

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Thursday, February 6, 2014
MINUTES**

MEMBERS PRESENT: Richard Buckler, Chairperson; Phil Cranford, Sabrina Hecht, Patrick Murphy, Tom Nelson, David Phalen, and Ashley Varner.

MEMBERS ABSENT: Robert Hicks and Lisa Wainger-Rush.

RECREATION AND PARKS STAFF AND OTHERS PRESENT: Brian Loewe, Director; Jessica Hale, Recreation Division Manager; Meghan McLean, Childcare Coordinator, David Guyther, Parks Manager; Tyrone Harris, Special Facilities Coordinator; and Kathy Bailey, Recorder.

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

Phil Cranford moved, seconded by Tom Nelson, to approve the minutes of December 5, 2013; motion carried 7-0.

INTRODUCTION OF NEW BOARD MEMBER

Richard Buckler, Chairperson, introduced new Board member Patrick Murphy to Board members.

ELECTION OF OFFICERS

David Phalen, Lisa Wainger-Rush and Phil Cranford served as the nominating committee for the annual election of officers. **Ashley Varner moved, seconded by Sabrina Hecht, to approve the recommended slate of Dick Buckler as Chairperson and Tom Nelson as Vice-Chairperson for calendar year 2014; motion carried with all in favor.**

RECREATION DIVISION REPORT

Director Brian Loewe introduced Jessica Hale, Recreation Division Manager, who provided an overview and update on activities of the Recreation Division. Updates included the following items; more information can be found on the Department's website at <http://www.stmarysmd.com/recreate/>.

- Youth Basketball – is underway with nearly 1,000 participants
- Will Smith Awards – will be held on March 8th
- Family Skate Nights – Leonard Hall Recreation Center; January through March; Saturdays 6:30 p.m. – 8:30 p.m.
- Adult Drop-in Basketball – Wednesday nights; December through March; at Margaret Brent Recreation Center

- Spring Program Guide – will come out February 26th
- Bus Trip to Orioles Game – on July 13th; registration is now open
- New York Trip – on May 3th; registration is now open
- Easter Egg Festival – Saturday, April 12 at St. Mary’s County Fairgrounds
- Summerstock Musical Auditions – May 2nd and 3rd at Great Mills High School
- Summer Camps – Registration begins on March 1st.
- Dad and Daughter Dance – will be held on February 15th at Hollywood Recreation Center

NAMING OF MONUMENT AT FREEDOM PARK

Director Brian Loewe presented a proposal to the Board for review and endorsement that would name the monument at Freedom Park in Lexington Park the “Elmer Brown African American Monument.” R&P received a request to name the monument after Mr. Brown who has a long history as a community leader, volunteer and advocate. He was instrumental in the formation of many events, programs and initiatives, including the Unified Committee for Afro-American Contributions.

Mr. Murphy asked if consideration was given to naming the park “The Elmer Brown Freedom Park.” Mr. Loewe stated the request was to name the monument.

Tom Nelson moved, seconded by David Phalen, to endorse the request to name the monument at Freedom Park the “Elmer Brown African American Monument.” Motion carried 7-0. Mr. Loewe will present this request to the Board of County Commissioners for consideration and approval in the near future.

PARK POLICIES AND PROCEDURES UPDATE

The Board reviewed the draft changes for the Policies and Procedures manual. Members discussed the wet field policy and recommended to add a line stating “League presidents may contact Parks staff to request approval to play on certain fields, if field conditions allow; the league will assume all liability for damages to the fields in those cases.” Other policies were re-worded for clarification; they included policies on alcohol usage, charcoal grills and pets. The medical insurance policy and the equipment loan policies were deleted. The majority of the other proposed changes were editing and formatting changes.

Sabrina Hecht motioned, seconded by Patrick Murphy, to approve the changes recommend by staff to the R&P Park Policies and Procedures Manual, with the recommended changes to page 24. Motion carried 7-0.

FY15 R&P OPERATING & CAPITAL BUDGET REQUESTS

Mr. Loewe provided handouts to the Board that detailed the R&P Department’s requested FY15 Operating and Capital Budget requests. Operating Budget summary of changes of the FY14 approved budget include:

- Parks Division – Increases include an hourly groundskeeper position (\$12,696) and new equipment (\$38,750). Other increases include maintenance of

equipment (\$3,000); minor projects (\$5,000); snow removal for Charlotte Hall Park and Ride (\$6,000); uniforms and clothing (\$510); and a decrease of \$7,900 in Grounds Maintenance for grass cutting at the Carter State Office Building.

- Museum Division - \$13,413 increase for additional hours for hourly Museum Assistants.
- Recreation Division (Activity Fund) - \$650,023 increase for the opening of new childcare centers and new programs.
- Wicomico Shores Golf Course (Enterprise Fund) - \$35,000 increase in equipment; \$14,430 increase for new golf cart fleet; \$7,288 for hourly banquet coordinator; \$38,200 decrease for prior year equipment replacement; and \$60,857 decrease in operating expenses and decrease in hours for hourly employees.

PROJECT UPDATES

Director Brian Loewe provided an update on the status of several park and facility improvement projects.

Three Notch Trail Phase VI

All local approvals have been received for the project. Staff mailed the plans, specifications and engineer's estimate (PS&E) packet to SHA for approval on October 21st. Additional comments were received from SHA on January 31st and staff is in the process of addressing those and getting the package back to SHA for approval to advertise.

Charlotte Hall Athletic Fields

Final seeding will be done in the spring; wet weather has delayed the permanent seeding until the next growing season. Over seeding of the fields will take place in fall 2014; the fields are anticipated to be ready for use in spring 2015.

Lancaster Park

Design and engineering continues to move forward on this project to construct two additional multi-purpose fields, parking and an entrance road at this park off Willows Road.

Civil War Interpretive Center at Lancaster Park

The renovated former Flat Tops building/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. Staff is currently working with the Maryland Historical Trust (MHT) to address the agency's comments related to the project. MHT needs to approve the plans as there is a historic easement on the exterior of the former Flat Tops house property. The review will focus on impacts due to improvements planned for windows and doors and new utility hook-ups.

Leonardtown Park Design and Engineering Project

The engineering firm continues to work with county staff on the concept planning for this new county park. The park's concept plan includes multi-purpose fields, baseball/softball fields, a playground, dog park, restroom building, and parking. When the draft is finalized, it will be presented to the Board, Board of Education, Town of Leonardtown, Planning Commission and Board of County Commissioners. The Phase I archeological study and the evaluation of the barns and other buildings on the site were completed and submitted for MHT review. Staff received comments back from MHT on revisions and additional information needed. That information will be sent to the state in the near future.

OTHER BUSINESS

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, March 6, 2014 at 5:30 p.m., in the Chesapeake Building in Leonardtown.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on March 6, 2014.