



**PARKS & RECREATION ADVISORY COMMISSION
MEETING AGENDA
November 21, 2024**

**George L. Gordon, Jr., Government Center
1300 Courthouse Road
Conference Room 275 (2nd Floor)**

Call to Order (Room B)	7:00 pm
Silent Roll Call	7:00 pm
Approval of Minutes October 17, 2024	7:01 pm
Public Comments (3 minutes each)	7:05 pm
Unfinished Business Autumn Ridge Tennis Courts (<i>Brion Southall</i>)	7:15 pm
New Business - Route 17 Property (<i>C.W. Reed</i>) - New Department Website (<i>Brion Southall</i>)	7:20 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, October 17, 2024

The Stafford County Parks & Recreation Advisory Commission held its regular monthly meeting Thursday, October 17, 2024, at The George L. Gordon, Jr., Government Center. The meeting was called to order at 7:00 PM by Jay Rucker.

SILENT ROLL CALL

<u>Members</u>	<u>Absent</u>		<u>Staff</u>	<u>Guests</u>
	<u>Present</u>	<u>Reported</u> <u>Not Reported</u>		
Vincent Applewhite	P		Brion Southall	
Matthew Cavalier		A	Judy Sokolowski	
Stephanie DeMarco	P			
Eric Futrell	P			
Christopher (CW) Reed	P			
Jay Rucker	P			
James Tully	P			
<i>Martin Martinez, PC</i>		<i>A</i>		
<i>Dr. Elizabeth Warner, SB</i>		<i>A</i>		
Voting members in bold				

APPROVAL OF MINUTES

- The minutes from the September meeting were unanimously approved as amended.

PUBLIC COMMENTS

- None.

UNFINISHED BUSINESS

- Autumn Ridge Tennis Courts (Brion Southall)
The Homeowners' Association has a ballot and is obtaining signatures in favor of donating the tennis courts and associated property to the County; over 200 signatures are required.

NEW BUSINESS

- Swim Team Agreements
Five-year Agreements for summer recreational swim leagues at Woodlands Pool and the Mark Lenzi Pool at Curtis Memorial Park are ready for renewal. After review and discussion, Eric Futrell motioned, and Vincent Applewhite seconded, to recommend approval of the new five-year Agreements for the Woodland Wahoos Swim Team at Woodlands Pool and the Curtis Park Swim Team at the Mark Lenzi Pool at Curtis Memorial Park. Motion carried unanimously.

LIAISON REPORTS

- Planning Commission Liaison (Martin Martinez): N/A
- School Board Liaison (Dr. Elizabeth Warner): N/A

COMMISSION MEMBER COMMENTS

- James Tulley
 - Received a citizen's phone call requesting a rebound wall at Patawomeck Park for her son; invited citizen to the Commission meeting; forwarded request to Brion Southall
 - ViaColori was held at Stafford Airport last weekend with over 35 artists and was very successful

- C. W. Reed
 - Thanked staff for their hard work, as evidenced by staff reports
 - The Board of Supervisors did not approve the lease to the gymnastics center at the last meeting, as the owners requested a higher increase than allowed by the contract; asked the Director to address this issue in the Director's Report
 - Emailed Brion Southall regarding trees causing a safety issue at the gymnastics center and asked for the trees to be removed
 - Requested "Route 17 Property" be added to next month's meeting agenda under New Business
 - Noticed the Musselman property had been mowed and asked for an update
- Jay Rucker
 - Emailed Brion Southall and asked for an update on the dog park at Mountain View

DIRECTOR'S REPORT (Brion Southall)

- Mountain View Dog Park
 - Bought credit for phosphorus removal
 - Obtained grading permit
 - Contractor ready to begin
 - Contacted Dominion VA Power to put this site on their schedule
- Brook's Park Skateboard Park
 - Contractor had difficulty obtaining bonds and finally obtained it
 - Old skateboard park demolished
 - Contractor to be onsite Monday, 10/21/24, to begin work
 - Estimated completion mid-December
- Stafford Gymnastics and Recreation Center
 - Asked to remove shrubs in front of building; completed
 - Contacted VDOT to request No Parking signs in front, so as not to block the view
 - We are on the final year of the lease renewal; emailed the landlord to discuss the terms for the renewal and have not received a response
- Belmont
 - Five acres secured
- Musselman Park
 - Got funding this year for engineering and wetlands
 - Site plan will take 1.5-2 years
 - We want to install a playground onsite as soon as possible
 - Capital Construction is taking over the project; \$10M
- Fall Festival was held at Pratt Park on 10/5/24; great weather; well attended with long lines; will add more activities next year; activities included hay and pony rides, pumpkin derby, health/wellness tents, live band, food trucks

ADJOURNMENT

The meeting adjourned at 7:32 PM.

:jls

**October 2024 Staff Reports
for November 21, 2024, Parks and Recreation Commission Meeting**

Community Recreation, 55+ Active Adults, & Aquatics

55+ Bingo	10/22/2024
55+ Bunco	10/8/2024
55+ Card Sharks	10/1/2024
55+ No Fall Aikido	10/1/2024
55+ Tuesday Movies	Maleficent
55+ Weekly Lunch	10/10/2024
55+ Weekly Lunch	10/17/2024
55+ Weekly Lunch	10/24/2024
55+ Weekly Lunch	10/3/2024
55+ Weekly Lunch	Oct 31, 2024(Halloween Feast)
Adult/Pediatric First Aid/CPR/AED	10/29/2024
Adult/Pediatric First Aid/CPR/AED	10/22/2024
Boho Decorated Slouchy Hat	Boho Decorated Adorable Slouchy Hat-16+
Boho Decorated Slouchy Hat	Boho Decorated Adorable Slouchy Hat-55+
Fall Festival Vendor	10/5/2024
Functional Fitness	Tuesday s
Gelli Plate Printing	Gelli Plate Printing Using Textured Rolls-55+
Great Pumpkin Derby	10/5/2024
Gym Walking	October 2024-Rowser Bldg.
New River Dance: Beginner Ballet/Tap	October 2024 (2X-T/TH)
New River Dance: Beginning Ballet	Oct-24
New River Dance: Jazz/Tap	Oct-24
New River Dance: Pointe	October- Pointe
New River Dance: Intermediate/Advanced Ballet	October 2024 (2X per week)
New River Dance: Intermediate/Advanced Ballet	October 2024 Wednesday
New River Dance: Pre Ballet/Tap	Oct-24
New River Dance: Teen/Adult Ballet	Oct-24
Open Art Studio	October 28, 2024 (16+)
Polymer Clay	Polymer Clay Metallic Foil Jewelry- 16+
Polymer Clay	Polymer Clay Metallic Foil Jewelry- 55+
RAD for Women and Girls	Fall 2024
Senior Fall Dance	Senior Fall Masquerade Dance
Watercolor Painting	Watercolor Painting Halloween Images-16+
Watercolor Painting	Watercolor Painting Halloween Images-55+
Yoga	Fridays
Yoga - Basics	Fridays
Yoga - Gentle	Fridays
55+ No Fall Aikido	11/1/2024
55+ Tuesday Movies	Open Range
55+ Weekly Lunch	11/14/2024
55+ Weekly Lunch	Nov 21, 2024(Thanksgiving Feast)
55+ Weekly Lunch	11/7/2024

Drawing Classes	Urban Sketching -16+
Functional Fitness	Tuesday -November 2024
Gym Walking	November 2024-CCC Beginning Nov 6, 2024
Gym Walking	November 2024-Rowser Bldg.
Home School Fitness	Age: 11-12
Home School Fitness	Age: 5-7
Home School Fitness	Age: 8-10
Macrame	Macrame Angel - 16+
Macrame	Macrame Angel - 55+
Natural Pinecone Art	Elegant Jeweled Pinecone Christmas Tree (16+)
Natural Pinecone Art	Elegant Jeweled Pinecone Christmas Tree (55+)
New River Dance: Beginner Ballet/Tap	November 2024 (2X-T/TH)
New River Dance: Beginning Ballet	11/1/2024
New River Dance: Jazz/Tap	11/1/2024
New River Dance: Pointe	November- Pointe
New River Dance: Intermediate/Advanced Ballet	November 2024 (2X per week)
New River Dance: Intermediate/Advanced Ballet	November 2024 Wednesday
New River Dance: Pre Ballet/Tap	1-Nov-24
New River Dance: Teen/Adult Ballet	1-Nov-24
Open Art Studio	November 25, 2024 (16+)
Pickleball For Kids	Age: 11-13
RAD-55+ Community	55+ Community
Sensory Play Day	11/12/2024
Sensory Play Day	11/19/2024
Sensory Play Day	11/26/2024
The Magical Color Wheel	The Magical Color Wheel - 16+
Yoga	Fridays
Yoga - Basics	Tuesdays
Yoga - Gentle	Fridays

Gymnastics

- 12 Birthday Parties were held
- 12 Tot Open Gym Sessions were held
- Session #3 of gymnastics school age classes 10/6-11/2
- Session #3 of gymnastics preschool classes 10/6-11/2
- Session #3 of Ninja Classes 10/6-11/2
- Ninja Free Play was held for October 3
- Preschool Spooktacular Party was held October 31
- Competitive Team Women and Men's monthly practice
- The competitive team participated in the Fall Festival on October 5



Members of the Stafford Royals Developmental and Competitive Teams after performing at the Fall Festival on 10/5

Upcoming

- 10 Birthday Parties are scheduled
- 12 Tot Open Gym Sessions are scheduled
- Session #4 of gymnastics school age classes 11/4-12/7
- Session #4 of gymnastics preschool classes 11/4-12/7
- Session #4 of Ninja Classes 11/4-12/7
- Adult Gymnastics Drop-In (new program) scheduled for 11/9
- Ninja Free Play scheduled for 11/25
- Gymnastics Free Play scheduled for 11/25
- Preschool Turkey Tumble Party scheduled for 11/14
- Four Stafford County High School Gymnastics Teams will begin practices at the Gymnastics Center (Nov-Feb)
- Competitive Team Women and Men's monthly practice
- Women's competitive team will compete in Richmond, VA and York, PA
- Men's competitive team will compete in Arlington, VA

Parks

- Brooks Park District
 - Mowed athletic fields and common ground areas
 - Lined rugby field
 - Groomed diamond fields
 - Lined softball field at Melchers
 - Lined Drew football field
 - Inspected, cleaned and preventative maintenance on equipment
 - Inspected AEDs
 - Installed snowplow on CPR-14
 - Began Fall Turf Maintenance program- aerification
 - Prepared skate park for contractors to begin work
- Chichester Park District
 - Maintained park buildings and pavilion

- Inspected park playground daily
- Removed loose litter from park areas and emptied trash daily
- Made repairs and did maintenance on equipment
- Deep cleaned all restrooms
- Prepped for and hosted SBL's softball tournament and baseball tournament the following weekend
- Groomed and lined all Chichester fields
- Mowed Musselman park trails as needed
- Continued bush hogging Musselman Park
- Prepared fields for practices and games as needed
- Mowed Rowser, SGRC, and CCC sites weekly
- Trimmed trees at Chichester
- Made repairs to irrigation system at Chichester
- Relined Brooke Point's football field
- Made repairs to fencing around fields 2-5
- Curtis Park District
 - Performed mowing and litter control at Lake Mooney, Gateway signs, and Lakes Curtis & Abel
 - Opened/closed/cleaned restrooms at Lake Mooney and Curtis Parks
 - Regularly maintained park building and restrooms
 - Performed equipment maintenance and repairs
 - Continued to winterize the pool
 - Fall Fest prep and helped with pumpkin race
 - Checked snowplow equipment
 - Repaired boardwalks wooden deck boards
 - Aerated/seeded Curtis Park
 - Started to mow and mulch the leaves in the park
 - Added new Disc Golf baskets to several holes for added variety
 - Added parking area near skate park
 - Repaired skate park equipment and took some items from Brooks
 - Cleared a new fairway at hole 6
 - Pressure washed shelters and picnic tables
 - Started to install more benches on disc golf course
 - Repaired ramp to camp shed
 - Replaced some flood lights on the swimming pool buildings
 - Disc Golf - Curtis Park: 267 rounds; Pratt: 110 rounds
- Duff Park District
 - Daily prep of dog parks
 - Cleaning park trails of litter
 - Mowed and trimmed park
 - Groomed/maintain baseball fields
 - Cut/lined soccer fields
 - Trimmed tree back around park
 - Continue work on improving drainage around storage area
 - Checked/mow gateway signs
 - Litter control
 - Cleared trees from trails
 - Weed wacked trails.
 - Added dirt to RC track.
 - Replaced old toilet flushers with new ones.
 - Replaced broken fence posts with new ones.
 - Worked on straightening trails for safety personnel.
 - RRJ detainees are working 5 days/week to cut, clean, and trim county gateways on Rts 3, 610, and 630, and Patowomeck Park
 - Aquia Landing

- Mowed/trimmed
 - Litter control
 - Clean/maintained bathrooms
 - Cleaned beach of trash
 - Maintain parking area/spaces
 - Cleaned the road
 - Daily maintenance on playground
 - Lay out Parking lot
 - Tilled beach and cleaned up debris from storms
 - Removed Sand off roadway from storms
 - Fixed Fence around septic
 - Painted outsides of rock house, pump house, and restrooms
- Little Falls
 - Litter control
 - Mowed/trimmed park
 - Removed unwanted signs
 - Continued working on new front gate
 - Trimmed trees along fence and roadside
- Civil War Park
 - Litter control
 - Mowed/trimmed park
 - Cleaned restrooms
 - Blow off trails and roadway of leaves
 - Maintained Rock area
 - Wiped down signs
 - Blown leaves off roadsides
- Embrey Mill Park District
 - Cut park and outside sites
 - Picked up trash at park and outside sites
 - Deep cleaned restrooms
 - Checked nets for repairs or replaced as needed (LAX and Soccer)
 - Installed new pump at Woodlands Pool
 - Made repairs to sander stands
 - Checked to make sure that sander and plow works on truck CPR067
 - Groomed ballfields on weekly basis (Autumn Ridge and RTMS)
 - Relined football fields at HH Poole and RTMS on weekly basis for games
 - Cut back brush and removed overgrowth on fences along retaining walls
 - Checked sidewalk along Mine Rd on weekly basis and cleaned as needed
 - Organized shop yard and work shed
 - Took Avant in for repairs
 - Used turf chief and pull behind broom on turf fields
 - Checked for tears in synthetic turf and made repairs as needed
 - Added crumb rubber to high wear areas
 - Removed field hockey goals from field after season
 - Relined flag football and LAX fields at Embrey Mill
 - Added topsoil to high wear areas on fields 5&6
 - Made repairs to broken benches on fields
 - Replaced broken bollards at park
 - Installed new bike rack at Jeff Rouse Swim & Sport Center
 - Made repairs to playground equipment
- Smith Lake Park District
 - Groomed/maintained synthetic fields
 - Made Government Island bridge repairs

- Groomed/maintained diamond fields at Smith Lake and Patawomeck Parks
- Cut athletic fields at Widewater Elementary School, Smith Lake, and Patawomeck Parks
- Cut common grounds at Smith Lake, Patawomeck, Government Island, and the gateway sign
- Trimmed/cut trails at Smith Lake and Patawomeck Parks
- Clean up the graveyard at Patawomeck Park
- Inspected playgrounds
- Aerated Patawomeck Park's rectangular fields
- Cleaned shelters weekly for shelter rentals
- Over seeded grass and aerated ballfields at Patawomeck and Smith Lake Parks
- Repaired pour and play on swing set at Smith Lake Park
- Assisted with Fall Festival and the Pumpkin Derby Workshop
- Willowmere Park District
 - Have both Toro zero turn mowers serviced, Fluid & filters changed
 - Replace bad caster wheel on ABI ballfield groomer
 - Repair metal picnic table @ playground
 - Install the winter cab on Kubota tractor
 - Start trimming holly trees
 - Give the Toro Workman MDX a complete tune-up
 - Cut up large fallen tree on the west end tree line
 - Started blowing & mulching fallen leaves

Sports and Facilities

- NFL Flag Football and Sideline Cheer continued games and practices
- Registration for Basketball and Hot Shots continued
- Playoff and Championship games for field hockey were held 10/29





Board of Supervisors

Meg Bohmke, Chairman
Tinesha O. Allen, Vice Chairman
Deuntay T. Diggs
Darrell E. English
Monica Gary
Crystal L. Vanuch
Dr. Pamela Yeung

William H. Ashton
County Administrator

October 16, 2024

Subject: 2025 Florence D. Helms Award

Dear Friends:

The Stafford County Parks and Recreation Advisory Commission would like to extend an opportunity for you to nominate an individual or group you feel is worthy of receiving the 2025 Florence D. Helms Award.

The Florence D. Helms Award is the highest annual award that is given to an individual and/or organization that has made significant lifetime volunteer contributions to the youth of Stafford County. Enclosed is a description of the Award and a nomination form that must be completed and returned to our office no later than January 31, 2025, to be eligible for consideration.

We hope you will take the time and effort to nominate an individual and/or group for this achievement. Thank you for your interest in Stafford County Parks, Recreation, Facilities and Tourism and the patrons we serve. Please call 540-658-4872 if you have questions regarding this request.

Sincerely,

Brion L. Southall
Director of Parks, Recreation, Facilities and Tourism

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Enclosures

THE FLORENCE D. HELMS AWARD

The Stafford County Parks & Recreation Commission is pleased to announce acceptance of nominations for the Annual Florence D. Helms Award. This award was originally established in 1975 in memory of Florence D. Helms who made significant volunteer contributions to the youth of Stafford County. Mrs. Helms, a registered nurse, passed away unexpectedly in 1975 of cancer but left her mark on the youth of Stafford County. As an active member of the Parks & Recreation Commission, she was instrumental in establishing a volunteer program of medical examinations by doctors for sports programs in the area. Mrs. Helms was also active in the early years of growth and development of the Stafford County Department of Parks & Recreation.

This award has been given to individuals and groups who have made outstanding lifetime volunteer contributions in the areas of recreation, education, guidance, health, or other fields in which the service contributed to the character development of the youth of Stafford County.

In keeping with the spirit of the Florence Helms Award, two annual awards may be given:

1. An award in recognition of an individual for lifetime volunteer dedication and contribution toward the development of youth of Stafford County;
2. An award in recognition of a group/organization that has provided support and made outstanding lifetime volunteer contributions toward the development of youth of Stafford County.

The criteria for selection of the winner(s) include:

1. Years of volunteer service (20 years minimum)
2. Degree of dedication
3. Fruits of accomplishments
4. Degree of interest and concern for the youth with whom the candidate/organization has been associated

Nominations will be accepted for both individuals and groups who have contributed outstanding lifetime volunteer service to the youth of Stafford County. The procedures for selection will be:

1. A completed nomination form must be submitted for each candidate/group by January 31, 2025.
2. All completed nomination forms should be mailed to:

Florence Helms Award
Stafford Parks, Recreation, and Community Facilities
PO Box 339
Stafford, Virginia 22555-0339

3. The Parks & Recreation Commission will review all applications and select a winner.
4. The award will be presented at a special ceremony tentatively scheduled on March 13, 2025.

2025 FLORENCE D. HELMS AWARD

NOMINATION

I/We _____

would like to nominate _____

as the 2025 recipient of the Florence D. Helms Award. The nominee's area of service is

Number of years of volunteer service (20 years minimum) _____

Describe the type of dedication shown by the nominee.

What are the visible accomplishments by this candidate's dedicated volunteer service? (Please use separate sheet if necessary.)

Name of Sponsor (Please print)

Title

Street Address

City/State/Zip

Phone (H) _____

(W) _____

Signature of Sponsor

Date