

Fauquier County Parks & Recreation Department Board

August 1, 2007 Warrenton Community Center Warrenton, VA

Board Present:

Carl A. Bailey, Chairman
Tom Harris
Donald P. Johnson, Jr.
Clayton Lescalleet
David Graham
Larry Miller, Ex Officio

Others:

Sandy Chamberlin, P&R Staff

Parks and Recreation Board Meeting

I. Call to order

The Parks and Recreation Board meeting was called to order at 7:05 p.m. by Chairman Carl A. Bailey.

II. Pledge of Allegiance

III. Approval of Agenda

A motion was made by Don Johnson to approve the Agenda. The motion was seconded by Tom Harris. The vote was unanimous in favor.

IV. Comments from Citizens – None at this meeting

V. Presentation/Commendations – None at this meeting

VI. Consent Agenda

- A. Minutes
- B. Treasurer's Report & Payment of Bills
- C. Animals in the Park Permits – Children's Festival
- D. Animals in the Park Permits – Goldvein Jubilee

A motion was made by Don Johnson to adopt/approve the Consent Agenda items consisting of: the minutes of the July 11, 2007 Board Meeting; the Treasurer's Report of check registers and financial reports as presented; Five Animals in the Park Permits for animal attractions at the Crockett Park Children's Festival; and Two Animals in the Park Permits for animal attractions at the Goldvein Jubilee. The motion was seconded by David Graham. The vote was unanimous in favor.

VII. Reports

- A. Bids/Contracts Committee – The Committee did not meet in July.

B. Swimming Pool Planning Committee – The Committee reported that no decision has been made on the location for the Northern Region Pool.

C. School Coop Committee – The next meeting is scheduled for August 21, 2007. Board asked to make sure the trail connector is on the agenda. The Committee requested a list of fields that Parks and Recreation has not accepted for the August 21, 2007 meeting.

D. Legislative Liaison – Tom Harris said there is no new information beyond what is in the Board Book. He said the Committee needs to meet in August to discuss legislative issues.

E. Fauquier Youth Sports Coordination Council – Don Johnson said the Council reviewed the Mellon Agreement and the Northern Fauquier Sports Complex Operation Agreement for nearly 2 hours at their meeting on July 31, 2007. A representative from each Council member group attended the meeting. The general consensus is that the Operation Agreement will be accepted with a few minor changes.

F. Budget Committee – The Board reviewed the July 13, 2007 Budget Committee meeting notes. The Committee recommended the following:

- Cash Drawers - the current policy of issuing cash drawers to individuals should be retained to maintain accountability.
- Community Contributions – Ten (10) organizations submitted requests by the July 11, 2007 Public Hearing date. Seven (7) of those requests included all required information. For these 7 the Board will recommend to the Budget Office funding at the same level as FY08. Two (2) organizations submitted incomplete requests and the missing information must be submitted prior to inclusion in the FY08 budget request. For those with missing information the Board will recommend funding at least 10% less than FY08 levels if all missing information is provided by the April 30, 2008 deadline. One (1) organization submitted a request that required clarification. Board further recommended that staff send a letter to organizations that received contributions in FY08 but have not yet submitted a request for FY09 notifying them that no applications will be accepted after April 30, 2008. Applications received by that date will be reviewed by the Board for FY09 funding allocation recommendations with approximately 10% reduction from FY08 levels.
- Marshall Community Center (MCC) Fitness Trust Fund – The Committee confirmed the need to establish the MCC Fitness Trust Fund to ensure donations are spent on items specified by donors.
- Trust Funds Review – Committee reviewed all 28 current Trust Funds and made recommendations that staff either 1) submit a proposal for using funds and close the fund, 2) improve the promotion of available funds or 3) hold funds open for maintenance and/or coordination with specified groups, e.g. Friends of Monroe Park.
- Community Contribution Policy – Detailed review will be scheduled conducted at the next Budget Committee Meeting.

A motion was made by Don Johnson that the actions and recommendations of the Budget Committee as specified in the July 13, 2007 notes with amendments, be ratified. The motion was seconded by David Graham. The vote was unanimous in favor.

G. Revenue Philosophy/Policy Committee – The project is on hold until an associated needs assessment can be completed. Chairman Bailey requested a report on the work completed by James Madison graduate students as soon as the review is complete.

H. Tourism Advisory Committee – Chairman Bailey appointed Tom Harris to be the Board representative for the Committee. Kathryn Spatz is developing operational guidelines for review at the next meeting. Liaisons with Towns – The following residents have been named by the towns to liaise with appointed Parks and Recreation Board Members:

- a. Remington – Rosemary Damewood (confirmation letter received)
- b. The Plains – Heidi Vanvoorhis (confirmation letter received)
- c. Warrenton – Denny Sutherland (awaiting confirmation letter)

Board members will work with the appointed town representatives to establish purpose, schedule and format for meetings

I. Pedestrian, Bicycle & Greenway Advisory Committee – Marshall, Scott and Cedar Run magisterial districts have confirmed appointments to the Committee of trail related

groups supporting the Connections Plan. Representatives from Center and Lee magisterial districts were urged to complete committee appointments.

- J. Director's Report –
 - a. Correction was made to the date for the next meeting of the Northern Fauquier Sports Complex Dedication Planning Committee. The meeting is scheduled for Monday, September 17, 2007 instead of September 20, 2007.
 - b. Monroe Park Farmers Market is underway but one person is currently participating.
 - c. Janet Pulliam was introduced as the new Regional Superintendent for the Northern Region. The Board congratulated Janet on her new position.
 - d. Director Miller recognized Michael Hanson who announced the promotion of David Symington to the position of Assistant Park Manager at Crockett Park.
 - e. Director Miller requested Board review and approval of one additional Animals in the Park Permit for the September 8, 2007 Goldvein Jubilee. The permit allows the Sheriff's office K9 unit to provide a demonstration. The next Board meeting is scheduled for September 12, too late for the permit to be submitted on the September meeting agenda. **A motion was made by Don Johnson to approve the Animals in the Park Permit for the Sheriff's office K9 unit demonstration at the Goldvein Jubilee. The motion was seconded by Tom Harris. The vote was unanimous in favor.**

VIII. Action Items

A. Sports Complexes – Director Miller announced that meetings are scheduled for August 15, 2007 to interview firms to design the Central Sports Complex.

The Fauquier Youth Sports Coordination Council (FYSCC) reviewed the draft Northern Fauquier Sports Field Operational Agreement and revised the terms based on the agreement with the Mellon executors. The Mellon Agreement precludes leasing the field and consequently the naming of fields will remain the responsibility of the County. All changes to the site plan must be approved by the Mellon executors. The County is waiting for parameters to determine what can be done to recognize large contributors.

The Department learned that some major Northern Fauquier Sports Complex (NFSC) maintenance and management responsibilities that were originally assigned to other organizations are now assigned to Parks and Recreation. They include maintaining the wetlands, maintenance and weekly checks of the sewage pumping station, and management of the water treatment system. Water treatment system management requires certification and no one in the department has that certification. County Administration assigned these responsibilities to Parks and Recreation. Director Miller is informing the County that the Department doesn't have the expertise or the money to accept these additional responsibilities and so will need to include them in the proposed budget. Chairman Bailey asked to be kept informed of the status of these assignments.

B. Connections Plan – Tom Harris announced that the Connections Plan is on the Board of Supervisors August agenda. The Planning Commission recommends that Home Owners Associations (HOAs) play an integral role in the maintenance of the trail. This conflicts with the direction from the County Attorney. Chairman Bailey recommended that Board members contact their Supervisors and inform them that Parks and Recreation does not agree with the Planning Commission recommendation.

The Board reviewed the 3 nominations submitted for the Pedestrian, Bicycle, Greenway Advisory Committee (PBGAC). They are:

- Marshall Steve Wines
- Scott Britt Massei
- Cedar Lee Sandra Getz

A motion was made by Don Johnson that the three representatives submitted for the PBGAC be approved. The motion was seconded by Clayton Lescalleet. The vote was unanimous in favor.

C. At the FY09 Budget Initiatives work session held prior to the meeting the Board recommended changes, additions and corrections to the Initiatives. **A motion was made by Don Johnson that the changes, additions and corrections recommended at the work session be approved and included in the September Board Book agenda for approval. The motion was seconded by Tom Harris. The vote was unanimous in favor.**

IX. Information Items – None at this meeting

X. Board Time – No comments from Board members during this time.

XI. Adjournment

There being no further business, Chairman Bailey adjourned the meeting at 7:45 p.m.

Carl A. Bailey
Chairman
Parks and Recreation Board

Date