

RECREATION AND PARKS ADVISORY BOARD MEETING
October 21, 2020 – 7:00 p.m.
Unapproved Minutes

Members Present: John Marks, Tony Rosas, Michael Rodgers, Derek Ludlow, Tom Long, Brad Rockwood, Carolyn Garber, Caitlin Christ, Michael Duffy

Members Excused: Kristin Darby, Donald Gerkin

Staff Present: Lisa Carroll, Laura Tawes

Ex-Officio Member Present: Jeff Degitz

The Recreation and Parks Advisory Board met on October 21, 2020 through GoToMeeting. The meeting was called to order at 7:03 p.m. by Tom Long, Board Chair.

WELCOME AND INTRODUCTIONS:

APPROVAL OF MINUTES:

Michael Duffy moved to approve the September 23rd, 2020 meeting minutes; Michael Rodgers seconded, all concurred and minutes were approved.

DIRECTOR'S REPORT:

1. **COVID-19 Update** –Nature centers remain open on Friday, Saturday & Sunday only with limited registration programs available; no change on indoor facility usage at schools; department has 3 public use gyms (Robert Moton Center offline until 11/15 for elections), SC Senior & Community Center (closed by state order) and the former NC High School (currently up for sale)
2. **CARES/CRF Grant Funding** - the Department has requested receipts for COVID-19 related expenses from rec council programs for possible reimbursement from grant funding. This is a follow up to the tackle football programs.
3. **Capital Project Update**
 - Deer Park mostly completed with planting occurring this week and then review of punch list items
 - Westminster Veterans Memorial Park construction well underway with much of the major grading completed; trail paved and being used
 - Double Pipe Creek Park kayak launch stairs and landing completed with center rails to follow

- Gillis Falls Trail design revisions underway and working with landscape architect firm
 - Hap Baker Firearms Facility range officer building scheduled for construction in 2021; discussing contract award with Commissioners tomorrow October 22
 - Krimgold Park paving of parking spaces, rear entrance loop by pavilion will be bid in winter with 2021 construction.
 - Several park restoration projects are planned for early 2021 including trail resurfacing at Freedom Park, renovations to Piney Run Nature Center and pavilion roof replacements
4. **Department Needs Assessment Survey** – Survey in development now with goal of distribution in early 2021 and results to be shared at March Advisory Board meeting; there will once again be random and public (web site/Facebook) components to the survey
 5. **Fee Schedule** - A proposed fee schedule will be presented to the County Commissioners on November 5 that includes some increases to promote cost recovery while also remaining competitive with neighboring facilities. This includes fees for Piney Run, Hashawha, CC Sports Complex, Hap Baker Firearms Facility, both dog parks and reserved use of park pavilions.
 6. **Park Legacy Fund Update** – We recently updated the donation amounts for park benches and trees to \$1500 and \$600 respectively. Will and Laura are working on developing an inventory of locations available where benches are needed
 7. **Hall of Fame/Volunteer of the Year** – Marsha Barger, Sandy Sullivan, Gilbert & Janet Breeding, Ken Kiler & Judy Baker were elected into the Hall of Fame; no in person ceremony for HOF/Volunteer of the Year for 2020 and recipients will be recognized online, details to follow
 8. **Department's 50th Anniversary** – A series of events are being planned for 2021 to commemorate the department's 50th anniversary; signature event planned for Hashawha in October where current and former Advisory Board members, volunteers and elected officials will be invited to attend
 9. **Trunk or Treat** – Event planned for October 31 from 3-6 pm with over 700 families expected to attend; drive through event at Robert Moton Center parking lot. Donations of candy and treats still being accepted
 10. **Santa Calling** – Annual holiday event where children get a phone call from Santa will be held on December 10 from 5-8:30 pm. Volunteers needs for Santa and Santa's helpers for various shifts.

Review of Updated Department Strategic Plan:

A committee of Tom Long, Caitlin Christ and Don Gerkin from the board along with Lisa Carroll, Brad Rogers, Trish Cross and Jeff Degitz met several times throughout 2020 to revise the Department Strategic Plan. They removed goals that had been completed or that were no longer applicable (Ex. NCHS). The plan will serve as a road map to staff for the next 3 years and beyond. The board was provided a copy of the updated Plan prior to the meeting for them to review. Tony Rosas made a motion to approve the [updates updated](#) Department Strategic Plan and Mike Rodgers seconded. [All concurred and the motion was approved.](#)

Update on Capital Budget Discussions:

Jeff Degitz reviewed discussions that he had with Budget and Management. Based on assumptions of 2% growth and concerns re: revenue, the following projects were placed in FY27: Northwest Park master plan, Gillis Falls Phase II design, Piney Run paving phase II and tot lot replacement. Sports Complex Lighting of fields #4 & #5, waterless restrooms at Cape Horn Park & Sandymount Park and Cape Horn Park field lighting were not currently placed in the plan. Northwest Trail remains in FY25 for the full amount although we have requested to split the projects into 2 years and begin design funding in FY24. The department would also try to match funds for grants. When completion of Deer Park, WVMP and Krimgold Park paving occurs, there may be additional unused funds that could be reapplied to the capital budget for use on other projects.

Recognition and Thanks to Outgoing Board Members:

Jeff Degitz recognized and thanked outgoing board members John Marks and Carolyn Garber as their terms both conclude January 2021. John served on the board for 8 consecutive year. Carolyn most recently served on the board 8 years, but also was on the board from 1995-1999.

There is a press release looking for applicants to fill the two openings. Emphasis is placed on District #3 (Westminster) and District #5 (Eldersburg) to maintain geographic diversity and balance on the board.

Other Business:

None

Public Comments:

None

ADJOURNMENT:

Next meeting will be held on Wednesday, February 24th, 2021 at 7:30 p.m, unless it needs to be changed to a virtual meeting. On a motion by John Marks, Derek Ludlow seconded, and concurred by all, the meeting adjourned at 7:36 p.m.

Respectfully submitted,

Jeff R. Degitz

Jeff R. Degitz, Director

Laura Tawes

Laura Tawes, Secretary