



**PARKS AND RECREATION ADVISORY COMMISSION**

**Meeting Date: Thursday, October 6, 2022, 6:00 p.m.  
Community Development Building Multipurpose Room**

**Parks and Recreation Advisory Commission Members**

**MEMBERS PRESENT:**

- Brenda White Vaughn, Chair, Bermuda District
- Cathy Cheely, Vice Chair, Bermuda District
- Raymond Marsh, Matoaca District
- Shayne McDavid, Clover Hill District
- Robert McCurry, Midlothian District
- William Pipp, Matoaca District (virtual)
- Rueben Turner, Dale District
- Bob Terrell, Dale District

**Quorum is 6 per Bylaws**

**MEMBERS ABSENT:**

- David Glass, School Board Representative
- John Simpson, Midlothian District
- Jason Brown, Clover Hill District

**Parks and Recreation Liaisons/County Staff**

**Present:**

- Neil Luther, Director, Primary Liaison, Parks and Recreation
- Marlaine Creasey-Smith, Assistant Director – Recreation, Parks and Recreation
- Stuart Connock, Assistant Director, Planning and Construction Services, Parks and Recreation
- Stan Thorne, Assistant Director – Parks, Parks and Recreation
- Karen Robinson, Administrative Analyst, Parks and Recreation
- Noel Losen, Outdoor Adventures Manager, Parks and Recreation
- Bill Carlson, Athletics Manager, Parks and Recreation
- David Potter, Community Recreation Manager, Parks and Recreation

**Speaker(s) or Guests Present:**

**Subject/Organization**

Brian Farnum	LC Bird Disc Golf
Jeff Davis	Chesterfield Senior Softball Association

**🌀 Parks and Recreation Advisory Commission Mission Statement 🌀**

*Working in partnership with the public, the Parks and Recreation Department and the Board of Supervisors, the Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County’s ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a First-Choice Community such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County’s citizens and determining how best to meet those needs.*

**Meeting Procedures:**

The meeting was held in-person and opportunities for those that desired to speak were given.

- I. **Call PRAC Meeting to Order:** Brenda White Vaughn welcomed the assembly at 6:02 p.m. with a quorum.
- II. **Non-Sectarian Invocation:** The invocation was given by Bob Terrell.
- III. **Pledge of Allegiance:** Neil Luther led the assembly in the Pledge of Allegiance.
- IV. **Approval of the PRAC Meeting Minutes:**
  - Mr. Terrell made a motion to approve the August 4 meeting minutes. The motion was seconded by Ms. Cheely. The August 4 minutes were approved.
  - Mr. Terrell made a motion to approve the September 8 meeting minutes. The motion was seconded by Ms. Cheely. The September 8 minutes were approved.
- V. **Amendments to the Agenda:** There were no amendments to the agenda.
- VI. **Old Business:**
  - **Update** – Dog Park at CTC Hull – Mr. Thorne informed the group that the drop-in meeting at the dog park held on September 22 from 6:00-7:30 pm was well attended, with 24 residents participating. There were many suggestions from the public and Parks and Recreation is already in the process of implementing several including increasing the number of benches on both sides, installation of a bulletin board/kiosk at the front of the park, relocating the shade structure on the small dog side, making the swing gates go both ways, and the placement of additional pet waste stations. Other suggestions are currently being researched including a shade structure for the large dog side, different surfacing types, and holding dog park safety classes. A Facebook group has been formed for the park and continues to organize, with over 170 members to date.

Ms. Cheely inquired what maintenance dog parks require as winter approaches. Mr. Thorne responded that Parks and Recreation will make sure the dog parks stay clean, grade surfaces, and winterize water troughs while maintaining water access via frost-proof hydrants.
- VII. **New Business:**
  - Ms. Creasey-Smith introduced David Potter and Noel Losen to give updates on 2022 summer camps.
  - Mr. Potter provided an update on Parks and Recreation’s Community Recreation summer camps.
  - Mr. Losen provided an update on Parks and Recreation’s Outdoor Adventures summer camps.

After the presentation, Ms. Cheely asked what the unmet needs are for summer camps. Mr. Potter replied that space and staffing are recurring issues with summer camp. Ms. Cheely noted that she supports spreading out camp programs more equitably throughout the county. Mr. Losen indicated that several years ago, a camp similar to the Robious River camp was offered at Dodd Park and the response was great the first year, but the next year no one signed up. Parks and Recreation will consider revisiting that idea. Ms. Cheely noted that the population of the area surrounding Dodd Park has boomed and she appreciates Parks and Recreation’s recognition that more programming is needed in that area.
- X. **Parks and Recreation Director Updates:** Neil Luther
  - Several improvements at Rockwood – ongoing renovations to the pickleball courts which will reopen on October 10 with a ceremony at the courts at 5:30 pm. Other improvements include changing the traffic circulation pattern and a lane diet and converting the extra pavement for a walking/biking lane and repaving of the entire park.
  - Two bids were opened – last phase of Harrowgate Park was extended and got three bids, will go to the Board of Supervisors for award in October. Opened Horner Park restroom project and Parks and Recreation will be making a recommendation to the Board of Supervisors this month.

- 🌱 Working with the YMCA to formalize a co-sponsorship agreement
- 🌱 Parks and Recreation is in the midst of preparing the initial FY24 budget – capital projects budget requests include those proposed in the bond referendum as well as other projects deemed necessary by the department over the next five years. The department has changed to a zero-based budgeting system for school expenses.
- 🌱 Additional funding requests for FY24 include additional resources to prepare for the opening of Beulah Recreation Center.

**XI. Parks and Recreation Staff Reports:**

🌱 **Planning and Construction Staff Report:** Stuart Connock

- Received multiple proposals for the ADA enhancement study that will evaluate the accessibility of the entire park system and the Parks and Recreation website. Hope to have contractor on board in November or December with a one year working period. A companion project will examine facility conditions throughout the park system to give the department good data for long-range budget planning and focused use of funding .
  - The county is beginning the process of updating the Public Facilities Plan.
  - Project updates:
    - Beulah Park, Cogbill Park, and Relic River Trail – all in the final site plan approval stage before going out to bid
    - Stratton Park – using ARPA funding to install a restroom, storage and closet space, and shade structures. The restroom building will be modeled after the new standard restroom building for the park system constructed at Carver MS. Will also plumb and power a concession trailer hook-up for the site.
    - Harrowgate Park – bid will be awarded on October 26. Phase 3 includes picnic areas, an open play area, trails, shelter, restroom, the largest playground in the county, and parking constructed of porous pavers.
    - High school turf fields - out to bid on a performance contract with a unit price feature that will allow the county to award to the same contractor for future sites as funding is available. Fields will feature each school’s color logo in the center of the field.
    - Falling Creek trail is 80% complete
    - The third facility of adult exercise equipment has been installed at Ettrick Park
    - District 5 shop storage building was just completed
    - New picnic shelter open at Goyne Park
    - Swift Creek Middle School – completely redid the Bermuda turf and lighting is currently being installed
    - Mr. Connock reminded the group about the five Parks and Recreation projects included in the bond referendum
- Mr. McDavid asked for clarification on how the ARPA money was spent. Mr. Connock responded that Parks and Recreation received \$4.5 million to be used over the next three years to accelerate the replacement of the boardwalk at Dodd Park and the installation of a boardwalk at Rockwood Park. The Stratton Park restroom project is also funded in this way, as well as Cogbill Park phase I and the new park outside the Beulah Recreation Center.
- Mr. McCurry inquired when the Swift Creek Middle School track and lighting improvements will be completed. Mr. Connock responded that the light installation will begin next week.

🌱 **Parks Staff Report:** Stan Thorne

- Parks staff are transitioning from mowing season to spot mowing
- Leaf removal has begun at all sites
- Will be working on winter project list and hoping for no snow
- Had 12 staff on call when Ian came through but were never activated

🌱 **Recreation Staff Report:** Marlie Creasey-Smith

- Staying Strong at Stonebridge took place at Stonebridge Recreation Center with over 200 in attendance. This will be an annual event.
- Parks and Recreation will be offering winter and spring break camps for the first time this winter and spring. October 17 is the deadline to register for winter break camp.
- Upcoming events:
  - October 6 – Government Mule concert
  - October 14 – Roots and Boots concert
  - October 15 – Little River Band concert
  - October 22 – Eppington tours and Pleasant View school historical marker unveiling and tours, stargazing program at Eppington at 7 pm
  - October 25 – Trunk or Treat from 6-9 pm – had over 12,500 in attendance last year, all of PRAC is invited
  - October 29 – Community Cup
- Reminder that program guides are now digital with a limited amount of printed copies
- Parks and Recreation is working toward reaccreditation in 2023 and is one of 192 accredited agencies out of over 10,000 parks and recreation agencies in the country. Accreditation visitors are expected in the spring or summer of 2023 and final status will be determined at the 2023 NRPA Conference.

**XII. Public Comments on Unscheduled Matters: *To Be Read by the Chair:*** *This is an opportunity for the public attending to voice concerns over any issue/concern that is not on the agenda – each citizen will have 3 minutes to voice their comments. All citizens will be acknowledged and called upon by the Chair or designee to address the Commission or Staff*

🌱 **Brian Farnum** – LC Bird Disc Golf:

Mr. Farnum distributed statistics from UDisc to the commission and provided numerous statistics regarding the growth of disc golf, course usage, and provided benchmarks with other localities regarding the availability of disc golf courses. Mr. Farnum requested that, with the support of the principal of Bird High School and its athletics director, a course be constructed over three parcels surrounding the school and the fairgrounds. Ms. Vaughn inquired about what disc golf is and Mr. Farnum explained the sport.

- Mr. McDavid expressed concerns over setback requirements, tree removal, and renovations at the fairgrounds. He also questioned whether a course could be integrated into the county's current trail system. Mr. Farnum responded he has laid out test holes through the parcels in question and believes there is enough space to fit 30 holes north of Salem Middle School and east of Bird High School if the holes run parallel. He noted that his intention was to take the temperature of the group to see if they would be open to discussing his proposal and potentially begin planning for the project. Mr. McDavid expressed a desire to integrate a course with existing facilities.
- Mr. Luther indicated that Parks and Recreation is already engaged with a disc golf group and that the department recognizes the need for more disc golf courses and stated that Parks and Recreation will follow up with the principal and athletic director at Bird, as well as Mr. Farnum, and will report options to the commission. Mr. Farnum connected with Mr. Connock for follow-up.
- Ms. Cheely asked if courses can be used for other purposes while they are not in use by disc golf players. Mr. Connock noted that some courses have distinct walking trails that can be used when the course is not in use by disc golf players.

🌱 **Jeff Davis** – Chesterfield Senior Softball Association:

Mr. Davis stated that there are rumors circulating about changes in field assignments and upcoming field closings at Daniel Park and is wondering whether, if true, the changes will affect the league. Mr. Carlson responded that all fields will be closed and renovated at the same time. Mr. Davis expressed concern that league teams will not have a space to play, that his league usually plays on Thursdays and hopes to be able to keep that day and time next year and hopes the replacement location will be convenient. Mr. Carlson responded that Parks and Recreation will do their best to find a replacement location that is

convenient and will try to keep dates and times the same for all teams affected by the field closures. Mr. Davis inquired as to when he might know the alternative location arrangements so he can inform the league. Mr. Carlson replied that he will reach out next month to let Mr. Davis know. Mr. Davis then asked whether Softball Nation will continue to run their fields next year. Mr. Carlson responded no.

📌 **Sherman Litton** – Youth basketball:

Mr. Litton inquired whether it is possible to install lighting on the walkway going to Salem Elementary School. Mr. Luther responded that Parks and Recreation staff discussed that issue on Tuesday. Mr. Litton then asked whether the co-sponsorship agreement with the YMCA will affect the basketball league. Mr. Luther responded that their schedules will not be affected.

**XIII. Committee Reports:** No Committee(s) Report

📌 Mr. Carlson noted that he received an application for the volunteer hall of fame monument, and he is reviewing the guidelines for processing the application. Mr. Carlson will forward the application and guidelines to the commission for discussion at a future meeting.

📌 Mr. Connock mentioned the passing of a Parks and Recreation employee.

📌 Ms. Vaughn encouraged everyone to vote.

**XIV. Commission Roundtable Discussions:** (Park Champion Briefs)

📌 **Bill Carlson** – Mr. Carlson noted that he received an application for the volunteer hall of fame monument, and he is reviewing the guidelines for processing the application. Mr. Carlson will forward the application and guidelines to the commission for discussion at a future meeting.

📌 **Stuart Connock** – Mr. Connock mentioned the passing of a Parks and Recreation employee.

📌 **Brenda White Vaughn** – Ms. Vaughn encouraged everyone to vote.

**XV. Recommendation of Agenda Items for the October 6 In-Person Meeting:**

📌 Disc golf update

**XVI. Adjournment:** The meeting was adjourned at 7:29 p.m.

Minutes respectfully submitted by Karen Robinson, Administrative Analyst, Parks & Recreation. *The next PRAC meeting will be at 6:00 on Thursday, November 3, 2022 – In-Person at the Community Development Building. (No meetings held in June or July unless needed).*