



**PARKS & RECREATION ADVISORY COMMISSION
MEETING AGENDA
January 16, 2025**

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

Call to Order	7:00 pm
Silent Roll Call	7:00 pm
Organization	7:01 pm
• Elect Chairman (Director of Parks, Recreation and Tourism to preside) • Elect Vice Chairman (Chairman assumes Chair) • Review/Revise Bylaws	
Approval of Minutes	7:10 pm
• November 21, 2024	
Public Comments (3 minutes each)	7:15 pm
Unfinished Business	7:20 pm
• Autumn Ridge Tennis Courts (<i>Brion Southall</i>) • Route 17 Property (<i>C.W. Reed</i>)	
New Business	7:30 pm
• Search for Brion's replacement	
Liaison Reports	7:40 pm
• Planning Commission Liaison • School Board Liaison	
Commission Member Comments	7:45 pm
Director's Report	7:50 pm
Adjournment	8:00 pm

**COUNTY OF STAFFORD
PARKS AND RECREATION ADVISORY COMMISSION BYLAWS**

ARTICLE 1

There is hereby created the Stafford County Parks and Recreation Advisory Commission (Commission).

**ARTICLE 2
PURPOSE OF THE COMMISSION**

The Commission shall serve as the advisory body of the Stafford County Board of Supervisors and the County Administrator. The Commission shall serve as a liaison between the Parks, Recreation and Community Facilities Department (Department) and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Department Director (Director), and the Board of Supervisors in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program and to its long-range, projected program for recreation.

**ARTICLE 3
MEMBERSHIP**

- 3.1** The Commission shall be appointed by the Board of Supervisors according to the following schedule:

One (1) member from each of the electoral districts in the County
One (1) member from the School Board
One (1) member from the Planning Commission

The Director, School Board member, and Planning Commission member shall serve as non-voting, ex-officio members of the Commission.

- 3.2** Members' terms shall run concurrently with their respective Board of Supervisors' terms.
- 3.3** The Board of Supervisors may remove any member of the Commission for misconduct or neglect of duty.
- 3.4** Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term.
- 3.5** Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences, and workshops, and such reimbursement shall be made in compliance with the general policies of Stafford County.

ARTICLE 4 MEETINGS

- 4.1** Regular monthly meetings shall be held and meeting dates shall be designated by the Commission.
- 4.2** Special meetings may be called by the Chairman or on the written request of at least two (2) members. The time and place shall be designated in the notice of such call.
- 4.3** The time and place for the meetings shall be designated by the Chairman.
- 4.4** The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers and other business that may need to come before such meetings.
- 4.5** A quorum shall consist of four or more voting members present, in person, at any duly called meeting. Exceptions to in-person meetings shall be in accordance with the Board of Supervisors' Bylaws and Code of Virginia.
- 4.6** All meetings are open to the public, except those which are permissible under the Virginia Freedom of Information Act.
- 4.7** Meetings shall be conducted in accordance with procedures prescribed in the Bylaws, and decisions shall be reached only after full consideration and debate on the issue in question.
- 4.8** Order of business shall be set by the Commission Chairman and the Director, but the Rules of Order may be suspended and any matters may be considered or postponed by action of the Commission.
- 4.9** There shall be a 10 minute time limit on all agenda presentations to the Commission.
- 4.10** Each Commissioner shall have a maximum of 10 minutes to make presentations to the Commission.
- 4.11** The citizens' comment session shall last a maximum of three (3) minutes per citizen.

ARTICLE 5 DUTIES AND RESPONSIBILITIES OF THE COMMISSION

- 5.1** The Commission shall make recommendations for:
 - A.** The establishment of a system of supervised recreation for the County
 - B.** Parks, playgrounds, recreation centers, water areas, or other recreation areas; and structures, lands, or buildings owned by or leased to the County and for approval by the Board of Supervisors
 - C.** Suggestions of improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department

- D. The construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function
 - E. Other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department
- 5.2 The Commission shall advise in the acceptance by the County of any grant, gift, bequest, or donation and any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.
- 5.3 Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- 5.4 Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- 5.5 Financial Duties and Responsibilities
The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Stafford County.
- A. The Director shall prepare and recommend to the County Administrator an annual budget, which will be reviewed by the Commission. The budget shall be submitted to the County Administrator at the time designated by the County Administrator to hear the requests.
 - B. Annually, the Director shall recommend to the County Administrator a capital improvements program in accordance with the County's Master Plan for Parks and Open Space. This recommendation shall be reviewed by the Commission prior to submission to the County Administrator.
- 5.6 Planning Duties and Responsibilities
- B. Review and recommend a master plan for parks and open space for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Stafford and review and recommend revisions as needed. The master plan shall be consistent with the Stafford County Comprehensive Plan.
 - A. Investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.
- 5.7 The Commission will coordinate efforts with the School Board, Planning Commission, Transportation Commission, and other groups to meet the County's parks and recreation needs, including the review of recreational proffers for residential re-zonings and cluster developments.
- 5.8 The Commission shall have no authority over County personnel. Hiring and dismissal of all Department employees will be in accordance with current County personnel policies.

ARTICLE 6

6.1 Director's Relationship

The Director is an ex-officio member (by virtue of his office) of the Commission and attends committee meetings. The Director shall:

- A. Have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission
- B. Explain program objectives to the Commission
- C. Assist Commission in details of organization and assist in all matters related to a good organization
- D. Work closely with the Commission in matters of interest to the operation of efficient programs
- E. Be the official medium of communication between employees of the Department and the Commission
- F. Inform Commission concerning the interests, needs, objectives, progress, plans, and other factors of importance to them.

6.2 The Commission shall be represented by the Director and/or Commission members in all official business functions, ceremonies, etc., involving Stafford County parks and recreation matters.

6.3 Chairman

The Chairman shall be a regular voting member of the Commission, may succeed himself for one term, or as consistent with the Board of Supervisors' Bylaws, and shall be from among the members. In addition, the Chairman shall:

- A. Preside at all meetings
- B. Sign official papers
- C. Appoint committees
- D. Call special meetings when he deems advisable
- E. Perform all such duties as handled by a chairman, except when such duties are properly delegated

6.4 Vice-Chairman

In the absence of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman. In the absence of both the Chairman and Vice-Chairman, the Commission shall elect a Chairman Pro-Tempore who shall perform the duties of the Chairman. The Vice-Chairman shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.

6.5 Secretary

The Secretary of the Commission shall be the Administrative Manager of the Department and shall perform the usual duties pertaining to the office. The Secretary shall keep a full and true permanent record of all meetings of the Commission. This includes regular and special meetings, plus reports of standing committees, and shall be the custodian of all documents committed to his care. The Secretary shall issue notices of regular and special

meetings and must issue minutes of the previous meeting to the Commission members prior to all meetings.

ARTICLE 7

The Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper. The fiscal year of the Commission shall conform to that of the governing body of Stafford County.

ARTICLE 8 AMENDMENTS

These Bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission.

ARTICLE 9

Roberts' Rules of Order, Revised, shall be observed except as otherwise specified by the Commission Bylaws. Members of the Commission should know the rudiments of parliamentary procedure.

Proposed changes reviewed & approved by the County Attorney 2/26/21.

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
Thursday, November 21, 2024

The Stafford County Parks & Recreation Advisory Commission held its regular monthly meeting Thursday, November 21, 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>	Absent		<u>Staff</u>	<u>Guests</u>
	<u>Present</u>	<u>Reported</u> <u>Not Reported</u>		
Vincent Applewhite		A	Brion Southall	Abigail Ree
Matthew Cavalier	P		Robert Wild	
Stephanie DeMarco		A	Joanie DeShazo	
Eric Futrell	P			
Christopher (CW) Reed	P			
Jay Rucker	P			
James Tully		A		
<i>Martin Martinez, PC</i>		A		
<i>Dr. Elizabeth Warner, SB</i>		A		
Voting members in bold				

APPROVAL OF MINUTES

- The minutes from the October meeting were unanimously approved.

PUBLIC COMMENTS

- None.

UNFINISHED BUSINESS

- Autumn Ridge Tennis Courts {Brion Southall}
The Homeowners' Association is still in the process of obtaining signatures in favor of donating the tennis courts and associated property to the County

NEW BUSINESS

- Route 17 Property {C.W. Reed}
A motion to recommend to the Board of Supervisors to enter a private/public partnership to building a multi use gymnastics facility on the five acres Supervisor Diggs was able to get proffered to the county off of route 17 was made. Eric Futrell seconded the motion. C.W. commented, with the limitations of the current facility, safety concerns and the lease up for renewal, this would be a great time for this to happen. Having this go forward should be a priority. Right now, 5 acres is proffered to the county, but there is potential to grow in the future. Brion stated that storm water retention and roads would be built for the proposed site. Abigail Reed provided her thoughts. As a current member at the gymnastics center she sees that it is too small for what is needed and safety, especially at night, is a concern. A motion to recommend to the Board of Supervisors to pursue a private/public partnership to building a multi use gymnastics complex on the five acres proffered to the county was approved.
- New Department Website {Brion Southall}
Brion turned the floor over to Joanie DeShazo, marketing manager for Parks and Recreation to present the new department website. Rambletype was hired on to create/build a new user friendly website. This new site will allow the public to find classes/events that fits their interests, and allow them to register for

them in a more streamlined manner. Different groups/departments have been given their own pages (ie, gymnastics, aquatics, 55+, sports, camps, etc) to showcase our offerings and make them easier to navigate. Having an events calendar page will allow the public to see all upcoming events. A major highlight is the interactive map, showcasing our parks and what amenities they have. Another addition is a page where visitors can request room and park rentals. The new site is not live yet, but will be soon, date TBD.

LIAISON REPORTS

- Planning Commission Liaison (Martin Martinez): *NIA*
- School Board Liaison (Dr. Elizabeth Warner): *NIA*

COMMISSION MEMBER COMMENTS

- Matt Cavalier
 - Very appreciative of the support from Supervisor Diggs regarding the push for a new gymnastics center
- C. W. Reed
 - Seconded the appreciation for Supervisor Diggs
 - Congratulated Brion on his upcoming retirement
 - Staff reports look great
 - Barrels are in place at the gymnastic center's parking lot
- Eric Futrell
 - Looking forward to moving forward regarding the gymnastics center
 - Thanked Brion for all he has done for the County
- Jay Rucker
 - Also congratulated Brion on his retirement
 - Received an email regarding the December 3rd BACC meeting
 - Ask if the December commission meeting was necessary or if it could be cancelled. After discussion, unless something comes up, it will be cancelled

DIRECTOR'S REPORT (Brion Southall)

- Department changes
 - Mike Morris' final day with the county was November 8th. They will be looking for this replacement soon.
 - Brion has put in notice of his retirement for January 28th, 2025. His position is currently accepting applications.
 - The County Administrator is separating Community Facilities into its own department, with Parks, Recreation and Tourism staying together.
- Brook's Park Skateboard Park
 - Moving forward, on track for mid-December completion
 - Ribbon Cutting expected sometime in January
- Swim Leagues
 - Wait lists have been greatly reduced
- Mountain View Dog Park
 - Work has started
- CCC Gym Floor
 - Work has completed
 - New bleachers have also been installed
- Pratt Park
 - Work has started on the agility course and exercise stations. Once completed, work will transition to Duff Park. Estimated completed is end of December
- Tree Lighting Event
 - December 6th, 2024 at 6pm
 - 30 vendors, 11 food trucks, bounce houses, and Santa

- o Trolley from commuter lot to Admin building, for parking.
- Curtis Park
 - o Forwarded concerns regarding leaves on trails at Curtis Park to staff.

ADJOURNMENT

The meeting adjourned at 8:03 PM.

:rw

**November & December 2024 Staff Report
For January 16, 2025 Parks and Recreation Commission Meeting**

Community Recreation, 55+ Active Adults, & Aquatics

November

55+ Bingo
55+ Bunco
55+ No Fall Aikido
55+ Tuesday Movies
55+ Weekly Lunch
Nov 21, 2024(Thanksgiving Feast)
Drawing Classes
Urban Sketching -16+
Functional Fitness
Gym Walking
Home School Fitness Age: 11-12
Home School Fitness Age: 5-7
Home School Fitness Age: 8-10
Macrame Angel - 16+
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
New River Dance: Beginning Ballet
New River Dance: Jazz/Tap
New River Dance: Pointe
New River Dance: Intermediate/Advanced Ballet
New River Dance: Pre Ballet/Tap
New River Dance: Teen/Adult Ballet
Open Art Studio
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
Yoga – Basics
December
55+ Bunco
December 2024 ROW Dec 10, 10am-12pm Tu Age: 55+
55+ Card Sharks
December 2024 ROW Dec 3, 10am-1pm Tu Age: 55+

55+ No Fall Aikido
 December 2024 Dec 4-Dec 18, 6pm-7pm We Age: 55+
 55+ Senior Lounge
 December 2024 ROW Dec 1-Dec 31, 1:30pm-3:30pm Tu
 55+ Tuesday Movies
 December 17 - Family Man ROW Dec 17, 10am-12pm Tu
 55+ Weekly Lunch
 Dec 19, 2024(Holiday Feast) ROW Dec 19, 11:30am-1pm Th
 Brunch with Santa
 Candy Cane Hunt
 Day Trips
 Lewis Ginter Gardenfest Of Lights ROW Dec 4, 3pm-8:30pm
 Fit 4 Life ROW Dec 3-Dec 17, 9am-10am Tu Age: 55+
 Fit 4 Life ROW Dec 4-Dec 11, 9am-10am We Age: 55+
 Fitness Fusion
 Fitness Fusion Gym Dec 5-Dec 19, 9am-10am Th Age: 18+
 Functional Fitness
 Monday -December 2024 ROW Dec 2-Dec 30, 9:15am-10:15am
 Gelli Plate Christmas Card Printing(16+) ROW Dec 4-Dec 11,
 Gelli Plate Christmas Card Printing(55+) ROW Dec 3-Dec 10,
 Gym Walking
 December 2024 - CCC Dec 1-Dec 31, 8:30am-9:30am
 Holiday Tree Lighting 2024
 Craft Vendor 2024 Dec 6, 6pm-9pm
 Holiday Tree Lighting 2024
 Food Vendor Dec 6, 6pm-9pm
 Macrame Bell Wreath - 16+ ROW Dec 7, 10am-12pm Sa Age: 16+
 Macrame Bell Wreath - 55+ ROW Dec 5, 10am-12pm Th Age: 55+
 New River Dance: Beginner Ballet/Tap
 December 2024 (2X-T/TH) Gym Dec 3-Dec 19, 5:15pm-6:30pm
 New River Dance: Beginning Ballet
 December 2024 Gym Dec 4-Dec 18, 5:30pm-6:30pm We Age: 6-8
 New River Dance: Jazz/Tap
 December 2024 Gym Dec 3-Dec 17, 6:30pm-7:30pm Tu Age: 8-14
 New River Dance: Pointe
 December- Pointe Gym Dec 5-Dec 19, 7:30pm-8:15pm Th
 New River Dance: Intermediate/Advanced Ballet
 December 2024 (2X per week) Gym Dec 3-Dec 19,
 New River Dance: Intermediate/Advanced Ballet
 December 2024 Wednesday Gym Dec 4-Dec 18,
 New River Dance: Pre Ballet/Tap
 December 2024 Gym Dec 5-Dec 19, 4:30pm-5:15pm Th Age: 4-5
 New River Dance: Teen/Adult Ballet
 December 2024 Gym Dec 4-Dec 18, 7:30pm-8:15pm We Age: 14+
 Open Art Studio
 December 9, 2024 (16+) ROW Dec 9, 6pm-8pm Mo Age: 16+
 Sensory Play Day
 12/03/2024 Dec 3, 10am-11am Tu Age: 2-5
 Sensory Play Day
 12/10/2024 Dec 10, 10am-11am Tu Age: 2-5
 Sensory Play Day

12/17/2024 Dec 17, 10am-11am Tu Age: 2-5
 Sports Club ROW Dec 3-Dec 17, 5:30pm-6:30pm Tu Age: 6-12
 Table Tennis 55+
 Yoga - Basics
 December 2024 ROW Dec 2-Dec 30, 8am-9am Mo Age: 18+
 Yoga - Gentle
 December 2024 ROW Dec 6-Dec 27, 9:15am-10:15am Fr Age: 55+
 Yoga/Pilate Dec 2024 ROW Dec 5-Dec 26, 8am-9am Fr Age: 55+
 Zumba/Adapted Zumba ROW Dec 2-Dec 16, 11am-12pm Mo
 Zumba/Adapted Zumba ROW Dec 4-Dec 11, 11am-12pm We
At the Gymnastics Center in November 2024

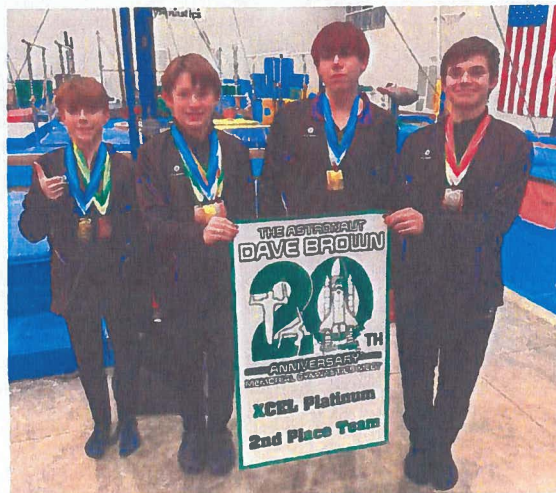
- 10 Birthday Parties were held
- 12 Tot Open Gym Sessions were held
- Session #4 of gymnastics school age classes 11/4-12/7
- Session #4 of gymnastics preschool classes 11/4-12/7
- Session #4 of Ninja Classes 11/4-12/7
- Adult Gymnastics Drop-In (new program) was held November 9
- Ninja Free Play was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



The Stafford Royals Level 4 Team kicked off their competition in November!

At the Gymnastics Center in December 2024

- 10 Birthday Parties were held
- 12 Tot Open Gym Sessions were held
- Session #5 of gymnastics school age classes 12/8-1/19
- Session #5 of gymnastics preschool classes 12/8-1/19
- Session #5 of Ninja Classes 12/8-1/19
- Adult Gymnastics Drop-In was held December 30
- Adult Ninja Drop-In was held December 28
- Ninja Free Play was held December 30
- Gymnastics Free Play was held December 30
- Four Stafford County High School Gymnastics Teams practiced at the Gymnastics Center (November-February)
- Competitive Team Women and Men's monthly practice
- Women's competitive team competed in Virginia Beach, VA
- Men's competitive team competed in Williamsburg, VA



The Stafford Royals Boys Team at the Dave Brown Invitational

Scheduled at the Gymnastics Center in January 2025

- 8 Birthday Parties are scheduled
- 15 Tot Open Gym Sessions are scheduled
- Session #5 of gymnastics school age classes 12/8-1/19
- Session #5 of gymnastics preschool classes 12/8-1/19
- Session #5 of Ninja Classes 12/8-1/19

- Session #6 of gymnastics school age classes 1/20-2/16
- Session #6 of gymnastics preschool classes 1/20-2/16
- Session #6 of Ninja Classes 1/20-2/16
- Adult Gymnastics Drop-In is scheduled for January 4
- Ninja Free Play is scheduled for January 2 & 4
- Gymnastics Free Play is scheduled for January 2
- New Parent/Child Ninja Challenge is scheduled for January 2
- Four Stafford County High School Gymnastics Teams practiced at the Gymnastics Center (November-February)
- Competitive Team Women and Men's monthly practice
- Women's competitive team will compete in Landover, MD and Fredericksburg, VA
- Men's competitive team will compete in Doswell, VA and Fredericksburg, VA
- The Stafford Royals Parents Association in conjunction with Stafford Gymnastics and Recreation Center will host their annual Stafford Royals Invitational to benefit Make-A-Wish of Greater Virginia at the Fredericksburg Convention Center. This year's competition features over 1000 athletes from Virginia and Maryland.

Parks

- Brooks Park District
 - Lined rugby field
 - Relined parking lot spaces at Pratt and HPOF
 - Cleaned picnic pavilions and repaired picnic tables
 - Finished Turf Program for Pratt and Brooks Park
 - Inspected AEDs
 - Repaired trailer
 - Marked off locations for future fitness stations at Pratt
- Chichester Park District
- Curtis Park District
 - Litter control, leaf control and mowing at Lake Mooney, Gateways, Lake Curtis and Lake Abel
 - Aerated main field, seed and fertilize
 - Bathroom repairs at office
 - Winterize the pool
 - Updated signage for main road and lake shore at Curtis
 - Snow ploy maintenance
 - Started to inventory, repair, power wash and replace picnic tables
 - Painted shelter rest rooms
 - Disc Golf Tournament on December 14th. Had 72 players. Was able to walk with a touring Pro during their practice round. He really liked the course and provided a few ideas
 - Added insulation for Paul's shop
 - Replaced heaters in restrooms
- Duff Park District
 - Tilled beach at Aquia and cleaned up storm debris
 - Install new front gate at Little Falls

- Repaired the bathrooms at Duff
 - Painted rock house, pump house and bathrooms at Aquia Landing
 - Replaced broken fences at Duff
 - Added dirt to RC track at Duff
- Embrey Mill Park District
 - Winterized Woodlands Pool
 - Repaired pool pump with busted seal
 - Removed soccer goals from fields
 - Assembled new benches for turf fields
 - Replaced broken bollards
 - Put sander and plow on truck CPR067
 - Winterized irrigation at Embrey Mill
 - Installed new sander on CPR058
 - Checked for tears on fields and made repairs as needed
- Smith Lake Park District
 - Groom and maintain synthetic fields
 - Repaired Government Island bridge
 - Clean up the graveyard at Patawomeck Park
 - Mulched Government Island
 - Fence repairs at Patawomeck Park
 - Cut fallen trees up at Patawomeck Park trails
- Willowmere Park District
 - Tested snow plows and salt spreaders
 - Mulched leaves
 - Fabricated a windshield for Workman
 - Replaced lights in office
 - Installed new signage at front gates
 - Had truck inspected and oil change