

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Monday, February 6, 2012
MINUTES**

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

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

RECREATION AND PARKS STAFF AND OTHERS PRESENT: Phil Rollins, Director; Tyrone Harris, Park Operations Coordinator; and Kathy Bailey, Recorder.

CALL TO ORDER

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

APPROVAL OF MINUTES

David Phalen moved, seconded by Julie Lemmon, to approve the minutes of December 1, 2011; motion carried 6-0.

RECREATION DIVISION REPORT

The Recreation Division report was deferred until the next Board meeting.

PARK POLICIES AND PROCEDURES UPDATE

Mr. Tyrone Harris provided a memo outlining the changes to the Recreation and Parks Policies and Procedures manual (the manual and memo were previously e-mailed to Board members). A summary of the changes was outlined for the Board.

- Page 4, Alcohol Policy - Alcohol permit fee changed from \$50.00 to \$100.00.
- Page 6, Park Pavilions Policy
 - Under Baggett Park, staff removed the notation "no water or electric" as these are now available at this pavilion
 - Alcohol permit fee changed from \$50.00 to \$100.00
- Page 9, Skate Park - Line 16, removed the old cancelation line phone number.
- Page 11, Spray Park – The page is a new addition to the Policies and Procedures
- Page 20, Adult Recreation Programs - Revised the Department of Aging name to the new Department of Aging and Human Services.
- Page 22, Park Athletic Field Fee Policy - Under Athletic Fields, A & B, consolidated lines for Softball and Baseball as they are the same fee.
- Page 23, Facility Usage and Fees – Athletic Fields and Lights line was added for Dorsey Park tennis courts
- Page 24, Tennis Courts with Lights - Town Creek, added note: Lights cannot operate after 11:00p.m.
- Pn Number
- Page 26, Athletic Field Permits Policies and Procedures - under Primary Seasons the following was added:
 - Spring – Youth Flag Football
 - Summer – JETS Lacrosse

- Fall – Flag Football
- Page 34, St. Mary’s County Rules and Regulations - Bow Hunting at County Managed Sites; the page is a new addition to the Policies and Procedures manual
- Page 35, Elms Beach and Myrtle Point Park Entrance Fees; the page is a new addition to the Policies and Procedures manual

Pages Removed:

- Chancellors Run Activity Center Rental Policy
- Facility Rental Policy
- Requirement for Teenage Party Facility Rentals

These pages were removed and will now be incorporated into a new Policies and Procedures manual for Recreation Facilities.

Robert Hicks moved, seconded by Thomas Nelson, to endorse and adopt the proposed changes to the R&P Park Policies and Procedures Manual as presented by staff. Motion carried 6-0.

DRAFT R&P FY13 OPERATING & CAPITAL BUDGET PROPOSAL

Mr. Rollins provided several budget handouts to the Board (previously e-mailed to Board members).

Operating budget highlights

- FY2012 total department approved = \$7,759,173; FY13 total department requested = \$7,789,261; \$30,088 increase.
- \$18,362 **decrease** due to elimination of one-time stipend for full time employees.
- Parks Division - \$8,600 **increase** for non-recurring equipment (heavy duty rototiller and aerator with steel weight set); \$179,332 **decrease** for grass cutting (service will be paid directly to the contractor by the Board of Education); \$18,501 **decrease** for lease payment on previously purchased trucks and \$10,000 **increase** for replacement of playground equipment components.
- Grants - \$9,000 **increase** under the Waterway Improvement Service Contract for portable toilets and disposal services.
- Recreation Activity Fund - \$238,757 **increase** as a result of starting new programs and opening new childcare centers.
- Wicomico Shores Golf Course - \$3,767 **decrease** due to the one-time stipend for employees; \$13,307 **decrease** due to the elimination of hourly Golf Shop Attendant Manager hours; and \$3,000 **decrease** for non-recurring equipment.

Capital budget highlights and changes from the FY12 approved budget plan.

- **TNT Phase VI** – The project budget has been increased from about \$2.2 million to about \$2.9 million based on the engineer’s estimate and 40% design drawings.
- **Recreation Facility and Park Improvements** - FY2013 increased by \$100,000 for replacing existing lighting systems at athletic fields at Dorsey and Fifth District Parks; moved \$20,000 forward from FY16 for shade structures for the pool; FY14 – consolidated separate tennis court (\$225,000) and park road parking (\$125,000) projects into this project with no cost changes; FY15 – new request for \$60,000 for replacement of four basketball courts at various parks; moved Cecil Park road and parking project (\$231,000) into this project; FY16 – moved replacement ADA walkways at various parks and overlaying Chancellor’s Run Park road and parking to this project and moved forward one year with no cost change; new request for \$35,000 for replacement of rubber surfacing at the Nicolet Park spray ground; new request for \$250,000 for athletic field lighting and service upgrade at Lancaster Park; FY17 – new

request of \$250,000 for lighting a multi-purpose athletic field at Dorsey Park and \$170,000 for a replacement playground at Wieck's Park; FY18 – new request of \$60,000 to renovate four park restroom buildings and install an air conditioning system at Margaret Brent Rec Center (\$100,000); also requested is lighting for a multi-purpose athletic field at Cecil Park (\$250,000) and a new playground at 5th District Park (\$150,000).

- **St. Clement's Island Museum Renovations** – Moved \$170,000 from balance to complete to FY18.
- **Piney Point Lighthouse Museum** – Reduced the amount of MD Heritage Area funding in FY12 from \$100,000 to \$90,000 to reflect the actual award.
- **Elms Beach Park Improvements** – Moved \$800,000 from balance to complete to FY18.
- **Leonardtwn Park** - \$500,000 increase in FY16 to enable lighting two multi-purpose athletic fields.
- **Derelict Boat Removal** - \$30,000 in State funds anticipated in FY18.
- **Wicomico Shores Public Landing Restroom Building Replacement** – The project was not approved in FY12; staff will re-submit for FY13.
- **Piney Point Public Landing** – New project for FY17 to replace the pier at this landing.

The R&P Board will take the budget submission under advisement and make recommendations during the March board meeting. Dick Buckler asked for a copy of last year's budget submission; staff will e-mail that to him.

Budget schedule

- Submission to be reviewed by Finance and the BOCC later this month.
- Recommended draft approved for Public Hearing - March 27th.
- Public Hearing – May 1st
- Approve final budget – May 29th

PROJECT UPDATES

- Civil War Memorial – The County continues to work with the Unified Committee on African American Contributions on the Civil War Memorial project at Lancaster Park. It is anticipated that the memorial will be completed in completed in spring 2012. The groundbreaking ceremony is scheduled for March 4th.
- Three Notch Trail Phase VI - The engineering firm of A. Morton Thomas, Inc. is currently working on the 30% design drawings and is helping to address several encroachment meetings.
- Three Notch Trail Interpretive Signage - The trail signage and kiosk project continues to move forward; it's anticipated that the project will be completed by spring 2012.
- Lancaster Park – The County will be advertising for the design and engineering for additional parking and multi-purpose fields for youth sports at Lancaster Park in the near future. Staff is working with the Navy to get the lease agreement modified.
- Leonardtwn Park Design – The County will also be advertising in the near future for the design and engineering for a new community park at the Hayden Farm property. The park is envisioned to include multi-purpose athletic fields, a playground, parking and restroom facilities.
- Charlotte Hall Athletic Fields – Mr. Rollins reported that Procurement terminated the solicitation; it is expected the project will be rebid in 2012.

NOMINATING COMMITTEE

David Phalen and Tom Nelson volunteered to serve as the nominating committee for the 2012

Election of Officers. They will report in March with a draft slate of officers.

OTHER BUSINESS

Mr. Rollins presented three requests for Alcohol Consumption Permits from the Friends of the St. Clement's Island and Piney Point Museums and the Optimist Club of the Seventh District for events to be held at Museum Division facilities. Requests included:

- Jazz and Seafood Festival - July 14, 2012
- Chamber of Commerce After Hours – August 22, 2012
- Blessing of the Fleet Weekend –October 5, 6 & 7, 2012

Robert Hicks moved, seconded by Phil Cranford, to approve the Alcohol Consumption Permits for the Friends of St. Clement's Island and Piney Point Museums and the Optimist Club of the Seventh District. Motion carried with all in favor.

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, March 1, 2012 at 5:30 p.m. in the Chesapeake Building in Leonardtown.

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on March 1, 2012.