

PRINCE WILLIAM

—Parks & Recreation

Parks and Recreation Commission Agenda

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Benita Fitzgerald Mosley, At Large Member
Jen Donnelly, 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 15, 2026

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 17, 2026

Community Time

Presentations

- Trails Master Plan – Planning Department

Committee Reports

- Nominating Committee Report

Old Business

None

New Business

- Election of Officers
- Adopt Remote Participation / Attendance Policy for FY27

Director's Time

Commissioner Time

Meeting Recap

Adjournment

Next Meeting: August 19, 2026

PRINCE WILLIAM

—Parks & Recreation

Parks and Recreation Commission Meeting Minutes

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Benita Fitzgerald Mosley, At Large Member
Jen Donnelly, 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 17, 2026, 7:00 PM

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

Commission Members Present

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

Staff Present

Todd Reid
Amarjit Riat
John Blevins
Joe Portell
Patti Pakkala
Jeanelle Pridemore

Commission Members Absent

None

Guests

None

Secretary

Shannon Jaenicke

Citizens

Eric Fagerholm
Charlie Grymes

Call to Order

At 7:00 p.m. Chair Brodie Freer called the regular meeting of the Parks and Recreation Commission to order and Oriella Mejia led the Pledge of Allegiance to the Flag.

Administrative Items

RES 26-18 Approve Minutes of May 20, 2026. APPROVED. (JB:JD, Unanimous, Absent from Vote RS)

Community Time

None

Presentations

Davis Ford Park Master Plan Jeanelle Pridemore provided an on the comment received on the public Survey and through two master plan public meetings [Presentation is available from the Secretary]

Committee Reports

None

Old Business

None

New Business

Parks and Recreation 5-Year Strategic Plan –Director Seth Hendler-Voss presented the final draft of the 2027-2032 DPR Strategic Plan. [PowerPoint presentation is available from the Commission Secretary].

RES 26-19 ENDORSE THE 2027–2032 PARKS AND RECREATION 2027 TO 2032 STRATEGIC PLAN APPROVED. (SR:JB, Unanimous)

Establish An Officer Nominating Committee- the Park and Recreation Annual Officer Elections will be conducted at the July 15 Parks and Recreation Commission Regular meeting. Without objection Ross Snare and Jen Donnelly will serve as the nominating committee. Nominations will also be taken from the floor.

Director Time

Director Seth Hendler-Voss provided the following updates:

- Our CAPRA Reaccreditation final report card was received, and the department scored a perfect 100.
- DPR received a Directive from the BOCS to explore proffer usage to light the pickleball courts at Vets. We will proceed and also light the basketball courts. Courts at Hellwig Park will also be lighted.
- Chinn Park was the host site of a large teen out of school party last Friday. An outside organizer brought this event to life and over 200 students attended.
- The department is ready to select the first fellow to the Executive Fellowship program. The focus of the first fellowship is Teen Engagement and will begin in October.
- The Juneteenth and me Festival will be this Friday at Pfitzner Stadium. The program was planned by an employee group and Parks has been assisting with logistics. Parks will be the lead producer of this event in future years.
- A ribbon cutting for Catharpin Splashpad and field renovations is planned for July 6.
- Arts Alive, which will be produced by the Hylton Performing Arts Center with monetary support from the County, will be held September 12 from 10 to 5 pm.

Commissioner’s Time

- | | |
|----------------|--|
| Ms. Richardson | Ms. Richardson will be attending the next TBC meeting on June 25 th ; she will be joining Seth and Supervisor LaCroix for a tour of the Woodbridge district parks on June 29 th ; She commended staff for the new Strategic Plan. |
| Ms. Mejia | Ms. Mejia attended the Northern Virginia Conservation Trust Evening in the Garden: she attended LAREXPO in Manassas; she plans to attend 3 county Juneteenth celebrations on Friday and the ribbon cutting for the Batestown Exhibit at Williams Ordinary on Juen 20 th . |
| Mr. Berry | Mr. Berry “ I thank all the staff responsible for the planning, training and scheduling of summer services, so citizens can experience another successful year. It’s a lot of work to gear up for the season, and I thank you for all that you do to make in happen.”. |
| Ms. Beyer | Ms. Beyer wished to echo the sentiments of Mr. Berry: she also thanked Amarjit Riat for his years of service to Parks and Recreation, he will be missed and she wished him good luck on his new endeavor. |
| Ms. Mosley | Ms. Mosley apologized for having to miss the last few meetings due to her heavy travel schedule; she volunteered to meet with the new Executive Fellow to discuss |

Teen Engagement, she noted that the opportunities for sports engagement really begin to decrease in the middle school years and private programs and school teams are out of reach for many due to either a financial or skills gap.

Ms. Donnelly

Ms. Donnelly met with her two counterparts on the Trails and Blueways Council and looks forward to a future meeting with Supervisor Gordy to share information.

Chair Freer

Chair Freer thanked Amarjit Riat for all of the great projects he has seen to fruition over his years at Parks; he congratulated staff on the excellent CAPRA visit report; he recognized all of the grounds, recreation and behind the scenes employees who work so hard to get our parks and programs ready for summer; he shared that the Lakeridge Park pedestrian trail is coming along very nicely.

Closed Session

None.

Adjournment

RES 26-20

Motion to Adjourn at 8:43 pm. **APPROVED (RS:BM, Unanimous,)**

The next meeting of the Parks and Recreation Commission will be held on July 15, 2026, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on July 15, 2026.

Brodie Freer, Chair

Seth Hendler-Voss, Director

Shannon Jaenicke, Secretary

MOTION:

**July 15, 2026
Regular Meeting
Res. No. 26-**

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
 - 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.