

PRINCE WILLIAM

Parks & Recreation

Parks and Recreation Commission Agenda

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Benita Fitzgerald Mosley, 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

July 16, 2025

7:00 p.m. Parks and Recreation Commission Regular Meeting
George Hellwig Admin Bldg. – 14420 Bristow Rd. Manassas, VA 20112

Pledge of Allegiance

Administrative

- Approve Minutes of June 18, 2025

Community Time

Presentations

- Parks Expansion Projects Fiscal 2026 – Janet Bartnik

Committee Reports

- Nominating Committee Report
- Election of Officers

Old Business

None

New Business

- Adopt Remote Participation/Attendance Policy

Director's Time

Commissioner Time

- September Bus Tour Itinerary – Chair Freer
- Joint Meeting with Trails and Blueways – Chair Freer

Meeting Recap

Adjournment

Next Meeting: August 20, 2025

PRINCE WILLIAM

—Parks & Recreation

Parks and Recreation Commission Meeting Minutes

COMMISSION MEMBERS

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

June 18, 2025, 7:30 PM

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

Commission Members Present

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

Staff Present

Seth Hendler-Voss
Janet Bartnik
Joe Portell
Rob Orrison
Frances Bridges
John Blevins

Commission Members Absent

Secretary

Shannon Jaenicke

Guests

None

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 Sharon Richardson led the Pledge of Allegiance to the Flag.

Administrative Items

RES 25-16 Approve Minutes of May 21, 2025. **APPROVED. (RS:JB, Unanimous, Absent from Vote OM,)**

Community Time

Joseph and Shawna King, Brentsville District residents adjacent to Prince William Golf Course, requested a meeting with staff regarding the function of their.

Presentations

Land Acquisition Process

Deputy Director Janet Bartnik and Planning Manager Patti Pakkala presented an informational overview of the department's process for acquiring park land. [Presentation is available from Secretary to the Commission]

Parks Needs Assessment

Director Seth Hendler-Voss presented the results of the 2024 Parks and Recreation Needs Assessment. [Presentation is available from Secretary to the Commission].

Ms. Mosley suggested that an explanation of how the priority investment ratings were calculated be provided when sharing these results with the public.

Ms. Carroll asked if the data could be provided by magisterial district.

Committee Reports

None

Old Business

None

New Business

RES 25-17 Appoint Ross Snare and Vida Carroll to Officer Nominating Committee. **APPROVED (SR: JB, Unanimous)**

The Commissioners discussed a future Joint meeting of Parks and Recreation Commission and Trails and Blueways Council in August.

RES 25-18 Motion to plan and schedule a joint meeting of the Trails and Blueways Council. **APPROVED (JB:RS, Unanimous)**

Director Time

Director Seth Hendler-Voss provided the following updates:

- Some exciting award announcements are coming soon!
- All pools are open. We had a few partial closures over the weekend but hopefully the kinks are worked out. Pools will be open tomorrow for Juneteenth.
- Camps are running smoothly, we are really proud of our aquatic and summer camp staff
- There is a Juneteenth and Me event tomorrow at the Connaughton Plaza at 4:00 with fireworks, festivities and music.
- There will be a community resource fair on June 28th from 10 to 1:30 at the Chinn Library parking lot. We will be there with our sister agencies to share all the great resources that we provide the community
- The fiscal year 27 budget will kick off in August
- July is parks and Recreation month. DPR has exciting things planned including 3 mobile Rec On Wheels Outreach events, a Parks and Rec Month proclamation at the BOCS meeting on July 8th, at 2 pm, please join us for come out for a big photo in the atrium ; our second Fridays at 5 concert July 11t with special activities planned including debuting the Sona Arch, a piece of interactive play equipment.
- The employee engagement survey results are in. The department engagement score has increased to 77 up from 73 last year.
- Trail work at Featherstone Wildlife Refuge has resumed, we had a pause there for eagle nesting.
- The accessibility project behind Dale City Rec Center is underway
- The Howison park accessibility improvements and building project is moving along \
- The Chinn Center pool rehab will start in August 11 to Dec 1. The rest of the facility will be open

during the duration of the project. Alternative pools are available, and patrons will have the option to pause their fitness plan passes.

Commissioner's Time

Ms. Carroll	Was unable to attend Trails Master Plan due to a flat tire, she did follow up with Liz after and had a good conversation; she thanked John, Ryan and Veronica have for helping with I Can Swim Camp next week at Colgan; she asked for an update on Chair Jefferson's Directive on a Recreation Center Feasibility Study (Seth responded that staff is working on the project scope of work to issue a request for proposals)
Ms. Mosley	None.
Ms. Beyer	Attended Trails Master Planning Charette on the 29th, very effective facilitation by staff, the meeting went very well; she attended Dumfries Tavern Night, which was well attended in spite of threat of rain, she was impressed with the new exhibits at the Ordinary. She met Lori from Communications at the event, and the exhibits Lori helped to create at the Ordinary are very well done. As Lori is retiring this Friday, she was happy to meet Lori's replacement, Mark.
Mr. Berry	Attended the Trails Master Planning Charette, the citizens participation and staff facilitation was really well done.
Mr. Snare	None
Ms. Mejia	Thanked staff for follow-ups provided from last month's meeting; she is unsure of her attendance for the July meeting.
Ms. Richardson	Commended staff on tonight's presentations and the very good overview of what is coming; She attended the Trails Master Plan Charette and found it fascinating to see the needs and common interests of those in attendance, she hopes that staff received good data and input.
Chair Freer	Thanked Patti and Kathryn for the work they are doing in Planning. He attended the Trails Master Planning Charette and looks forward to seeing how the information received is developed. He thanked DPR staff for all that they do, with special thanks to the staff involved with summer seasonal facilities and programs.

Closed Session

None.

Adjournment

RES 25-19

Motion to Adjourn at 9:15 pm. ***APPROVED (RS: SR, Unanimous, Absent from Meeting BM)***

The next meeting of the Parks and Recreation Commission will be held on July 16, 2025, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on July 16, 2025.

Brodie Freer, Chair

Seth Hendler-Voss, Director

Shannon Jaenicke, Secretary

MOTION:

**July 16, 2025
Regular Meeting
Res. No. 25-**

SECOND:

**RE: ADOPT A POLICY FOR REMOTE PARTICIPATION/ATTENDANCE OF MEETINGS
ELECTRONICALLY**

ACTION:

WHEREAS, the Prince William County Parks and Recreation Commission wishes to adopt a policy to conduct any meeting wherein the public business is discussed or transacted through electronic communication means; and

WHEREAS, the Virginia General Assembly amended Sections 2.2-3708.2, and 2.2-3708.3, VA Code Ann. regarding meetings held through electronic communication means, and remote participation; and

WHEREAS, this policy shall be applied strictly and uniformly, without exception, to the entire membership of the Commission and without regard to the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting.;

WHEREAS, a quorum of the Commission shall be physically assembled at one primary or central meeting location as dictated by the Commission's Annual Meeting Calendar; and

WHEREAS, participation by a member pursuant to this policy is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

WHEREAS, the Commission shall at least annually adopt this policy, by recorded vote at a public meeting; and

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission does hereby adopt a policy for remote participation/attendance of meetings electronically;

BE IT FURTHER RESOLVED that the Secretary to the Commission is instructed to provide public notice of this amended policy as appropriate.

Attachment: Policy Regarding Remote Participation/Attendance of Meetings

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ATTEST: _____

Secretary to the Commission

Prince William County Parks and Recreation Commission Policy Regarding the Remote Participation/Attendance of Meetings Electronically Pursuant to § 2.2-3708.2 and § 2.2-3708.3, VA Code Ann.

The Prince William County Parks and Recreation Commission (Commission) may, in accordance with the applicable provisions of the Virginia Code and this Policy, conduct any meeting wherein the public business is discussed or transacted through electronic communication means.

This Policy shall be applied strictly and uniformly, without exception, to the entire membership of the Commission and without regard to the identity of the Member requesting remote participation or the matters that will be considered or voted on at the meeting.

A quorum of the Commission shall be physically assembled at one primary or central meeting location as dictated by the Commission's Meeting Calendar for a meeting to be conducted in accordance with Sections 1 and 2 of this policy.

The Parks and Recreation director will make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

This Policy's requirements are as follows:

1. Except in cases of an Ordinance of Continuity of Government due to an enemy attack or other disaster, or in cases of a state of emergency declared by the Governor or Prince William County as discussed in Section 3 of this policy, a Member of the Commission may electronically and *remotely participate* in a Commission or committee meeting, open or closed:
 - a. If, on or before the day of a meeting, the Member of the Commission notifies the Chair that:
 - i. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Commission who is a person with a disability as defined in § 51.5-40.1, VA Code Ann., and uses remote participation counts toward the quorum as if the individual was physically present; or
 - i. Approve or disapprove the request uniformly and without exception pursuant to the following standard:
 1. Electronic participation from a remote location shall be approved unless participation violates this policy or any provisions of the Virginia Freedom of Information Act; and
 2. If electronic participation from a remote location is challenged for being in violation of this policy or any provisions of the Virginia Freedom of Information Act, the Members of the Commission physically present at the subject meeting shall vote whether to allow such participation.
 - If approved,
 1. record within the minutes

- a. the fact that the Member participated through electronic means due to (1) a temporary or permanent disability or other medical condition that prevented the Member's physical attendance; (2) a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held , thereby preventing the member's physical attendance (the specific disability or medical condition is not required to be identified); or (3) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - b. the specific nature of the personal matter given by the Member electronically participating, and
 - c. the general description of the remote location from which the member is electronically participating (the remote location need not be open to the public), and
 - 2. make arrangements for the voice of the remote participant to be heard by all persons physically present at the meeting.
 - ii. If a Member's participation from a remote location pursuant to a personal matter is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity. (The Member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.)
- 2. To electronically monitor a Commission or committee meeting, open or closed,:
 - a. the Member shall NOT:
 - i. Be visible or audible to other Members of the Commission, regardless of whether the other Members are physically present,
 - ii. Communicate by any means with other Members of the Commission , until the meeting is adjourned,
 - iii. Be counted as present for any purpose, or
 - iv. Participate in any way.
 - b. the Member shall provide assurances and verification that monitoring any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and
 - c. the Commission shall note within the meeting minutes each member electronically monitoring the meeting.
- 3. a. The Commission, or any joint meeting thereof, may meet by electronic communication means without a quorum of the Commission physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, VA Code Ann. or Prince William County has declared a local state of emergency pursuant to § 44-146.21, VA Code Ann., provided that:
 - i. the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and

- ii. the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.
 - b. The Commission convening a meeting in accordance with this Section shall comply with the provisions of this Section and:
 - i. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
 - ii. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
 - iii. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
 - iv. Otherwise comply with the provisions of the Virginia Freedom of Information Act.
 - c. The Member(s) shall provide assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities;
 - d. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes; and
 - e. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17, VA Code Ann. or § 44-146.21, VA Code Ann.
- 4. The Commission shall at least annually adopt this policy, by recorded vote at a public meeting.