



**PARKS & RECREATION ADVISORY COMMISSION
MEETING AGENDA
June 15, 2023**

**George L. Gordon, Jr., Government Center
1300 Courthouse Road
Activity Room (1st Floor)**

Call to Order	7:00 pm
Silent Roll Call	7:00 pm
Approval of Minutes • May 18, 2023	7:01 pm
Public Comments (3 minutes each)	7:05 pm
New Business	7:15 pm
Unfinished Business • Musselman Park Master Plan (Brion Southall)	7:30 pm
Liaison Reports • Planning Commission Liaison • School Board Liaison	7:35 pm
Commission Member Comments	7:40 pm
Director's Report	7:50 pm
Adjournment	8:00 pm

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
Thursday, May 18, 2023

The Stafford County Parks & Recreation Advisory Commission held its regular monthly meeting Thursday, May 18, 2023, at The George L. Gordon, Jr., Government Center. The meeting was called to order at 7:01 PM by Jay Rucker.

SILENT ROLL CALL

<u>Members</u>	<u>Present</u>	<u>Absent Reported</u>	<u>Absent Not Reported</u>	<u>Staff</u>	<u>Guests</u>
Vincent Applewhite	P			Brion Southall	
David Carpenter		A		Judy Sokolowski	
Eric Futrell	P				
Michael Parkyn		A			
Christopher (CW) Reed	P				
Jay Rucker	P				
<i>Martin Martinez, PC</i>			<i>A</i>		
<i>Susan Randall, SB</i>		<i>A</i>			
Voting members in bold					

APPROVAL OF MINUTES

- The minutes from the April 20, 2023, meeting were unanimously approved.

PUBLIC COMMENTS

- None.

NEW BUSINESS

- Musselman Park Master Plan (Brion Southall)

Parks, Recreation, Facilities & Tourism (PRFT) held an online County-wide survey and two public meetings specifically for Musselman Park. The most popular recommendations were incorporated into the Master Plan.

The plan includes 4 sand volleyball courts, 8 pickleball courts, playground, open recreational space, picnic shelters, restrooms, paved biking/walking trails, dog park for small dogs, dog park for large dogs, a maintenance facility, open meadow areas, and multiple parking areas. The Plan adds more trees and green spaces to the property than currently exist.

After reviewing and discussing the plan, Vincent Applewhite motioned, and C. W. Reed seconded, to recommend the Board approve the Musselman Master Plan with the following changes: Consider adding two 3/4 or 2/3-sized basketball courts with 2 hoops each, to the current location of the sand volleyball courts, and move the sand volleyball courts to the other side of the paved trail, which would be the northwest corner of the southwest meadow. Motion carried unanimously.

UNFINISHED BUSINESS

- None.

LIAISON REPORTS

- Planning Commission Liaison (Martin Martinez)-Not present
- School Board Liaison (Susan Randall)-Not present

COMMISSION MEMBER COMMENTS

- C. W. Reed
 - Commended park staff for the good work they do and for hosting search and rescue training at Pratt Park
 - A lot of trash is left at Celebration Stage at Pratt Park after use
 - Visited Curtis Park Sunday afternoon and noticed trash in the cul-de-sac; requested park staff police the area better
 - Going to Hampton, VA, on Friday for daughter's gymnastics meet
- Vincent Applewhite
 - Commended staff on the great job they're doing
- Eric Futrell
 - Conveyed congratulations to 2023 Stafford graduates
 - Thanked Brion Southall for his Musselman Master Plan presentation
- Jay Rucker
 - Happy to see Musselman Master Plan and hopes to see it built soon
 - What is the status of the dog park at Mountain View?
Brion Southall said the architect has completed 75% of the site plan; anticipates Procurement to advertise the project in July; restroom will be pre-fab concrete building with very little construction involved

DIRECTOR'S REPORT (*Brion Southall*)

- Brook's Park skate park: received design specifications in March; Procurement is working on getting the project ready for advertisement in late June
- Carl Lewis Building: received conceptual plan; setting up second public meeting soon
- With Board approval of a contract on 6/6/23, we will begin a project to replace the aging playground at Willowmere Park with an inclusive playground
- Due to a snow storm on 1/3/23, the safety netting at Smith Lake Park was damaged; FEMA may reimburse the County for the damage; however, we have to spend the money to buy new netting before FEMA will reimburse; contract approval for new netting and installation will be on the Boards' 6/27/23 meeting agenda

ADJOURNMENT

The meeting adjourned at 8:03 PM.

:jls

Community & Economic Development Committee Meeting

AGENDA

June 6, 2023 - 12:00 PM

Committee Members: Chairman Crystal Vanuch, Monica Gary, and Pamela Yeung

AGENDA ITEM

Subject:	
PARKS, RECREATION, FACILITIES & TOURISM; MUSSELMAN PARK MASTER PLAN PRESENTATION	
Recommended Action:	
Discussion	
Committee/Commission Recommendation:	
The Parks and Recreation Advisory Commission recommended approval with modifications.	
Fiscal Impact:	District:
N/A	Hartwood
Overview:	
Present the Musselman Park Master Plan	
Discussion/Analysis:	
The Department of Parks, Recreation, Facilities & Tourism (PRFT) held an online County-wide survey and two public meetings specifically for Musselman Park. Both public meetings were also attended by our consultants from Spaces Design Studio. Our consultants listened well to public input and incorporated the most popular recommendations into the Master Plan. The plan includes 4 sand volleyball courts, 8 pickleball courts, playground, open recreational space, picnic shelters, restrooms, paved biking/walking trails, dog park for small dogs, dog park for large dogs, a maintenance facility, open meadow areas, and multiple parking areas. The Plan adds more trees and green spaces to the property than currently exist. At their meeting on May 18, 2023, Parks and Recreation Commission (Commission) unanimously passed a motion to recommend the Board approve the Musselman Master Plan with the following changes: Consider adding two 3/4 or 2/3-sized basketball courts with 2 hoops each, to the current location of the sand volleyball courts, and move the sand volleyball courts to the other side of the paved trail, which would be the northwest corner of the southwest meadow. The Commission requested additional outdoor basketball courts be built in 2021, as indicated in the attached minutes from their meeting on August 19, 2021. Also attached are the Master Plan and cost estimates for Musselman Park.	

Attachments:
1. Attachment 1.prft Musselman Park Master Plan 2. Attachment 2.prft Musselman Park Layout Cost Estimate 3. Attachment 3.prft Aug 2021 Parks and Recreation Commission Minutes
Summary/Conclusion:
Discuss the Master Plan for Musselman Park with recommendations made by the Parks and Recreation Commission.
Strategic Priorities:
Vibrant Community Through the Arts, Recreation, Culture, History, and Tourism
Reviewed By:

This agenda may be amended on the day of the meeting. Participation of all citizens is encouraged. For all individuals with special needs, please notify County Administration of any accommodations required at least 24 hours in advance of the meeting. The agenda and related materials may be found on the County's website at www.staffordcountyva.gov

Site Features
 Park Size - 40.8 Acres
 Natural Open Space (meadow, woodland buffers, successional plantings, 30.4 acres, 74.5% total)

- Key:**
- Buildings / Shelters
 - Lawn
 - Meadows
 - Expanded woodland
 - Existing woodland
 - Woodland buffer
 - Property boundary
 - Proposed fence
 - Concrete sidewalks
 - Soft surface trails, 3-5' wide
 - Paved trails, 6-10' wide
 - Proposed roads
 - Existing roads
 - Pine areas
 - Buffer needed areas
 - Field verified RPA



Musselman Park
Park Master Plan Cost Estimate
05/19/2023

SITE DETAILS				
DESCRIPTION	UNIT	UNIT COST	QUANTITY	COST
ROADS				
ROAD PAVEMENT (ASPHALT)	S.Y.	-	3570	-
SUBGRADE FOR ASPHALT	S.Y.	\$3.50	3570	\$12,495.00
1.5" SM 9.5-A	S.Y.	\$10.65	3570	\$38,020.50
2" IM-19	S.Y.	\$13.50	3570	\$48,195.00
6" 21-A	S.Y.	\$18.00	3570	\$64,260.00
STREAM CROSSING	LS	\$100,000.00	1	\$100,000.00
THERMOPLASTIC STRIPING	EA	\$300.00	4	\$1,200.00
CATEGORY SUB-TOTAL				\$264,170.50
PARKING/TRANSPORTATION				
LOT PAVEMENT (ASPHALT)	S.Y.	-	7131	-
SUBGRADE FOR ASPHALT	S.Y.	\$3.50	7131	\$24,958.89
1.5" SM 9.5-A	S.Y.	\$10.65	7131	\$75,946.33
2" IM-19	S.Y.	\$13.50	7131	\$96,270.00
6" 21-A	S.Y.	\$18.00	7131	\$128,360.00
WHEEL STOPS (CONCRETE)	EA	\$100.00	143	\$14,300.00
LOT STRIPING	LF	\$2.50	600	\$1,500.00
SIDEWALK PAVEMENT (CONCRETE)	S.Y.	\$62.00	2857	\$177,134.00
TRAIL (SOFT)	S.Y.	\$19.00	4691	\$89,131.11
TRAIL (PAVED)	S.F.	\$11.00	34510	\$379,610.00
CATEGORY SUB-TOTAL				\$987,210.33
PLAYGROUND				
PLAYGROUND COVER (WOOD CHIPS)	S.Y.	\$19.00	2638	\$50,115.67
NATURE PLAYGROUND	EA	\$100,000.00	1	\$100,000.00
INCLUSION PLAYGROUND	EA	\$220,000.00	1	\$220,000.00
CATEGORY SUB-TOTAL				\$370,115.67
LANDSCAPING				
LARGE DECIDUOUS TREES	EA	\$600.00	107	\$64,200.00
ORNAMENTAL TREES	EA	\$400.00	50	\$20,000.00
LARGE DECIDUOUS SHRUBS	EA	\$80.00	100	\$8,000.00
SUCCESIONAL PLANTINGS LANDSCAPED AREA	S.F.	\$2.40	39285	\$94,284.00
BUFFER LANDSCAPED AREA	S.F.	\$5.00	135835	\$679,175.00
MEADOW	AC	\$7,000.00	13.2	\$92,400.00
TURF	S.Y.	\$3.00	70727	\$212,182.33
CATEGORY SUB-TOTAL				\$1,170,241.33
SPORTS				
SPORT COURTS	EA	\$40,000.00	10	\$400,000.00
DISC GOLF PUTTING GREEN ^	PER HOLE	\$2,200.00	2	\$4,400.00
CATEGORY SUB-TOTAL				\$404,400.00
MISCELLANEOUS				
SHELTER (SHADE/PICNIC/EDUCATION)	EA	\$100,000.00	8	\$800,000.00
MAINTENANCE FACILITY *	EA	\$445,000.00	1	\$445,000.00
RESTROOM FACILITIES (PRE FAB, PLUMBED)	EA	\$300,000.00	2	\$600,000.00
PICNIC TABLES	EA	\$2,000.00	11	\$22,000.00
GATES	EA	\$3,000.00	2	\$6,000.00
PARK ENTRANCE SIGN	EA	\$3,000.00	1	\$3,000.00
BIKE RACK	EA	\$1,500.00	2	\$3,000.00
DOGGY STATIONS	EA	\$900.00	3	\$2,700.00
TRASH CANS	EA	\$1,000.00	7	\$7,000.00
BENCHES	EA	\$1,200.00	15	\$18,000.00
FENCING	LF	\$50.00	2100	\$105,000.00
CATEGORY SUB-TOTAL				\$2,011,700.00
TOTAL CONSTRUCTION COSTS				\$5,207,837.83
CONSTRUCTION SUPPORT COSTS				
MOBILIZATION	LS	\$25,000	1	\$25,000.00
EARTHWORK (GRADING/ DEMO/ E&S)	10% OF CONSTRUCTION COST			\$520,783.78
SUB-TOTAL OF ALL COSTS				\$5,753,621.62
TOTAL (WITH 10% CONTINGENCY)				\$6,328,983.78
^ ASSUMES EACH HOLE HAS A BASKET (\$1000), TEE (\$500), AND PAVED 5' WIDE SIDEWALK 10' LONG (\$700)				
* ASSUMES 1,500 SF BLDG @ \$250/SF AND A 7,000 SF MAINTENANCE YARD @ 10/SF				

May 2023 Staff Report
For June 15, 2023 Parks and Recreation Commission Meeting

Community Recreation, 55+ Active Adults, & Aquatics

- 55+ Tuesday Movie, *80 for Brady*
- Beginning Knitting class for 16+
- 2 Kayaking Adventures: Crow's Nest and Moonlit Lake Mooney
- 55+ Painting class - Watercolor Roses
- Wildflower Walk Nature Hike

Upcoming

- 55+ Tuesday Movie: A Man Called Otto
- Summer Camps begin 6/5
- CyberTeck Academy Summer Camp: Animation & Coding Using Minecraft
- Diva Dance Camp: Ballet, Jazz & Hip Hop
- Slow Stitch Class: Coffee & Tea Dyed Fabric & Paper Journal

Gymnastics

- Held 6 birthday parties
- Had 12 Tot Open Gym sessions
- Girls Team competed in Hampton, VA
- Developmental Team had their end of year in-house competition (Pic below)



Upcoming

- 6/5-6/26 - School Age Summer Camps will be held from 9am-4pm
- Week of 6/20 - Preschool Summer Camps from 9am-Noon and 1-4pm
- 6/24 - Ninja Open Gym for children and adults
- Girls team will compete in their final meet of the season @ State College, PA

Parks

- Brooks Park District
 - Prepared for DARE Day
 - Prepped parking lot at HPOF for Memorial Day weekend
 - Groomed and lined diamond fields for softball games

- Chichester Park District
 - Groomed and lined SMS softball field and all Chichester fields
 - Groomed and mowed Rowser and CCC soccer fields
 - Began bush hogging Musselman Park
 - Added mulch to all flower beds and trimmed bushes @ Chichester
 - Hosted Community Rec's Picnic for 55+
 - Hosted SBL's Memorial Day baseball tournament
 - Contractor repaired broken water line under SGRC parking lot
- Curtis Park District
 - Assisted several kayaking programs
 - Prepped for camps at Curtis
 - Assisted IT with the fire watch in the computer room
 - Assisted Smith Lake Park District with mowing
 - Built storage rack for new pressure washer tank
 - Continued to woodchip the trails
- Duff Park District
 - Added workout equipment/stations to trails at Duff
 - Tilled/cleaned Aquia Landing beach for summer use
 - Maintained parking area
 - Managed parking and gate access on weekends @ Aquia Landing
 - Security cameras @ Civil War Park were serviced
- Embrey Mill Park District
 - Relined flag football field lines
 - Trimmed bushes and trees at Autumn Ridge
 - Assembled tables and set up canopies @ Woodlands Pool
 - Installed starting blocks and water cannons @ Woodlands Pool
 - Fixed showers in men's room @ Woodlands Pool
 - Removed vines from maintenance shop fences
 - Installed lost and found boxes on several fields
- Smith Lake Park District
 - Repaired Field 1 mound @ Smith Lake
 - Supervisors completed Bobcat training
 - Had fire extinguisher inspected
 - Fixed irrigation issues @ Smith Lake
- Willowmere Park District
 - Began refurbishing warning track on baseball field 1
 - Cut/trimmed YMCA property for Mountain View graduation
 - Disconnected electric and prepped the SBL shed for demolition

Sports and Facilities

- Continued NFL Flag Games; post-season games began 5/30
- Continued Youth Volleyball Games
- Training Summer Camp staff