

**Recreation and Parks Advisory Board Meeting
June 24, 2015**

Approved Minutes

Members Present: Judy Baker, Carolyn Garber, John Marks, Derek Ludlow, Mike Rodgers and Brad Knatz

Members Excused: Bobbi Tucker, Jim Rodriguez, Brian Clancy and Tom Long

Staff Present: Candy Sharrer, Ric Buchanan and Lisa Carroll

Ex-Officio Member Present: Jeff Degitz

The Recreation and Parks Advisory Board met on June 24, 2015 at the County Office Building's public hearing room 003/004. The meeting was called to order at 7:29 p.m. by board chair John Marks.

WELCOME AND INTRODUCTIONS:

APPROVAL OF MINUTES:

Brad Knatz moved to approve the May 27, 2015 meeting minutes, Judy Baker seconded, all concurred and minutes were approved.

DIRECTOR'S REPORT:

- Lax Max tournament held the weekend of June 6. 240+ teams participated
- Monocacy Scenic River canoe/kayak launch – Met with Frederick County staff this week and project is being submitted for consideration in their CIP with joint grant pursuit efforts to follow
- New cellular antenna at Sports Complex – Construction almost complete; when activated, will generate additional \$13,000 per year in revenue at site; 3rd antenna at site
- Celebrating America – New sign installed at Landon C Burns Park; next sign will be at Double Pipe Creek Park detailing history of community and flooding
- Capital Project Update:
 - Westminster Community Pond – Reopening summer; working on pier next
 - Krimgold – Completion of phase I anticipated for fall
 - Westminster Veterans Memorial Park – Project management transitioning from Bureau of Building Construction to Recreation & Parks; working towards Planning Commission submittal; staff met with Windemere Farms HOA at annual meeting
- Upcoming Open Session with County Commissioners
 - Presenting municipal Program Open Space projects to Board 6/25
 - A copy of projects will be emailed to the advisory board tomorrow
 - Requesting permission to apply for Recreational Trails Program grant to purchase all-terrain vehicle to assist with trail management/maintenance at Hashawha
- July is Recreation and Parks Month
 - 30th anniversary of nationally recognized event
 - Calendar of activities available on web site
 - Park Pursuit
 - Kick-off event 6/25, 6-8 pm with County Commissioners, Oriole Bird, Raven Poe, games, prizes, etc. and unveiling of giant Adirondack chairs
 - Advisory Board entering team
 - Facebook 30 year theme postings

CAPITAL PROJECTS PRESENTATION:

- **Bear Branch Nature Center – Roof Replacement:** Replace existing shingle roof on approximately 9,000 square feet of roof area. *Total Cost, \$76,000*
- **Cape Horn Park – Park Amenities:** Construct a new basketball court and a new dog park. *Total Cost, \$122,000*
 - John Marks asked if the dog park will be fenced. Ric Buchanan responded that yes the dog park will be fenced and the plans are to have a separate large dog and small dog area.
 - Derek Ludlow shared his concern of distraction for the ball players with the sight and noise of the dog park. Jeff Degitz shared that the dog park level grade is lower than the playing field, and that adding a screen around the park is a possibility.
 - Mike Rodgers shared his concern that the parking may be too far from the basketball court and may deter use. Jeff Degitz shared that the walking distance wouldn't be too far from the parking area.
- **Leister Park Phase II – Additional Park Features:** Entrance/Exit road improvements, parking surfacing, additional multi-purpose field, two additional single table pavilions, new benches, and new bleachers. *Total Cost, \$920,000*
- **Northwest County Trail – Acquisition:** Funding to acquire approximately 4 miles of an existing inactive rail corridor for a future trail that runs from Taneytown north to the PA state line. *Total Cost, \$200,000*
 - John Marks asked if there is an existing trail on the PA side. Jeff Degitz shared that there is not currently but talks with neighboring PA towns (Adams County, Littlestown, and Germany Township) have sparked interest in the project. Jeff also shared that there are grants that can be applied for to help fund this type of project.
- **Quaker Hill Park – Design and Engineering:** Design Park features such as the entrance road, parking and ballfields. *Total Cost, \$81,600*

Discussion went around the table and the advisory board decided to add Capital Project Prioritization to the July meeting agenda instead of holding a subcommittee. A list of projects will be emailed to advisory board members not present this evening.

There was also a brief discussion regarding the challenges of completing construction of parks with limited funding which has resulted on phased construction on Leister, Krimgold and Westminster Veterans Memorial Parks. This subject will be discussed along with the above projects at the next Board meeting.

CONSTITUTION & BY LAWS – REVIEW & POSSIBLE UPDATES:

Discussion went around the table about comments and changes to the Constitution & By-Laws last updated in 2006. Five revisions were discussed and will be emailed to all advisory board members for final review. Approval of the revised Constitution & By-Laws will be part of July's meeting agenda.

OTHER BUSINESS:

- Jeff Degitz shared that a rough draft for volunteer background checks has been written and will be shared through email with all advisory board members. Please review as this will be an item on July's meeting agenda for discussion.
- Jeff Degitz also shared that though it is rare, incidents do occur at our parks that result in disciplinary action. Recently per Carroll County Parks Ordinance, an individual was issued a permanent ban from a park by the Director due to a serious incident and violation of rules. The Ordinance as currently written, does not allow for any suspension or ban shorter than a permanent ban. Once communicated, an individual may appeal the ban. If he/she loses the appeal, he/she may also apply for reinstatement after a period of one year. Per the Ordinance, the individual has appealed this decision so Jeff shared the details and information with the advisory board. Per the Ordinance, the Advisory Board must sustain or overrule the order within 30 days of notice. The staff and participant descriptions of the incident and facility rules will be shared with all board members through email for review as a decision will need to be made at the next board meeting scheduled for July 22.

ADJOURNMENT:

On a motion by Brad Knatz and concurred by all, the meeting adjourned at 9:16 p.m.

Respectfully submitted,

Jeff R. Degitz

Jeff R. Degitz, Director

Candy Sharrer

Candy Sharrer, Secretary