



225 Al Smith Circle · Berryville, VA 22611

540-955-5140
Fax 540-955-4049
ccpr@co.clarke.va.us

Advisory Board Meeting

AGENDA

Wednesday, October 9, 2024

6:00pm

Clarke County Recreation Center

1. Call to Order
2. Introductions
3. Approval of Minutes 8/21/24
4. Old Business:
 - A. Update on User Group Subcommittee Meeting
 - B. Update on Rules Revisions
5. Reports
 - A. Activity/Attendance Report
6. New Business
 - A. Capital Improvement Plan Review
7. Other
8. Adjournment

Advisory Board Minutes August 21st, 2024

CALL TO ORDER

MEMBERS PRESENT: Eric Voelkel, Tom Elliston, Randy Trenary, Berkeley Reynolds Mitch Hoff, Nancy Merriman, Doug Shaffer and Tracy Smith

MEMBERS ABSENT: Emily Rhodes and Susan Merriman

OTHERS PRESENT: Chris Boies, Mike Siegler, Ray Steen and Doug Lawrence

PRESENT

Lisa Cooke-Director
Tanya Myers – Office Manager

Introductions: Ray Steen introduced himself and Mike Siegler to the board members. All of CCSL board members, coaches and referees are all volunteers. CCSL has clinics and summer camps for kids that want to play soccer between ages four to nineteen. CCSL has recreational teams that has 42 teams and travel teams.

APPROVAL OF MINUTES

Tracy Smith called the meeting to order at 6:03pm and the motion to approve minutes of April 10th, 2024 was nominated by Tom Elliston and seconded by Eric Voelkel.

REPORTS

OLD BUSINESS: highlighted by Ms. Cooke

- ▶ Tracy thanked Lisa for all her hard work and effort putting together a packet with user group polices from different counties and the country so Chris, Lisa and Tracy could review and come up with new policies for s CCLL, CCBL and CCSL.
- ▶ Chris went over the updated User Group and draft athletic field policy. Chris stated that we do not have contracts with the user groups but no policies in place to back Lisa up, The Park is getting busier with more demands and leagues are asking for more things.

Purpose: To be fair, consistent and predictable the park is not getting any bigger. All the leagues are having good success and we need to make sure the general public and park programs has have access too.

Priority Status:

Chris said that Parks and Rec have top priority (1) do to the fact that the park may have programs and may need to use the fields. Clarke County Public Schools athletic programs has priority (2) do to the fact that we use each other facility's. Priority (3) is for CCSL to use for recreational activity. The league should have 75% Clarke County residents playing on the team. The reason why this is not 100% is sometimes the league needs extra kids from another county to make a team. There should be 75% county residents on the board. Priority (4) is for travel teams. There should be at least 50% Clarke County kids on the team and 50% Clarke County residents on the board. CCSL thinks since they are recreational and travel both should be priority (3). Chris said that we were not going to make a reclamation today. It should be discussed later in the meeting.

Field Use: Following the same procedure as we use today.

Maintenance & Field Preparation: Chris said there are no changes other than now it's in the policies. Modifications will be made when the contract is signed.

Financial Contributions: Participant fee that will be done on the front end and should help the league with their financials.

Park Closures: Chris said that we are going to let the leagues decide to play on the fields after a rain, but the league would be responsible for any damage. The County staff has the right to the park in the interest of public safety, as conditions warrant.

Park Improvements: Chris said nothing has changed other than it's in the policy now.

Insurance Requirements: Chris said nothing has changed other than it's in the policy now.

Organizations Responsibility: The county expects the league to do background checks on the coaches, safety training, concussions are a big deal today. Following the rules and regulations, cleaning up trash and keeping things neat. Keep us informed of participate numbers and residency so this can be documented. Soccer had asked what they should do if another league is in violation of rules. The county added a compliance statement.

Tom Elliston requested a change to the priority (4)

- * **The structure of the organization offers a recreational opportunity for those children not making a selective (travel) team, up to 16 years of age.**

- **At least 75% of the selective (travel) youth participants are Clarke County Residents.**
- **At least 75% of the organization's Board members are Clarke County Residents.**
- **If the selective component of the league does not meet all three additional criteria, the travel portion of the league shall be given Priority (4) recognition, and the non-selective portion of the league shall be given Priority (3) recognition.**
- **Tracy Smith asked if there was a way we can put Tom Ellison's revision on. Read and then send the correction out and if everyone agrees he can take it to the Board of Supervisors.**
- **Tom Elliston made the motion and nominated by Nancy Merriman and seconded by Mitch Hoff.**

Activity Reports: highlighted by Ms. Cooke

- ▶ Activities are doing great. Shannon has added two more concerts which total 4 free Concerts for the community. Shannon has added a music class and tiny toes dance class and all are doing well.
- ▶ The Spring craft show had 105 vendors.
- ▶ The pool is doing great this year and everyone likes the new upgrades. 2 for 2 paid for 42 kids to take swim lessons with us. The concessions has done well this year.
- ▶ Home school soccer had 102 participants
- ▶ Cooking matters is a free class offered by Fish. It's a great opportunity to the public to learn how to prepare meals.
- ▶ Tennis camp was full and we also offered a free camp.

NEW BUSINESS: Highlighted by Ms. Cooke

- ▶ Lisa went over all the proposed department rules revisions.

Recreation Rules: Children under the age of 8 must be accompanied by an adult. Berkley Reynolds requested that we change Food and drinks are confined to the vending and lobby areas only to Food and drinks not allowed in hallways or gym.

Swimming Pool Rules: Swimmers are not allowed to sit on the edge of the diving board. Swimmers are not allowed to sit along the edge of the diving area. A child under the age of 5 may be in the pool with an adult. One child maximum per adult.

Tennis Courts: No electric scooters.

Trail Rules: Electric scooters, with the exception of those being used for handicapped accessibility, are prohibited from trail.

General Park Rules: Wildlife is a part of the beauty within our park, therefore hunting or trapping within the park is prohibited. Overnight camping or overnight parking are not allowed in the park except in the instance of special event or program authorized by the director.

Picnic Shelter Reservation: Consumption or possession of alcoholic beverages or illegal drugs is prohibited.

Tracy asked for a motion on changing of the rules Motioned by Mitch Hoff nominated by Berkeley seconded by Eric Voelkel.

POOL Comparison report: Lisa went over the comparison for the pool and Preliminary Revenue/Expense Repots

	03/01/23 and 06/30/23	03/01/24-06/30/24
Pool Passes	\$2400.00	\$5640.00
Group Admissions	\$1742.05	\$2576.40
2 for 2		\$384.00
Point of Sales	\$8082.00	\$22,298.00
Point of Sales	\$8.50	\$8.50
Aquatic Programs	\$29,162.00	\$41,643.00
Reservations	\$4500.00	\$6 950.00
Total Revenue	\$45,894.55	\$79,499.90
Concessions	\$5313.75	\$12,106.25

Proposed Fee Change to allow Military Discount to Rec Center Admission

Mitch made the motion and nominated by Tom Elliston and seconded by Nancy Merrimam

ADJOURNMENT

Meeting was adjourned at 7:30pm.

Respectfully submitted Tanya A. Myers / Administrative Services Manager

Program Name	Start Date	Current Enrollment
08 - 8/01/24 Thursday PM Lap Swim/Water Walk	8/1/2024	6
08 - Embroidery Guild-8/2024	8/1/2024	0
Canceled - Intro to Latin Dance-08/2024	8/1/2024	0
Open Pickleball August	8/1/2024	0
08 - Laser Tag Party: August	8/2/2024	8
08 - Low Intensity Zumba-August	8/2/2024	5
08 - Online Fluid Motion-Aug, F	8/2/2024	0
Canceled - Sewing Sleep Shorts-August 2024	8/2/2024	0
Canceled - Babysitter 101-08/03	8/3/2024	0
08 - AM Total Fitness-August, M	8/5/2024	10
08 - Cooking Matters - August Afternoon	8/5/2024	20
08 - Hatha Yoga-Aug	8/5/2024	10
08 - Online Fluid Motion-Aug, M	8/5/2024	0
Canceled - Refit-August	8/5/2024	0
Sports & Activity Camp	8/5/2024	21
Summer Tennis Camp 8/5-8	8/5/2024	9
08 - 8/06/24 Tuesday PM Lap Swim/Water Walk	8/6/2024	6
08 - Online FITT Forever - Aug, T	8/6/2024	1
Canceled - CERAMIC TEXTURED BIRD BOWL 8/2024	8/6/2024	0
Canceled - FASST Sports Performance/Development Camp 8/6-8	8/6/2024	0
Canceled - Rev & Flow-August	8/6/2024	0
08 - AM Total Fitness-August, W	8/7/2024	9
08 - Online Fluid Motion-Aug, W, AM	8/7/2024	0
08 - Online Fluid Motion-Aug, W, PM	8/7/2024	0
Canceled - Beginner Guitar-August 2024	8/7/2024	0
Canceled - Cooking Matters - August PM	8/7/2024	0
Canceled - Mini Mighty Maestro School Aged Edition-August	8/7/2024	0
08 - 8/08/24 Canceled for weather Lap Swim/Water Walk	8/8/2024	0
08 - Online FITT Forever - Aug, Th	8/8/2024	1
Canceled - Yin Yoga-Aug	8/8/2024	0
08 - Movie Night: The Little Mermaid (2023) 8/2024	8/9/2024	16
08 - Refuse to be a Victim-08/09	8/9/2024	6
canceled - Mini Mighty Maestro for Mommy & Me-August	8/9/2024	0
Canceled - Sewing a Bathmat-August 2024	8/9/2024	0
08 - Shenandoah Piecemakers-08/2024	8/12/2024	2
08 - 8/13/24 Tuesday PM Lap Swim/Water Walk	8/13/2024	7
08 - Quilts of Valor-8/2024	8/13/2024	0
Canceled - Beginner Golf Clinics 8/14	8/14/2024	0
08 - 8/15/24 Thursday PM Lap Swim/Water Walk	8/15/2024	8
08 - Little Artist: Ice Cream Cone Pop Art 8/2024	8/17/2024	10
08 - Chair Yoga (in person & zoom)-08/2024	8/19/2024	11
01 - After School August 2024	8/20/2024	32
Canceled - CERAMIC HANGING POCKET PLANTER 08/2024	8/20/2024	0
Rescheduled - Women's Self Defense from 7/30 to 8/20	8/20/2024	3
Canceled - Essential Oils: Back to School	8/21/2024	0
08 - Little Artist: Elephant Cardboard Sculpt 1 8/24	8/24/2024	8

08 - Little Artist: Elephant Cardboard Sculpt 2 (11am)	8/24/2024	8
Canceled - Balance & Mobility-08/2024	8/24/2024	0
Canceled - Home Health 101 - August	8/26/2024	0
Canceled - Wilderness Club for Kids! 8/28-10/30	8/28/2024	0
Intermediate Players Golf Clinic 8/28	8/28/2024	0
		217.00

Project 2: Reconfigure Circuit Court Courtroom

Description: This project would reconfigure the layout of the existing Circuit Court Courtroom and address ADA issues. The jury sitting area would be squared up with the room and made level for ADA compliance. We are currently working with an architect on a preliminary design. The project would include new furnishings such as new juror chairs in the courtroom and juror room, a new juror room table, AV equipment with speakers, a possible white noise machine, lighting, and other improvements.

Capital Cost: \$500,000

Justification: The existing Circuit Court Courtroom layout creates challenges for court proceedings. There are ADA issues because of the sunken floor in the middle of the courtroom. In addition, the current space places jurors very close to the audience with some jurors actually having their back to the audience.

Year Requested: 2026-27

Parks & Recreation

Project 1: Soccer shelter/restrooms

Description: The Soccer League has requested a shelter and restrooms near the soccer fields. This project would include the extension of water and sewer to this area of the park or could possibly involve the installation of a drain field and the use of the existing agricultural well.

Capital Cost: \$100,000

Justification: The soccer fields are heavily used but there is not currently infrastructure on that side of the park to accommodate players, coaches, and parents who participate in soccer events. We will explore grant opportunities and possible matching contributions from the Soccer League for this project.

Year Requested: 2025-26

Project 2: Recreation Center Addition

Description: Add a new 40' x 30' multi-purpose room to the back of the recreation center and convert the current multi-purpose room to a weight room. The current weight room then would become a small meeting room. The addition would also include a 15' x 15' storage area for programs.

Capital Cost: \$650,000

Justification: The current exercise room is extremely small and can accommodate a limited number of people at a time. We would like to expand that into the current multi-purpose room and add a larger multi-purpose room that could accommodate more people for bigger rentals and classes. Our current room can only accommodate 75. We would also make the current weight room into a small meeting room that could be used for programs for individuals or small groups as well as a meeting room that could be rented to accommodate smaller groups.

Year Requested: 2026-27

Project 3: Four Pickleball Courts

Description: Add four new pickleball courts with fencing at Chet Hobert Park.

Capital Cost: \$120,000

Justification: Pickleball is a sport for all ages and continues to grow in popularity. The Johnson-Williams courts are heavily used and can only be used when school is not in session.

Year Requested: 2027-28

Project 4: Park Masterplan

Description: This plan would address recreation needs using the current property at Chet Hobert Park but also examine ways to expand parkland in the County. This plan would include a needs assessment to determine future park needs through a public input process. The completed plan would provide direction for Parks staff, the Parks & Recreation Advisory Board, and the Board of Supervisors.

Capital Cost: \$100,000

Justification: The current park master plan was completed in 1999. A significant amount of improvements have been made at the park since that time, and the amount of available space for new uses has gotten smaller. It is important to understand the future need and plan for existing spaces, as well as begin to think about additional properties.

Year Requested: 2028-29

Sanitary Authority

Project 1: Virginia Avenue Lift Station Upgrade

Description: The Virginia Avenue lift station is planned to be upgraded with new controls, piping, and valves.

Capital Cost: \$60,000

Justification: Consultants have recommended reviewing this station for capacity as well as replacing the pumps.

Year Requested: 2025-26

Project 2: Roseville Lift Station Renovation

Description: This project involves renovating the existing Roseville lift station to provide new controls, piping, and valves.

Capital Cost: \$60,000

Justification: This is regular maintenance of this lift station as recommended by our consultants.

Year Requested: 2025-26