

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

July 15, 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
Ross Snare

Staff Present

Todd Reid
John Blevins
Joe Portell
Rob Orrison
Jamie Orrison
Carter McClelland
Frances Bridges

Commission Members Absent

Benita Fitzgerald Mosley
Sharon Richardson

Guests

None

Secretary

Shannon Jaenicke

Citizens

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, led the Pledge of Allegiance to the Flag.

Administrative Items

RES 26-21 Approve Minutes of June 17, 2026. APPROVED. (RS:JD, Unanimous, Absent from vote OM, Absent BFM, SR, OM)

Community Time

Mr. Charlie Grymes spoke to the commission on behalf of the trails network linking neighborhoods to parks. Richo Fleishman has joined him from "Keep PW Beautiful", and they are working on creating a volunteer agreement to present that would allow volunteers to participate more directly and hands-on with trail maintenance.

Presentations

Trails Master Plan – Planning Department – Patti Pakkala presented “Pathways 2035 Countywide Trails Master Plan Update” on behalf of the Planning Department. [Presentation is available from the Secretary]

Committee Reports

Mr. Snare reported the Officer Nominating Committee results for the FY27 Parks and Recreation Commission Chair and Vice Chair positions. Nominations were received as follows:

For Chair: Brodie Freer

For Vice Chair: Jane Beyer

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

Res 26-22 Elect Brodie Freer as Chair of the PWC Parks and Recreation Commission for a one-year term ***Motion: Snare Second: Donnelly***
Approved (Unanimous, Absent BFM, SR)

Res 26-23 Elect Jane Beyer as Vice Chair of the PWC Parks and Recreation Commission for a one-year term ***Motion: Snare Second: Donnelly***
Approved (Unanimous, Absent BFM, SR)

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

Old Business

None

New Business

RES 26-24 Adopt Remote Participation / Attendance Policy for FY27. ***Approved (JB:RS, Unanimous, Absent BFM, SR)***

Director Time

Director Seth Hendler-Voss provided the following updates:

- The volunteer Trail Work Agreement is being drafted by Robert Boyd in Planning, this agreement will allow trail advocates and volunteer to construct certain types of trail segments that don't require engineering. Permits, etc.
- 2 success story emails received praising the staff and camps at Chinn and Wingapo.
- At the 2:00pm session of the BOCS next Tuesday, 7/21/26, it will be proclaimed “Parks and Recreation Month”, and all are invited to be there to celebrate.
- The FY28 Budget is being drafted, with the internal budget planning meeting scheduled for September.
- We are purchasing a parcel of land on Delaney Rd. in Woodbridge adjacent to a section that we already own to make a nice large trail connection.
- We are going to the BOCS to light Veterans Park pickle ball and basketball courts.
- We are also lighting the pickle ball and basketball courts at Hellwig.

- We are in the early stages of creating an MOU with VSA to convert the field at Catharpin to turf.
- Kaboom community design day is 8/5/26 from 6pm – 9pm at Hellwig for the new playground going in at the Hellwig back of Hellwig Park adjacent to the Miracle Field.
- Juneteenth event was a huge success, and we are looking forward to taking an even bigger role in planning and organizing in 2027 and moving forward.
- Our 1st Tee program will continue with a new partnership with Indigo, who we currently partner with at our golf courses.
- September 19th is our annual “Bus Tour”, and the plan is to focus on one end of the county at a time in order to spend more time at the sites.
- The BOCS has approved a LRPRA Trail lease amendment to include the remainder of Greenway Segment 6.
- Fridays At 5 is this Friday at 5 this week.
- Seth is on vacation next week, so Frances and Shannon are in charge.
- Congrats to Jamie Orrison on her new role as acting Asst Dir of Admin Services, where she will stay through December 2028.

Commissioner’s Time

Ms. Mejia	Ms. Mejia shared that Eric Fagerholm is thrilled about the draft of the tree program. She will be in Denver next month with HECHO. She also attended the ribbon cutting for Batestown. She heard that Juneteenth was a great success. Owen Myers, who hosted the out of school event at Chinn will have updates to share.
Mr. Berry	Mr. Berry attended the recent Throughfare Historic Park planning meeting. He hopes the park will be a passive contemplative space with a minimal walking trail for pedestrians. He is looking forward to the Silver Lake Master Planning process which is very much overdue.
Ms. Beyer	Ms. Beyer attended the splashpad ribbon cutting and was extremely pleased at the turnout and number of moms and kids ready to play.
Ms. Donnelly	Ms. Donnelly attended the Bristow Battlefield metal detector demonstration and was amazed at how many relics are still being recovered. She also attended the splashpad ribbon cutting. She will be meeting with Trails and Blueways Council and sharing information with Supervisor Gordy.
Chair Freer	Chair Freer thanked the commission for their votes to once again elect him as Chair. He wanted to express his thanks and appreciation to all the outdoor staff in DPR from grounds to lifeguards.

Closed Session

None.

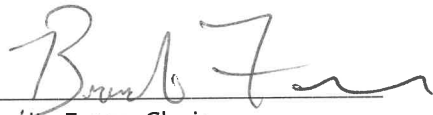
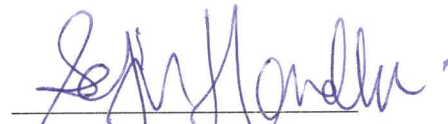
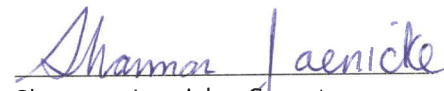
Adjournment

RES 26-25

Motion to Adjourn at 8:15 pm. **APPROVED (RS:JD, Unanimous, Absent BFM, SR)**

The next meeting of the Parks and Recreation Commission will be held on August 19, 2026, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on August 19, 2026.


Brodie Freer, Chair
Seth Hender-Voss, Director
Shannon Jaenicke, Secretary

MOTION: BEYER

**July 15, 2026
Regular Meeting
Res. No. 26- 24**

SECOND: SNARE

**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:

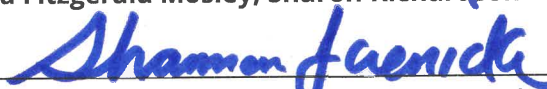
Ayes: Rick Berry; Jane Beyer; Jen Donnelly; Brodie Freer; Oriella Mejia; Ross Snare

Nays:

Absent from Vote:

Absent from Meeting: Benita Fitzgerald Mosley; Sharon Richardson

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.

MOTION: SNARE

July 13, 2026
Regular Meeting
Res. No. 26-22

SECOND: DONNELLY

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, Donnelly, Freer, Mejia, Mosley, Snare

Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: Mosley, Richardson

ATTEST: _____


Shannon Jaenicke, Secretary

MOTION: SNARE

**July 15, 2026
Regular Meeting
Res. No. 26- 23**

SECOND: DONNELLY

**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, Donnelly, Freer, Mejia, Snare,

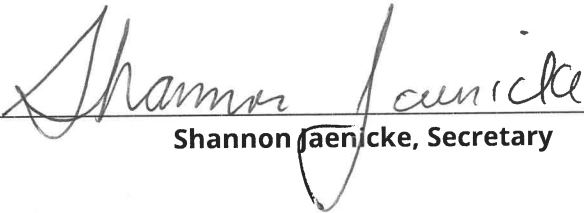
Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: Mosley, Richardson

ATTEST: _____


Shannon Jaenicke, Secretary

[illegible]