

PRINCE WILLIAM

Parks & Recreation

Parks and Recreation Commission Meeting Minutes

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Vacant, At Large Member
Vida Carroll, Brentsville District
Jane Beyer, Coles District
Rick Berry, Gainesville District
Ross W. Snare, IV, Neabsco District
Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

December 18, 2024

George Hellwig Administrative Bldg. Board Room
14420 Bristow Rd. Manassas, VA

Commission Members Present

Rick Berry
Jane Beyer
Oriella Mejia
Ross Snare
Sharon Richardson
Vida Carroll
Brodie Freer

Staff Present

Janet Bartnik
John Blevins
Amir Wenrich
Amarjit Riat
Kofi Asiedu
Saleh Alaeddin
Thomas Duval
Steve Choi
Fardin Hashemi
Christina Sarik
Carter McClelland
Alan Smith

Commission Members Absent

none

Guests

Secretary

Shannon Jaenicke

Citizens

See sign in sheet

Call to Order

At 7:00 p.m. Chair Brodie Freer called the regular meeting of the Parks and Recreation Commission to order and led the Pledge of Allegiance to the Flag. Chair Freer asked for a moment of silence in memory of Parks Commissioner-at- Large Christian Thom.

Administrative Items

RES 24-31 Approve Minutes of November 20, 2024. **APPROVED. (RS:VC, Unanimous)**

RES 24- 32 Adopt the 2025 Parks and Recreation Commission Meeting Schedule. **APPROVED. (RS:SR, Unanimous,)**

Citizens Time

Alice Mergler, Chair of the Arts Council, addressed the Commission to share a few updates about the Arts Council and thank the Parks Department for their ongoing support. She invited the Commissioners to attend upcoming performances.

Presentations

The First Tee of Prince William Chapter

Mr Alan Smith, Program Director of The First Tee, shared some background information with the Commission regarding the program and the Advisory Board. Alan requested help to fill vacancies on the advisory board. The position assists with a variety of duties such as community engagement, planning and program recommendations. Recommendations and interested community members can contact Alan directly.

Arts Grants Program - Carter McClelland, the Arts Recreation Specialist updated the Board on the upcoming round of grant applications and application timelines and review processes. The Board of County Supervisors has expressed an interest in learning more about the arts grant program and Director Seth Hendler-Voss, will be meeting with Supervisors over the next few months gain greater understanding of the Board's expectations of the program.

ARPA Project Review

The Department of Parks and Recreation received \$17,000,000 in American Rescue Program Act funding to complete a total of 31 projects. All funds were encumbered by the deadline and will be completed by 2026, 18 projects are already completed. Capital Planning and Projects staff Amarjit Riat, Kofi Asiedu, Saleh Alaeddin, Thomas Duvall and Steve Choi shared highlights of some complete and in progress. [Presentations are available from the Secretary to the Commission]

Committee Reports

None

Old Business

None

New Business

None

Director Time

Director Seth Hendler-Voss provided the following updates:
The Neabsco Boardwalk Lights will be lit Dec 19 to Dec 22 and will be lit for the last night on Dec 27th, he encouraged everyone to come out and enjoy the lights.

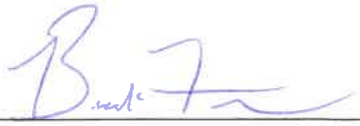
Commissioner's Time

Ms. Carroll	Ms. Carroll thanked staff and fellow commissioners for a great year.
Ms. Beyer	Ms. Beyer attended the Hellwig Park Groundbreaking for the new turf fields. She also attended the Parks Foundation Annual Fundraiser and thanked Supervisor Gordy for his generous donation to the Foundation's Rollins Ford Pump Track project. Ms. Beyer also attended the service and family reception for Commissioner Christian Thom.

- Mr. Berry Mr Berry wished staff and commissioners a Merry Christmas and restful holiday.
- Mr. Snare Mr. Snare also attended the Parks Foundation event and noted the surprise and joy of Chair Anderson when she learned of Supervisor Gordy's donation. He wished everyone a Merry Christmas and Happy Holidays.
- Ms. Mejia Ms. Mejia thanked the Capital Planning and Project staff for the amazing work on the ARPA projects. She wished everyone Happy Holidays and a Merry Christmas to those that celebrate.
- Ms. Richardson Ms. Richardson shared the sentiments of the rest of the commissioners and thanked Seth and Janet and staff, stating that Parks and Recreation is the heart and soul of the community.
- She thanked Ms. Mergler for her service on the Arts Council and looks forward to an even better Arts Grant process in 2025.
- Ms. Richardson attended the memorial service for Commissioner Christian Thom.
- She wished everyone a Happy Holidays, Merry Christmas, and Happy New Year.
- Chair Freer Chair Freer thanked tonight's presenters; he enjoyed a very fun evening at the Parks and Recreation Holiday Party; he attended the visitation for Mr. Christian Thom and it is clear he loved the parks.
- Chair Freer and fellow Commissioners look forward to recognizing Mr. Thom's service to the community with a memorial project in the future.
- Chair Freer stated that as 2024 is coming to an end he is looking forward to a great new year!
- Closed Session** None.
- Adjournment**
RES 24-33 Motion to Adjourn at 8:50 pm. ***APPROVED (RS:OM, Unanimous,)***

The next meeting of the Parks and Recreation Commission will be held on January 15, 2025, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on January 15, 2025.



Brodie Freer, Chair



Seth Hendler-Voss, Director



Shannon Jaenicke, Secretary

Department of Parks & Recreation's Arts Grants Program

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PROGRAM IN REVIEW

- Created by the Park Authority.
- Provides operational support for non-profit arts organizations based in Prince William County and the cities of Manassas and Manassas Park that collectively serve Prince William County residents.
- Managed by the Department of Parks and Recreation (DPR).
- Not affiliated with the Arts Council, although Arts Council members are the greatest beneficiaries.
- Requirements to Qualify.
 - 501c3 organization (no requirement to be an Arts Council member).
 - Based in Prince William County, Manassas and/or Manassas Park by meeting, rehearsing, exhibiting and operating within this community.
 - Have 80% members or participants from the community or 70% of services or programs offered within Prince William County, Manassas and/or Manassas Park.
 - For example: Manassas Ballet qualifies because they hold 100% their performances in PWC although less than 50% of audience comes from greater Prince William.

APPLICATION PROCESS

- **Winter/Spring:** DPR advertises the Arts Grants application process by way of a press releases to our media list, the DPR and Arts Council's websites, social media posts, and newsletter blasts to subscribers.
- **Spring:** Mandatory grant workshop for all interested arts individuals or organizations.
- **Spring:** PWC Board of County Supervisors (BOCS) adopts operating budget, including Arts Grant Panel funds from General Fund revenue (the last several years, the total amount of funding to award has been \$193,000)
- **Spring:** Applications due.
- **Spring:** DPR's Arts Recreation Specialist (ARS) reviews all submitted grant applications for completeness and compliance with grant policy/guidelines.
- **Spring/Summer:** Parks and Recreation Commission appoints new panel members for 2-year staggered terms.
- **Summer/Fall:** Grant Panel reviews and evaluates completed, eligible applications.
 - Each panelist provides an overall score for each reviewed grant application at the grant panel review meeting. The ARS determines the average score for each grant application based on the panels' individual score by applicant and then utilizes the applicant's financial eligibility amount to calculate (formula used) and determine the final funding amount recommended to fund and approve.

APPLICATION PROCESS

- **Fall:** DPR Parks Commission votes on the grant panel's recommendations.
- **Fall:** BOCS approves recommendations.
- **Fall:** DPR distributes 70% of award to applicants.
- **February:** DPR distributes 30% of award to applicants.

GRANT SUBMISSION AND REVIEW TIMELINE

Timeline	
Application Submission Opens	Early April
Application Submission Closes	Mid to late April
Panel Independent Review	Early May
Panel Review Meeting	Mid May
Parks Commission Review/Approval	Mid June <<<MORE LIKE SEPT/OCT>>>
Board of County Supervisors Review/Approval	Mid – Late July <<MORE LIKE SEPT/OCT>>>
Grants Disbursement	Late August – early September <<<MORE LIKE MID-LATE FALL>>>

TWO (2) GRANT APPLICATION TYPES

Applicants may apply for only one type of grant

GENERAL OPERATING

To assist organizations of artistic merit in fulfilling their mission by providing funds to encourage their advancement.

For organizations with 501(c) 3 status, no minimum annual budget is required.

NEW AND EMERGING

To provide seed money to new and emerging arts organizations that are less than three (3) years old.

For organizations with 501(c) 3 status or pending application, with established Board of Directors, and bylaws.

GRANT APPLICATION SUBMISSION

- All grant information and forms are located on the Arts Council's website (www.pwcartscouncil.org) under the Grants tab.
- All grant applications must be submitted electronically using the software application link provided, along with one hard copy of the grant application mailed/dropped to DPR.

If all required items within the grant application are not submitted as required, applications risk being declined for panel review due to incompleteness.

GRANT APPLICATION EVALUATION



[This Photo](#)

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The Arts Recreation Specialist reviews each submitted grant application for completeness and eligibility and serves as an observer when the Grants Panel meets to hold its review.

→ Is the applicant eligible?

- ◆ If not, a brief explanation explaining the denial will be sent to the applicant.
- ◆ Ineligible applications are not reviewed by the Grant Panel.

→ Is it complete?

Grant Panelists will independently review each application using a scoresheet. Before final scoring is done, panelists have the opportunity to ask additional questions about the application.

IF AWARDED, GRANTEES MUST . . .

- Spend grant funds only for purposes described in their application
- Maintain and provide access to financial records of grant
- Report major changes (activities, personnel, budget) in writing within 4 weeks of change
- Submit activity and financial reporting– final report is required in order to receive future grant funds.

REOCCURRING BOCS & PUBLIC CONCERNS

- Advertising to provide equal access
- PWC taxpayer subsidy for non-PWC based organizations
- Large organizations monopolizing the funding
- Conflation with Arts Council

PROGRAM IMPROVEMENTS

Previous

- Policy update by the BOCS in 2018 after consultation with the Virginia Commission for the Arts.
 - Cap of 25% of all funding to any single applicant
 - Grant workshop requirement

Planned

- Requirements to track all participants by zip code to show % PWC residents served
- Increased marketing/paid media
- More visibility with regular DPR updates (Park Bench, Facebook page, etc.)
- Further BOCS direction required before launching next round

AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PROJECTS

DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

- Number of ARPA Projects - 31
- Total Budget - \$17 million
- Number of projects completed - 18
- Active Projects - 13
- Active projects will complete by 2026

ARPA Completed Projects

- PW Golf Course Bunker Replacement
- PW Golf Course Cart Path Paving
- Braemar Park Improvements
- Fairmont Park Improvements
- Pat White Elevator
- Catharpin Park Parking Lot Paving
- Splashdown Improvements
- Waterworks Picnic Area Upgrades
- Birchdale Park Playground/Shelter Replace.

Completed Projects Contd.

- Cloverdale Comfort Station Improv.
- Jenkins Park Shelter and Trail Improv.
- Forest Greens Golf Course Cart Replacement
- Anne Moncure Wall Park Improvements
- Brittany Park Improvements
- Forest Greens Golf Cart Path Repair
- Forest Greens Irrigation Pump Replacement
- Veterans Park Improvements Phase II
- Marumscoc Lake Upgrades Phase II

ARPA Active Projects

- Park Entry Sign Refreshes
- Valley View Trail Improvements
- Broad Run Greenway Improvements
- Rosemont Lewis Park Trail Improvement.
- Joseph Reading Park Improvements
- Orchard Bridge Improvements
- Ellis Baron Park Improvements
- SB-Dale City Rec Ctr Park Enhance.
- Lake Ridge Park Cotton Mill Trail
- Ali Krieger Site Improvements
- Locust Shade Maintenance Building
- Veterans Park Shelter Replacement
- Belmont Park Improvements

QUESTIONS

- COTTON MILL DRIVE TRAIL

- **COTTON MILL DRIVE TRAIL**

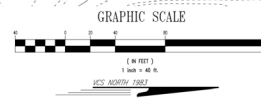
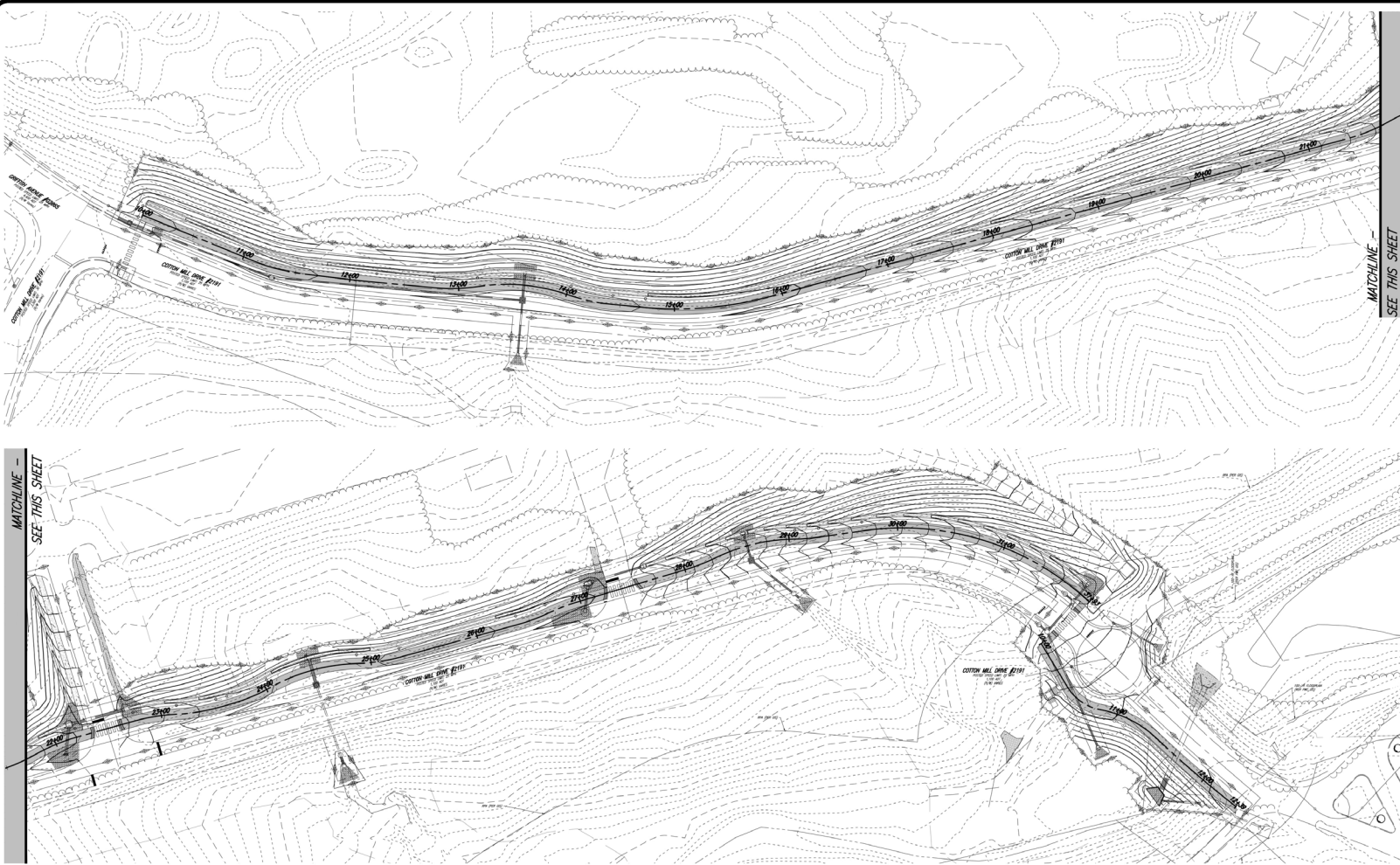
- 2,450 linear feet of 10'-wide asphalt trail
- Trail from intersection of Griffith Drive/Cotton Mill Drive to Lakeridge Marina
- Stormwater improvements
- Project Construction Under Contract
- Construction – FY26
- Duration – 5 months



DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

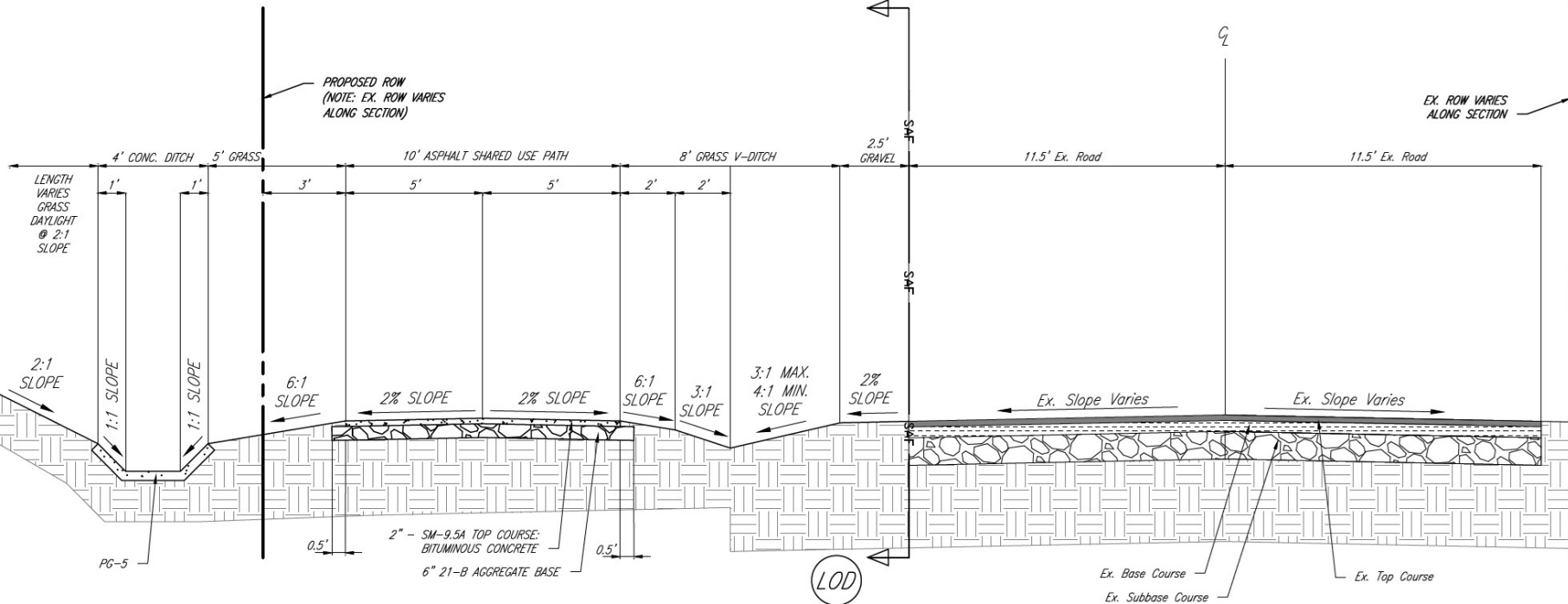
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DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

COTTON MILL DRIVE TYPICAL SECTION
WITH ASPHALT SHARED USE PATH
STA 10+00.00 - 31+86.80



DPR PLANNING & CAPITALS PROJECTS

- **Questions**

Parks Improvements Funded By ARPA

Anne Moncure Wall Park

Braemar Park

Anne Moncure Project Scope

Improvement Cost: \$350,000.00

Construction Duration: May 2023 – Nov 2023

- Tennis court resurfacing & fencing
- Two (2) new pickle ball courts
- Basketball resurfacing & fencing
- Basketball posts replacement
- Sidewalks and stairs improvements
- Painting of Concession Building and Old sign replacement
- Installation of new benches at the basketball and tennis courts

Anne Moncure Wall Park

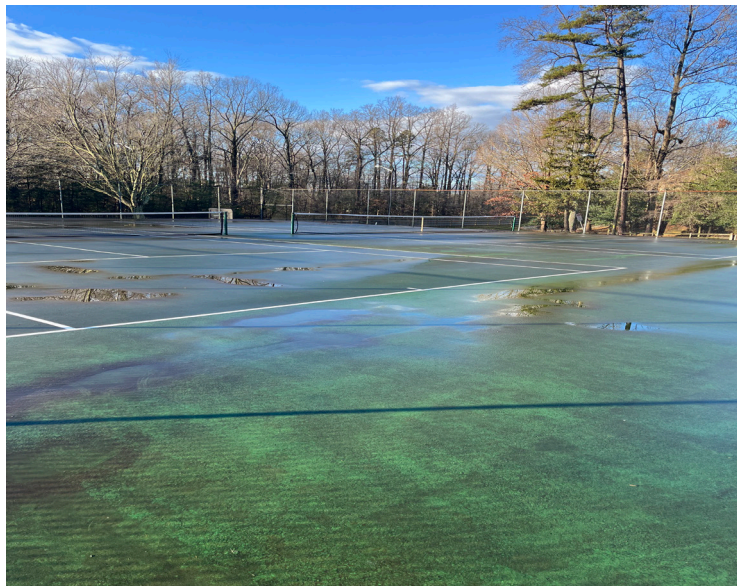
4450 Waterway Drive
Dumfries VA



Tennis & Pickle ball Courts

PRINCE WILLIAM
COUNTY

Before



After



New Pickle ball Courts

New



New



Basketball Courts

PRINCE WILLIAM
COUNTY

Before



After



Basketball New Posts

Before



After



Walkways & Stairs

Before



After



Walkways & stairs

Before



After



Concession Building

Before



After



Benches

New

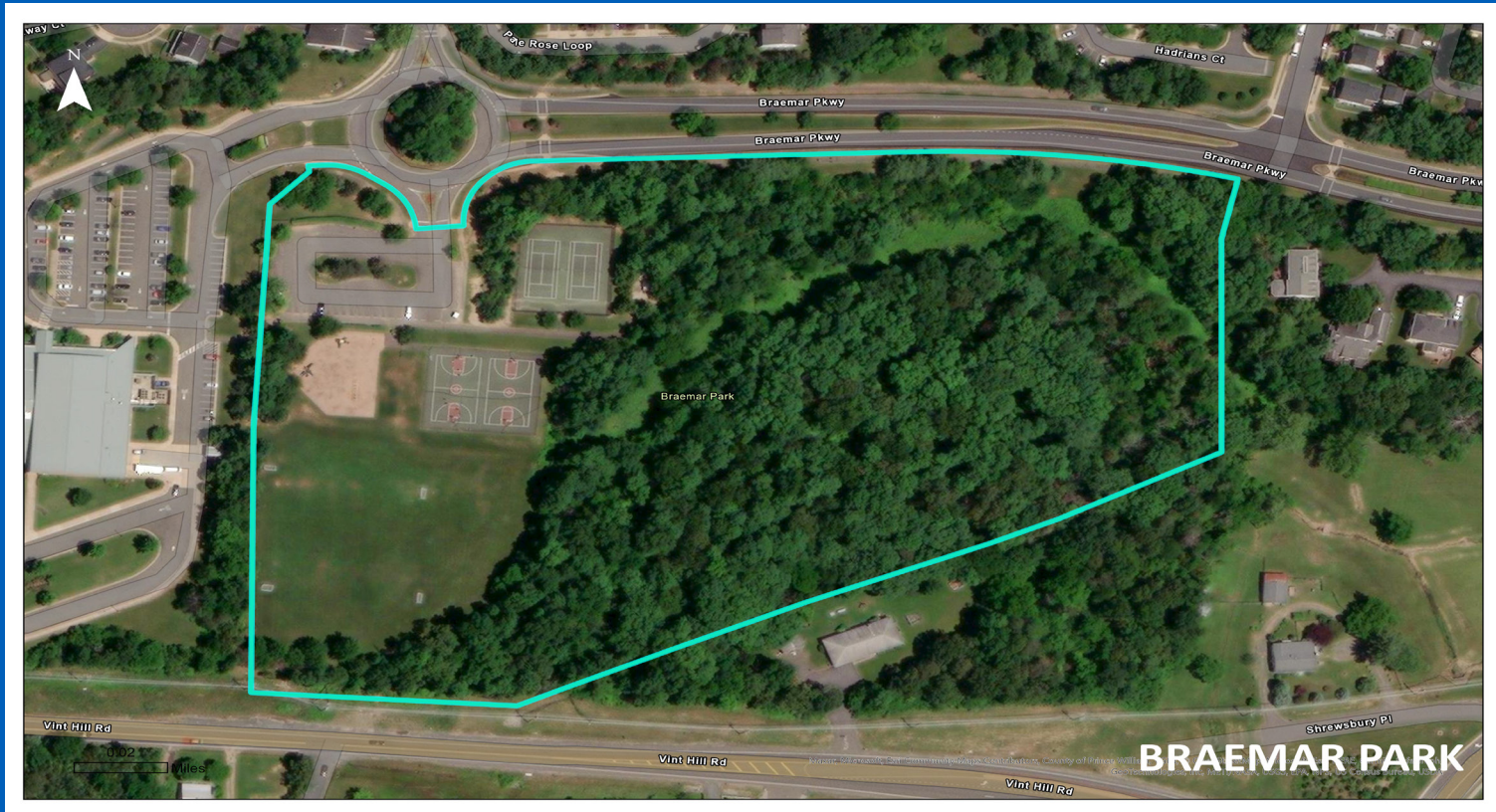


New



Braemar Park

12401 Braemar PKWY
Bristow VA



Cost: \$575,000.00

Construction Duration Sept 2023- Aug 2024

- Tennis court resurfacing and fencing
- 2 new Pickleball courts
- Basketball court resurfacing and fencing
- Milling and repaving sidewalks and parking lot
- New ADA Compliant Playground
- New Benches at the Basketball and tennis courts

Tennis Courts

Before



After



Pickle ball Courts

2 New Pickle ball Courts



Pickle ball/Tennis ball Court - Dual use



Basketball Court

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COUNTY

Before



After



Asphalt paving

Before



After



Parking lot

Paving & Restriping



ADA Improvement



New Playground

PRINCE WILLIAM
COUNTY

Before



After



Playground Fenced and ADA Compliant

Fencing



Sidewalks



New Benches at Basketball and Tennis Courts

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COUNTY

Benches – Tennis Court



Benches- Basketball Court



QUESTIONS

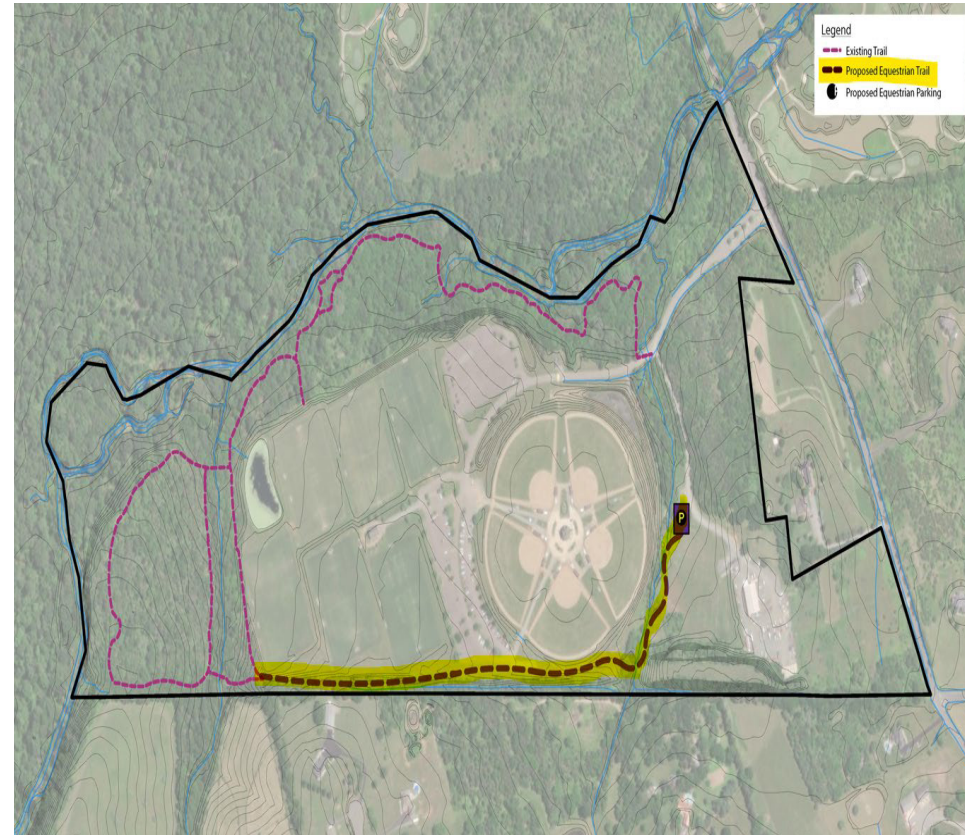
- **ARPA - VALLEY VIEW PARK TRAIL**

- **ARPA – SHARRON BAUCOM DALE CITY
RECREATION CENTER PARK
ENHANCEMENTS**

DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

- **ARPA - VALLEY VIEW PARK TRAIL**
- 0.60 +/- Acre Gravel Parking Area
- Double 48" Pipe Culvert Crossing with Erosion Protection
- 6' Wide Gravel Trail
- County Contract
- Construction – March 25
- Duration – 6 Months



DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

- ARPA – SHARRON BAUCOM DALE CITY RECREATION CENTER PARK ENHANCEMENTS EXISTING CONDITIONS



DPR PLANNING & CAPITALS PROJECTS

PRINCE WILLIAM
COUNTY

• ARPA – SHARRON BAUCOM DALE CITY RECREATION CENTER PARK ENHANCEMENTS PROPOSED

- Playground Fence Replacement & Drainage Improvements
- 10' Pavilion Access Road
- Pavilion Drainage Improvements
- Asphalt Paths Restoration
- Direct Park Access Via Concrete Stairs
- Hillside Landscaping With Retaining Wall
- Additional Disabled Parking Areas
- Traffic Calming and Safety Curb & Gutter
- Ballfield ADA Walkway Access
- Concrete Paved Ballfield Viewing Areas
- County Contract
- Construction – March 25
- Duration – 10 Months



QUESTIONS

PRINCE WILLIAM COUNTY

Department of Parks and Recreation Planning and Capital Project Team

Steve H Choi, Principal Engineer

- Project List:
 - Veterans Memorial Park Shelter Improvement
 - Ali Krieger Sport Complex



PRINCE WILLIAM COUNTY

Veterans Memorial Park Shelter Improvement

- Project Status: Picnic Shelter Replacement Underway
- Project Budget: \$650,000.00
 - A&E Design Consultant Service
 - (3) Shelter Installation
 - Site Works & (1) Shelter Lighting Upgrade
 - New Picnic Furniture
- Completion Date: Early 2025



PRINCE WILLIAM COUNTY



ADA accessible shelter

PRINCE WILLIAM COUNTY



- Before Image

PRINCE WILLIAM COUNTY



- Before Image

PRINCE WILLIAM COUNTY



- Manufacturer Shelter Image

Ali Krieger Sports Complex

- Project Status:
 - Site Works Underway
- Project Budget: \$250,000
 - A&E Design Consultant Service
 - Pedestrian Sidewalk Improvement
 - Import Topsoil
- Completion Date
 - Site Works: December 2024
 - Field Fence Installation: Early 2025

PRINCE WILLIAM COUNTY



• Before Image

PRINCE WILLIAM COUNTY



• Current Images