

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Thursday, September 5, 2013
MINUTES**

BOARD MEMBERS PRESENT: Richard Buckler, Chairperson; Tom Nelson, Vice-Chairperson; Sabrina Hecht, Julie Lemmon, David Phalen and Ashley Varner.

MEMBERS ABSENT: Phil Cranford, Robert Hicks and Lisa Wainger-Rush.

RECREATION AND PARKS STAFF AND OTHERS PRESENT: Brian Loewe, Director; David Guyther, Parks Manager; and Kathy Bailey, Recorder.

CALL TO ORDER

The Board meeting was called to order by Richard Buckler at 5:30 p.m., in the Chesapeake Building.

APPROVAL OF MINUTES

David Phalen moved, seconded by Tom Nelson, to approve the minutes of June 6, 23013; motion carried 5-0.

Tom Nelson moved, seconded by Sabrina Hecht, to approve the minutes of August 1, 2013; motion carried 5-0.

PARKS DIVISION REPORT

Director Loewe introduced David Guyther, Parks Division Manager, who provided an update on Parks Division projects. Items included:

- Athletic Field Lighting – Dalton Electric completed the lighting projects at Fifth District 90' baseball field and Dorsey Park football field.
- New Park Rules Signs – Staff is working on new signage that includes universal symbols that can be understood by those of all languages.
- New Parks Vehicles – A new Parks Division car and two flatbed trailers are budgeted this year.
- Skatepark – Increased staffing and changes in operational procedures have helped with the overall skatepark operations.
- Sprayground – Staff has seen a decrease in usage this season; could be due to the cooler and wetter season this year.
- Dog park – Operations are going well at this busy facility.
- Fall sports – Staff has been busy prepping fields and facilities for fall sports.
- Tennis courts – Staff is moving forward for plans to replace the courts at Jarboesville, Chancellor's Run and Fifth District Park.

Park Inventory – Mr. Guyther provided a brief update on the number of parks, facilities, athletic fields and other areas maintained by the Parks Division.

- About six miles of park roadways to maintain in the parks system
- Parking areas - 896 s.f. of parking lot areas
- About 10 miles of trails, pathways and sidewalks maintained
- Approximately 800 signs in parks and at facilities
- Approximately 200 picnic tables; 70% wood and 30% metal/recycled material

- 350 trash cans in parks and at facilities; emptied 2x per week; painted as needed
- Approximately 35,000 linear feet of fencing to maintain

PROJECT UPDATES

Director Brian Loewe provided an update on the status of several park and facility improvement projects.

Charlotte Hall Athletic Fields

Mr. Loewe provided a Power Point presentation of the status of the Charlotte Hall Athletic Fields project. Construction continues on this project to add additional practice fields adjacent to Fifth District Park and Lettie Dent Elementary School. Work this month included: clearing of trees and processing timber, grubbing, grading, and installation of phase two sediment and erosion controls. The project is about 75% complete at this time.

Lancaster Park

The Soltesz design/engineering firm is currently working to address agency comments from the TEC review process for construction of additional athletic fields, parking and an entrance road off Willow's Road

Leonardtown Park Design and Engineering Project

Soltesz continues to work with county staff on the concept planning for this new county park. The park is envisioned to include multi-purpose fields, baseball/softball fields, a playground, restroom building, and parking. When the draft is finalized, it will be presented to the Board, Board of Education, Town of Leonardtown, Planning Commission and Board of County Commissioners.

Three Notch Trail Phase VI

A. Morton Thomas and Associates and county staff are in the process of finalizing the report with answers to comments received from questions generated from the final review meeting with MD State Highway Administration last spring. All local approvals have been received for the project; staff is waiting on the modification to the SHA access permit. Staff anticipates sending the draft solicitation document and full PS&E packet to the State Highway Administration for approval to advertise the project in the near future.

Civil War Interpretive Center

The Procurement Office sent Notice of Intent to Award to the contractor on July 2nd. However, the contractor subsequently rescinded the bid for the project. The BOCC approved a budget amendment on August 27th to transfer funds from the FIN14 account to the Civil War Memorial Interpretive/Community Center to allow award of the construction project to the next bidder. The information on the bidder was sent to DGS for contract approval related to the Bond Bill funding.

Wicomico Shores Landing Restroom Replacement

The design / build project has been awarded to the firm of W.M. Davis and is currently in the permitting phase. The old restrooms located at the landing will be replaced with a new restroom building in the area near the pavilion.

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, October 3, 2013 at 5:30 p.m., in the Chesapeake Building in Leonardtown. However, due to a conflict with videotaping the meeting, the meeting was subsequently changed to Wednesday, October 2, 2013.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on October 2, 2013.