

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

July 16, 2025, 7:00 PM

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

Commission Members Present

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

Staff Present

Seth Hendler-Voss
Janet Bartnik
Frances Bridges
John Blevins
Amir Wenrich
Amarjit Riat

Commission Members Absent

Vida Carroll

Guests

None

Oriella Mejia

Secretary

Shannon Jaenicke

Citizens

See Sign In Sheet

Call to Order

At 7:05 p.m. Chair Brodie Freer called the regular meeting of the Parks and Recreation Commission to order and Ross Snare led the Pledge of Allegiance to the Flag.

Administrative Items

RES 25-20 Approve Minutes of June 18, 2025. **APPROVED. (RS:JB, Unanimous, Absent from Vote OM, Absent VC)**

Community Time

Charlie Grymes spoke to the commission to encourage them to work with the Trails and Blueways Council to develop a plan to present to the Board of County Supervisors to request funding for the acquisition and implementation of 10,000 acres of Open Space called for in the PWC Comprehensive Plan.

Presentations

Parks Expansion Projects

Deputy Director Janet Bartnik presented an informational overview of the department's projects funded by Parks Expansion Program Funds. These projects include the Forest Park Golf Course grill room, Ali Krieger Sports Complex improvements, Neabsco Creek Kayak Rental Station, Long Park Improvements, Kaboom Playground Site Preparation, and Charlie Boone Trails Memorial Pump Track Project, in FY26. [Presentation is available from Secretary to the Commission]

Committee Reports

Mr. Snare reported the Officer Nominating Committee results for the FY 26 Parks and Recreation Commission Chair and Vice Chair positions. Nominations were received as follows:

For Chair: Brodie Freer, Jane Beyer

For Vice Chair: Jane Beyer, Vida Carroll

No additional nominations for Chair or Vice Chair were received from the floor. Nominations were closed..

Appoint Shannon Jaenicke as Secretary of the PWC Parks and Recreation Commission for a one-year term - ***By Unanimous Consent***

Res 25-21 Elect Brodie Freer as Chair of the PWC Parks and Recreation Commission for a one-year term ***MOTION: Beyer SECOND: Snare***
APPROVED (Unanimous, Absent VC)

Res 25-22 Elect Jane Beyer as Vice Chair of the PWC Parks and Recreation Commission for a one-year term ***MOTION: Snare SECOND: Freer***
APPROVED (Unanimous, Absent VC)

Old Business

None

New Business

RES 25-23 Adopt a Remote Participation/Attendance Policy. ***APPROVED***
(RS:BM, Unanimous, Absent VC)

Director Time

Director Seth Hendler-Voss provided the following updates:

- All of our summer programs are in full swing and going really well
- Reminder that the Chinn Center pool rehab will start in August 11 to Dec 1.
- An initiative is underway to align all Capital Projects under the Department of Transportation. A variety of staff work groups are working out the details of this transition. At this time DPR expects all day to day and some capital maintenance to stay inside DPR. This is not a downsizing, no staff will be let go.
- The July 12 Fridays at 5 had almost 1000 visitors. DPR is very grateful for the special event funding the BOCS provided. The next Fridays at 5 will be August 8

Commissioner's Time

Ms. Mosely Was able to attend last week's Friday's at 5

Ms. Beyer Requested staff follow up on a request for the neighborhoods of Oaks of Shenandoah and Woodbine Forest, to update them on the plans for Shenandoah Park gardens (Deputy Director Bartnik shared that scheduling is underway). she shared her appreciation for DPR staff efforts, and is looking forward to the Chinn project

- Mr. Berry Will be sorry to miss the upcoming Forest Greens Golf Course Clubhouse ribbon cutting as he was there when the Park Authority celebrated the golf course's opening.
- Mr. Snare He met with Deputy Director Bartnik on behalf of UVA Health to discuss opportunities for UVA to partner with DPR. He requested that staff prepare an update on ways in which the PRC can partner with the TBC to assist with advocacy for acquiring 10,000 acres of land as called for in the Parks and Open Space Chapter of the Comp Plan.
- Ms. Mejia Is excited to attend the ribbon cutting and see the finished project at Forest Greens Golf Course Clubhouse. She also suggested adding visits to the Williams Ordinary and Locust Shade Park to the September Bus Tour if time allows.
- Chair Freer Chair Freer asked the commissioners to send him any locations for annual bus tour consideration; he also shared that the Commission needs to appoint a member to the Public Arts Policy Task Force and there will be a nomination and vote at the August meeting. He thanked staff for their hard work in the heat, noting that summer is DPR's time to shine!

Closed Session

None.

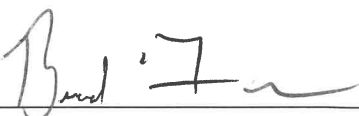
Adjournment

RES 25-24

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

The next meeting of the Parks and Recreation Commission will be held on August 20, 2025, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on August 20, 2025.


Brodie Freer, Chair


Seth Hendler-Voss, Director


Shannon Jaenicke, Secretary

PRINCE WILLIAM
—Parks, Recreation & Tourism

July 16, 2025

Please Print Name / Address / Phone Number/ Email

Place a check mark beside your name if you wish to address the Commission. Please limit your comment to ***3 minutes when speaking on your own behalf or 5 minutes if speaking on behalf of a group.***

[illegible]

MOTION: BEYER

**July 16, 2025
Regular Meeting
Res. No. 25-21**

SECOND: SNARE

**RE: APPROVE THE ELECTION OF THE PRINCE WILLIAM COUNTY PARKS AND
RECREATION COMMISSION CHAIR FOR FISCAL YEAR 2026**

ACTION: APPROVED

WHEREAS, the Prince William County Parks and Recreation Commission Charter provides for the annual election of officers which includes Chair, Vice Chair, and Secretary;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission does hereby elect:

Chairman – Brodie Freer

Votes:

Ayes: Berry, Beyer, Freer, Mejia, Mosley, Richardson, Snare

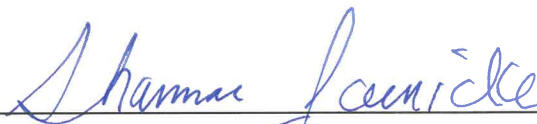
Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: Carroll

ATTEST: _____



Shannon Jaenicke, Secretary

MOTION: SNARE

**July 17, 2024
Regular Meeting
Res. No. 24- 22**

SECOND: FREER

**RE: APPROVE THE ELECTION OF THE PRINCE WILLIAM COUNTY PARKS AND
RECREATION COMMISSION VICE CHAIR FOR FISCAL YEAR 2026**

ACTION: APPROVED

WHEREAS, the Prince William County Parks and Recreation Commission Charter provides for the annual election of officers which includes Chair, Vice Chair, and Secretary;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission hereby elect:

Vice Chairman – Jane Beyer

Votes:

Ayes: Berry, Beyer, Freer, Mejia, Mosley, Richardson, Snare, Thom

Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: Carroll

ATTEST: _____



Shannon Jaenicke, Secretary

MOTION: SNARE

**July 16, 2025
Regular Meeting
Res. No. 25- 23**

SECOND: MOSLEY

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

ACTION: APPROVED

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: Berry, Beyer, Freer, Mejia, Mosley, Richardson, Snare,

Nays: None

Absent from Vote: None

Absent from Meeting: Carroll

ATTEST:


Secretary to the Commission

Adopted July 16, 2025

**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
 - ii. A medical condition of a member of the member of the Commission'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. For purposes of determining whether a quorum is physically assembled, an individual member of the Commission who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present; or
 - iii. Such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

- iv. Such Member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. 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
 - v. Request to electronically participate, and provide verifiable 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;
- b. In response to the notice and request, the Commission shall:
- i. Cancel the meeting if the member(s) physically present will not constitute a quorum;
 - ii. 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 make arrangements for the voice of the remote participant to be heard by all persons physically present at the meeting.
- iii. 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 Secretary 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.