

Recreation Advisory Commission Meeting
Administration Building Conference Room
April 20, 2010

Members Present: Howard Leabough, Don Sharpe, Bill Cleveland, Brad Duty, Larry Proffitt, Mitchell Ware,
Nancy Trice
Members Absent: Wanda Taylor, Barbara Allen, Phil Parrish,
Staff Present: Derek Stamey (Director) Debby Boyd (Office Manager) Michelle Swalin (Special Events)

- I. Vice Chairman Bill Cleveland called the meeting to order at 6:15pm
 1. 4 RAC members had just returned from a van trip to look at the Parks & Rec sites.
 2. The minutes from 3/16/2010 were approved.
- II. Department Reports –
 1. Department Reports were presented by Derek Stamey according to the written report summary. Please refer to the written report summary.
 2. Bill Cleveland asked if the BOS endorsed the soccer complex change from the Courthouse to the Bourne Property. Yes. But Derek Stamey emphasized that a new soccer complex is the first priority in the CIP.
 3. On the Budget Update, Parks & Rec. will be taking over the mowing from the schools so will be getting one more person. This move will save the county 20,000.
 4. On the lighting issue, Parks & Rec. is waiting to hear back in hopes that the Sunbelt rental for the bucket truck will be donated. (A lift was needed to replace light bulbs and do some wiring.)
 5. A Skateboard Camp is still being considered if an instructor is found. A skateboard event is scheduled for June 26th.
 6. Fairground Building is scheduled to be deconstructed. All rentals and programs will end prior to September 15. A county newsletter will go out about the status of the Fairground Building.
 7. Michelle Swalin also updated everyone on special events and the Spring Festival. Debby Boyd gave an update on the CASA 5K run for April 24th.
- III. Old Business:
 1. RAC Member status. Howard Leabough reported that he talked to Mr. Butler (District 4) about extending the terms of the RAC members until empty spots could be filled. Mr. Butler asked about the meeting schedule being changed to every other month.
 2. Derek Stamey said the July organizational meeting can vote or recommend a change in the by-laws. In regard to the meetings changing to every other month, Derek had to submit a budget to the BOS. In the budget he recommended the RAC meet every other month and the BOS approved the money for a RAC meeting every other month.
- IV. New Business – Bill Cleveland asked for new business.
 1. Howard Leabough asked about Wanda Taylor and the Wall of Fame. Debby Boyd had not heard from her and wasn't sure if she had recuperated from the pneumonia. Debby Boyd will e-mail her and find out if she is going to help prepare for the Wall of Fame. Debby Boyd also mentioned that Derek Stamey would like to get 3 quotes on the menu for the event. Howard Leabough asked if we could put the planning of the Wall of Fame on the calendar for new business for next month.
 2. Yes for Wall of Fame being on next month's calendar. The time for next month's meeting was discussed. It will be May 18, 2010 at 6:30pm in the classroom of the Goochland Sports Complex.
- V. Adjournment: Bill Cleveland asked for adjournment. Howard Leabough moved, Don Sharpe 2nded the move and Bill Cleveland adjourned at 6:50pm.

Respectfully submitted,
Debby Boyd

Director's Report

Soccer Complex Update – As part of the CIP adoption on April 6th, the County Administrator will seek to change the proposed site from the current Goochland Courthouse Complex site to the Bourne Property, located 3 miles down Route 6.

A phase I conceptual plan for the development of the Bourne site is completed and will be added to the Parks and Recreation Master Plan. The new conceptual for the Bourne Property calls for a four field development along with 3 softball and baseball fields.

On February 26th, the County submitted a written recommendation on field development to GUSA. The written recommendation included seeding and irrigation recommendations, cost analysis for each development portion, as well as specifications for parking, access, and permitting for site work. The County and GUSA are maintaining an open dialogue as the potential proposed development continues to evolve. The initial recommendation was for the Courthouse site, but is completely transferable to the Bourne site in terms of cost estimates and necessary work.

The VDOT access funds slated for this project have been transferred from the Courthouse Complex site to the Bourne site. The grant has cleared some major hurdles at the state level and has now made its way to the local VDOT area for review. The funds applied for were \$250,000.

Master Plan Update – The proposed Parks and Recreation Master Plan is slated for possible adoption on April 6th by the Board of Supervisors. Once adopted, the plan will be utilized in conjunction with the CIP program developed by County staff to aid in the decision making process related to capital expenditures.

The master plan will be altered somewhat by the change in location of the Courthouse Complex to the Bourne site. The Master Plan is scheduled for review on a yearly basis and adjustments can be made at the time of review.

Budget Update – The proposed Parks and Recreation operating budget for FY 11 is scheduled for possible adoption on April 6th by the Board of Supervisors.

Lighting Issues – GCPR inspected all lighting apparatus in early March and noted some major deficiencies in lighting. Many bulbs required replacing and several poles required rewiring. County owned equipment could not reach certain lighting structures.

Equipment rentals were required. Overall lighting correction estimate is \$3,154. Some bulbs remain out, most notably at the Sports Complex. The equipment that was rented could not be brought onto grassy areas due to the soft ground. Other means will be utilized to change out lighting.

Parks and Recreation Open House – The Parks and Recreation open houses were conducted on March 12th and 19th respectively. The first night was done in conjunction with the final night of Mighty Mites basketball. An estimated 200 people were in attendance.

The open house concept will continue to evolve for future years and it will become a fixture for the department over time.

Skateboard Action Committee – GCPR staff have met with members of the Skateboard Action Committee. Among items discussed were the following; skateboard camp, skateboard day special event, and the skate park itself.

The skateboard event is scheduled for June 27, 2010 from 10 a.m. to 2 p.m. The event will be held in conjunction with GCPR and the Goochland YMCA.

Skateboard camp is still being discussed. Currently there are no available instructors. GCPR will not be advertising a camp but if a suitable instructor is found, a camp will be offered.

GCPR and Goochland YMCA Camp Fair Partnership – On April 24th, GCPR staff will be working cooperatively with the YMCA to run a camp fair promoting the camps of both GCPR and the Y. The camp fair is designed to be an interactive event where parents and children can visit booths to see what camps may be a good fit for them over the summer.

Fairgrounds Building Update – As part of the proposed FY 11 budget, the Fairgrounds Building will be deconstructed. GCPR has been in communication with Community Development to pinpoint a time that would be suitable for the deconstruction process.

September 15th is the slated time. All department programs will be scheduled to end and staff has been instructed to cap rentals of the building prior to that date and time. GCPR will be working to find new homes for instructors that utilize that building.

Maintenance Report

GCPR maintenance has been extremely busy during the month of March. With the snow finally gone, the maintenance section can now address some issues related to the athletic fields as well as the parks themselves. On top of regular mowing schedules and general maintenance, the following items have been completed in March.

Batting cage on the Napa field has been repaired.

All home plates and bases have been set on every baseball/softball field.

Staff cleaned under the bleachers at the old high school field.

Maintenance staff buffed floors and helped clean the weight room in advance for the department open house.

All outfield fences were measured – in anticipation of possibly beginning fence repairs as well as purchasing fence capping.

The interior of the NAPA dugouts were painted white to improve appearance.

Foul poles were installed on all baseball/softball fields.

Soil samples were collected at all athletic sites and delivered to Landscape Supply for analysis.

The entrance sign to Hidden Rock Park was sanded, painted, and landscaped.

The irrigation system at HRP was inspected.

Skate park maintenance was identified and the process for bringing that amenity up to speed has taken place.

All infields have been sprayed with Round Up. This is an ongoing maintenance routine.

Per request from GUSA, GCPR prepared sand bags to be used for soccer goals.

All athletic fields were over seeded with intermediate ryegrass to help establish solid playing surface for spring sports.

Recreation and Facilities Report

The month of March saw a total of 96 registrations for Parks and Recreation programs. Registrations including the following programs; Dance, Karate, Tennis, Summer Camps, Dog Obedience, as well as vendor registrations for Spring Festival.

Total revenue collected for GCPR for the month of March was \$3,718.

Marketing and Special Events

Upcoming Events – There are several department sponsored and/or coordinated events on the horizon. They are as follows;

GYAA Baseball/Softball Opening Day, Saturday, April 17th, 8:00 a.m. – ceremonies begin at noon.

CASA 5 K Home Run, Saturday, April 24th, 6:30 a.m.

Spring Festival, Saturday, May 1st

All RAC members are encouraged to attend and participate in department events.

Program Guide - The summer program guide is currently in its final stages of development. It is anticipated to be completed, printed, and distributed through the school system by April 19th.

The format of the guide will be expanded from 8 pages to 12 pages to accommodate the inclusion of more programming opportunities, expanded information on GCPR department policy changes/explanations, as well as increased facility descriptions. Additional space is also needed for summer camp marketing.

Marketing of department policy changes/explanations, as well as marketing for summer camps will also be done through the Goochland Gazette. The information provided for both the program guide and the Gazette will be synced.