

## **BOTETOURT COUNTY PARKS AND RECREATION COMMISSION**

The regular meeting of the Botetourt County Parks and Recreation Commission was held on January 3<sup>rd</sup>, 2023 in Room 212 at the Botetourt County Administration Center, 57 S. Center Drive, Daleville, Virginia.

**Members Present:** Mr. Tim Snyder (Chairman)  
Mr. Dean Hackett  
Mr. Danny Agee  
Mr. Robert Campbell  
Mr. Matthew East

**Members Absent:** Mr. Steve Clinton  
Mr. John Mays

**Others Present:** Mandy Adkins, Director of Parks and Recreation  
Chris Mundy, Recreation Program Coordinator  
Jon Lanford, Assistant County Administrator

Chairman Snyder called the meeting to order at 6:31 P.M.

### **Approval of the Agenda**

Mr. Agee made a motion to approve the meeting agenda. Mr. Hackett seconded; motion carried; the agenda was approved.

### **2023 Reorganization**

Mr. Hackett made a motion to nominate Mr. Snyder as chairman, Mr. Agee seconded; motion carried.

Mr. Snyder motioned to nominate Mr. Hackett as vice chair. Mr. Agee seconded; motion carried.

### **Approval of Minutes**

Mr. Hackett motioned to approve the December 5<sup>th</sup>, 2022 work session minutes as presented. Mr. Agee seconded the motion; motion carried; the minutes were approved as presented.

Mr. Agee motioned to approve the December 5<sup>th</sup>, 2022 regular meeting minutes as presented. Mr. Hackett seconded the motion; motion carried; the minutes were approved as presented.

### **Old Business**

#### **Recreation Incentive Fund Guidelines**

Mandy Adkins reviewed the new recreation incentive fund guidelines which include the changes discussed during the last month's work session. Mrs. Adkins asked for the members to approve the new guidelines so that they can be submitted to the Board of Supervisors for final approval. Mr. Hackett

motioned to approve the guidelines as presented; Mr. agee seconded; motion to approve the incentive fund guidelines carries.

### Botetourt Recreation Club

Mrs. Adkins provided an update on the Botetourt Recreation Club. She explained that the Greenfield Booster Club recently reorganized and selected new officers. Mrs. Adkins reported that Nicole Pendleton was chosen as president of the Greenfield Booster Club with Julie Sutherland as vice president and Chris Barns will be their nominee for the Botetourt Recreation Club. Mr. Barns was unable to attend the meeting.

Mr. Snyder motioned to accept Chris Barns as the Greenfield nominee for the Botetourt Recreation Club. Mr. Hackett seconded; motion carried.

Mrs. Adkins stated that she is coordinating with the nominees from each existing booster club to set an organizing meeting for the Botetourt Recreation Club. She noted that she will update the commission on the progress of the Botetourt Recreation Club at future meetings.

### New Business

#### Recreation Department Report

Mrs. Adkins explained that basketball scrimmage day was successful and regular season games will begin this Saturday. This Saturday also begins the new pickup league for ages 13-14 and 15-18. She also stated that baseball, softball, and tee-ball registration begins on January 8<sup>th</sup> through early February. Mrs. Adkins stated that a beginner yoga event will be held at the Eagle Rock library on January 10<sup>th</sup> and a scrabble/board game club at all 4 library branches kicks off this month.

Mr. Hackett explained that he participated in pickleball over the holiday. From his experience, he learned that there is a large group of people interested in pickleball and looking for place to play. He explained that many people go to Walrond park to play regularly. He explained that Roanoke county is putting in 6 new pickleball courts and that there sees a strong community of pickleball players in the area.

Mr. Campbell asked if the pickleball courts are replacing existing tennis courts at Walrond Park. Mr. Hackett explained that his understanding of the project is that some of the tennis courts are being replaced for pickleball. Mr. Campbell explained that Lord Botetourt HS does not have tennis courts to use and they use courts at Walrond Park for the school tennis team.

Mr. East asked about the condition of tennis courts at Blue Ridge Park. Mrs. Adkins explains that they need resurfacing. Mrs. Adkins is requesting resurfacing of Blue Ridge Park and Buchanan Elementary tennis courts in the upcoming capital improvement plan.

Mr. Hackett commented that some courts he saw were only lined and did not have nets, the community brought their own nets to play.

### Calendar of Events

Mr. Snyder introduced a list of proposed dates for the commission's regular meetings in 2023. Mr. Snyder noted a potential problem with the proposed date of the July 3<sup>rd</sup> meeting due to the July 4<sup>th</sup> holiday. After discussion, the commission decided continue as scheduled with the meeting on Monday July 3<sup>rd</sup>. Mr.

Snyder also pointed out that the September meeting is scheduled for a Tuesday due to the holiday on Monday.

Mr. Agee motioned to accept the meeting schedule for 2023 with the July meeting scheduled for July 3<sup>rd</sup>; Mr. Hackett seconded; motion carried.

### Commission Meeting Guidelines

Mr. Snyder stated that there is nothing in the commission bylaws that provides for public comment during commission meetings. Mr. Snyder indicated that he would like to read an example of something the commission could consider adding to its bylaws going forward to address this topic. Mr. Snyder read the following suggested text:

*The Freedom of Information Act sets forth procedures that a public body must follow in conducting an open meeting. The Parks and Recreation Commission is considered a public body as it is appointed by the Board of Supervisors. Under the Freedom of Information Act, the law requires that:*

1. *Notice of the meeting be given;*
2. *The meeting must be open to the public; and*
3. *Minutes of the meeting must be taken and preserved.*

*This meeting is a business meeting of the Rec Commission and open to the public. Roberts Rules of Order typically govern these proceedings with a business meeting agenda set by Chair/staff that is followed and adhered to unless otherwise amended by motion/second and unanimous vote of commission members. It is not a townhall type of meeting structure, unless Commission decides to allow so by motion/second/unanimous vote.*

Mr. Snyder suggested adding discussion of this topic to the February meeting agenda.

Mr. Agee asked if a member of the public must be on the agenda or if someone can show up without advanced notice to discuss something at the commission meeting. Mr. Snyder replied that his goal is to make sure that legitimate constructive conversation on topics that concern the commission can be presented and topics that do not concern the commission can be excluded.

Mr. Hackett added that it is desirable to have the members of the community be able to provide feedback and discussion but that the commission also must retain discretion to exclude topics that are not within its purview.

Mr. Snyder requested that Mrs. Adkins and Mr. Lanford investigate this topic further and develop recommendations that can be discussed at a future meeting.

### Locality Reports

There were no locality reports.

### Adjournment

Mr. Agee motioned to adjourn the meeting; Mr. Hackett seconded the motion; motion carried. Meeting adjourned at 7:03pm.