. Also in attendance were Clive Graham and Reggie Baxter of Environmental Resources Management, Inc. (ERM).

**CALL TO ORDER**

The Board meeting was called to order by Robert Harper, Chairperson, at 5:40 P.M. in Room 14 of the Governmental Center in Leonardtown.

**APPROVAL OF MINUTES**

**Jody Payne motioned, seconded by Andrew Roper, to approve the minutes of August 5, 2004. Motion carried 8-0.**

**RECREATION DIVISION REPORT**

Director Phillip Rollins introduced Arthur Shepherd, Recreation Division Manager, who provided an update on Recreation Division programs and activities. Mr. Shepherd updated the Board on the following items.

- **Program Guide** – Mr. Shepherd reported that the Recreation Division program guide, a quarterly listing of recreation and leisure programs, was placed in the Enterprise newspaper as an insert on August 25<sup>th</sup>. The guide will also be distributed to children in elementary and middle schools, at local libraries and placed on the Department's website. Total distribution is about 28,000 copies.
- **School Age Centers** – Several School Age Centers are now at full capacity. Currently, the Department manages before and after school care programs at 12 school locations.
- **Great Mills Swimming Pool** – Labor Day will be the last day of the outdoor pool season. On September 8<sup>th</sup> the air supported "bubble" structure will be placed over the pool and indoor pool operations will begin on September 13<sup>th</sup>.
- **Carver Recreation Center** – the Department has partnered with SMC Public Schools to offer a reading and family enrichment program at Carver Recreation Center.
- **Sprayground** – The sprayground will close for the season for weekdays on September 6; the facility will remain open on weekends only through September. Once closed, the sprayground will reopen in May 2005. The facility averaged 70 visitors per day during the summer 2004 season.
- **Skatepark** – The Skatepark hosted the Mid-Atlantic Checkers Series Championship on August 21 and 22, 2004 with over 100 skaters competing.
- **Park Rock Fest** – Chancellor's Run Regional Park will host the Park Rock Fest on Saturday, September 4<sup>th</sup>; over 40 bands are scheduled as entertainment for teens.

- **Light the Night Walk** – the Department has offered to co-sponsor the Light the Night Walk to be held on Saturday, October 2<sup>nd</sup> at the Governmental Center Complex in Leonardtown. Proceeds will go to the Leukemia and Lymphoma Society.

## **LAND PRESERVATION, PARKS & RECREATION PLAN**

Mr. Rollins introduced Clive Graham and Reggie Baxter of ERM, Inc., the firm working to develop the County's 2005 Land Preservation, Parks and Recreation Plan (LPPRP). The LPPRP is an important document for identifying recreation and open space needs in the County and for setting goals to address those needs for the upcoming five to ten year period. The guidelines for the 2005 plan place greater emphasis on a more integrated approach to open space, agricultural land preservation and natural resource preservation than in past plans.

Mr. Graham explained several draft handouts detailing the demand, supply, needs and recommendations for parks, public landings and other recreational amenities. The State has developed these forms that each Maryland county needs to complete for the current 2005 inventory and for the future years of 2010, 2015 and 2020. The State will use the information provided in these forms to prepare a statewide LPPRP. Mr. Graham pointed out that the unmet need column in the needs report will need to be carefully examined and updated to reflect considerations for practice fields/game fields, number of players on teams, number of possible play days, etc.

Mr. Graham stated this information is being provided as an update on the draft plan's progress; they will continue to gather additional information and to adjust some of the factors needed to develop the demand, supply, needs and recommendations' numbers. Board members were asked to review the handouts and provide additional input for the 2005 plan to Mr. Rollins.

Kaki Burruss asked if weather conditions were figured into the totals; Mr. Graham stated currently they are not but can be adjusted to more accurately reflect the number of days the fields are available. She also asked if other County's share uses for football, soccer and lacrosse fields; Mr. Rollins stated that some have dedicated fields for those sports but many share fields between sports as St. Mary's County does. Chairman Harper asked how the need was identified for swimming pools; Mr. Rollins stated that previous plans identified the need for pools in the northern, central and southern areas in the County. Mr. Harper stated there's a difference between reporting the data gathered to support a need and a desire for something. He expressed concern with the way "we're emphasizing one amenity over another." Mr. Hambright noted that no data was entered in the short range column for the FY05 Wicomico Shores pier and public landing projects on the CIP and Deferred Projects form. Dorothy Gass asked if the numbers consider that children are in school for a large portion of time; Mr. Rollins stated those are the kinds of things the State's model doesn't take into consideration. Mr. Harper asked the consultant to provide copies of the draft natural resource conservation and agriculture preservation sections of the plan for the Board to review.

Mr. Graham noted that the plan will reference the need for several neighborhood parks in the Lexington Park area to meet the anticipated future demand in Lexington Park (as referenced in the Lexington Park Development District plan). Also, the plan will highlight the progress on the Three Notch Trail, an amenity recommended in the 2000 plan. The State has prepared a Greenways Infrastructure Plan; the County's response and investment in the Greenways plan will be mentioned in the natural resources section of the 2005 LPPRP. The plan will also mention the County's Transportation Plan as it includes a sidewalks and bike path component.

The consultants will report back to the R&P Board in October; they will provide a draft of the recreation piece of the plan to the Board at its November meeting. It is hoped the draft plan can be presented to the Planning Commission in December (perhaps another joint meeting between

the R&P Board, Planning Commission and Agricultural Land Preservation Board) and to the Board of County Commissioners (BOCC) in January 2005.

## **CHARLOTTE HALL COMMUNITY RECREATION CENTER PROGRAM & MASTER PLAN**

Mr. Rollins provided copies of a draft scope of work for site analysis and master planning for Charlotte Hall Park and architect and engineering services for the Charlotte Hall Community Recreation Center. The County has appropriated funding in FY2005 for site analysis and master planning for the 40-acre Northern Senior Center site as well as funding for architect and engineering services to design and engineer a Community Recreation Center on the property. The Recreation Center will either connect to or be in close proximity to the Senior Center to create the opportunity for shared space between youth, adult and senior programming in a multi-generational center. Chairman Harper asked if the Department would develop the master plan for the entire site; Mr. Rollins stated that the Department was tasked with developing the master plan for the entire site, although it has not been determined if the entire site would be dedicated to recreational uses. The Department of Aging will be invited to participate in public meetings on the master plan. The Department of Public Works & Transportation will provide project management for the Recreation Center project. Ms. Burruss noted that the historical significance of the site and the need for plantings native to St. Mary's County should be considered when developing the master plan. Mr. Hambright asked if the project would be "fixed price" or a reimbursement project; Mr. Rollins stated the master plan contract would be fixed price and the recreation building would be fixed price for the preliminary design with a follow-up solicitation for a design/build project. Staff anticipates the master planning process will take about 6 months.

**Kaki Burruss motioned, seconded by Jody Payne, to endorse the draft scope of work for site analysis and master planning for Charlotte Hall Park and architect and engineering services for the Charlotte Hall Community Recreation Center. Motion carried 8-0.**

## **STATUS OF REQUEST FOR EXPRESSION OF INTEREST FOR INDOOR RECREATION FACILITY**

An ad for Expressions of Interest for an Indoor Recreation (REOI) facility from recreation facility developers/operators was placed in the Enterprise, Baltimore Sun and the Washington Post. A pre-proposal meeting was held on July 8, 2004 with three firms in attendance; the deadline for submitting proposals was August 20, 2004. The REOI resulted in one proposal being received. The proposal is currently being reviewed and additional information will be provided to the Board in the near future. The REOI was in response to an unsolicited proposal from a local group to partner with the County to construct and manage an indoor recreation facility.

## **PARK PROJECTS STATUS REPORT**

- **Chaptico Park** – Construction is nearing completion at the new park in Chaptico; the BMX track is under construction, but is behind schedule due to inclement weather conditions.
- **Nicolet Park** – Phase II construction is moving forward and staff anticipates it will be completed later this fall.
- **Three Notch Trail** – Staff is working to finalize the bid documents for construction of Phase I of the trail. It is hoped the trail will be open in spring 2005.

## **ANNUAL REPORT PRESENTATION**

**Kaki Burruss motioned, seconded by Jody Payne, to approve the draft 2003 Calendar Year Annual Report for presentation to the BOCC. Motion carried 8-0.** Staff will request time on

the BOCC agenda in the near future for the presentation; members will be notified in advance so that as many members as possible may attend.

#### **OTHER BUSINESS**

**Alcohol Consumption Permit** - Mr. Rollins presented an application form for alcohol consumption for the annual Blessing of the Fleet event to be held Saturday and Sunday, October 2 & 3, 2004. R&P staff approves requests for alcohol consumption permits for parks having picnic pavilions; requests for alcohol consumption at other parks and facilities require Board concurrence. The event sponsor, the Seventh District Optimist Club, will obtain a license from the St. Mary's County Liquor Board.

**Andrew Roper motioned, seconded by Robert Richardson, to approve the request for the alcohol consumption permit for the Blessing of the Fleet event. Motion carried 8 – 0.**

**Punt, Pass & Kick Competition** – Robert Richardson reminded the Board about the Punt, Pass & Kick competition to be held at Fifth District Park on Saturday, September 11, 2004 from 2:00 P.M. – 4:00 P.M. for kids ages 8 – 15.

#### **SCHEDULING OF NEXT MEETING**

The next meeting of the Recreation and Parks Board of St. Mary's County will be held at 5:30 P.M. on Thursday, October 7, 2004 in Room 14 of the Governmental Center in Leonardtown.

#### **ADJOURNMENT**

The meeting was adjourned at 7:20 P.M.

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Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks board on October 7, 2004.

A tape recording of the meeting is kept on file in the Recreation, Parks & Community Services' office for one year.

cc: Board of County Commissioners  
County Administrator