PARKS AND REC ADVISORY BOARD MEETING

SEPTEMBER 25, 2025

Present: Amanda Burns, Ned Michie, Tina LaRoche, Adam Courville, Patrick Healey, Betsy Roettger, Harper Ullrich (Student Member)

Absent: Mark Dennison, Carla Manno, Jenny Taylor

City: Riaan Anthony, Katie Lockhart, Ray Ellington, Annie Sechrist

I. Call to Order/Roll Call Riaan Anthony

- Meeting called to order at 5:31pm

II. Agenda Approval Riaan Anthony

- Riaan A. moves to approve agenda.
- 6 yays
- 0 nays
- Agenda is approved.

III. Public Comment

- Jackie Temkin, Charlottesville business owner
- Noted that the Parks website currently features designated "donate" buttons for tree planting and trail program.
- Proposed adding a new directed fund that would allow community members to donate toward equitable access to recreation programs.
- Fund would support coaches, provide scholarships, subsidize participation fees, and improve access to programs; particularly those that advance gender equity and inclusion goals.
- Noted that fund would only require an online setup and communication to the public.
- Emphasized that public contributors would not direct spending, as department could align fund's use with its mission and priorities.

IV. Board Response to Public Comment

- Board members thanked Jackie T. for her comments.
- Several Board members expressed support for enabling public donations, whether as a general contribution option or a specifically designated fund to promote equitable access to recreation programs.
- Board members agreed that the concept merited future consideration.

V. Announcements Riaan Anthony

- Downtown Safe Halloween, October 25, 2025, at Ting Pavilion on Downtown Mall.
- Event will mark 4th year of program.

VI. Action Items Riaan Anthony

A-1: Nominations & Election of Board Chair & Vice Chair

- Ned M. moved to table election until next meeting, citing the absence of Board member Mark Dennison, considered a likely candidate.
- Patrick H. seconds motion.
- Amanda B. notes having spoken to Mark D. beforehand and confirmed that he was willing to accept the nomination in his absence.
- Motion to table nominations is voted on.
- 0 yays
- Motion does not carry.
- Amanda B. nominates Mark Dennison as Board Chair through Dec 31, 2025.
- Ned M. seconds nomination
- 6 yays
- 0 nays
- Mark Dennison is elected Board Chair.
- Riaan A. moves to postpone election of Vice Chair until newly elected Chair can participate.
- Amanda B. seconds motion.
- 6 yays
- 0 nays
- Motion carries.
- Riaan A. agrees to continue facilitating meeting until the Vice Chair position is filled.

A-2: Approval of August Minutes Riaan Anthony

- Board reviews July and August meeting minutes.
- Ned M. moves to approve August minutes.
- Patrick H. seconds motion.
- 6 yays
- 0 nays
- August minutes are approved.
- Board members briefly discuss July special meeting minutes.

- Board members prefer minutes as originally presented rather than the accompanying transcript.
- Amanda B. moves to approve the July minutes in their original form.
- Tina LaRoche seconds motion.
- 5 yays
- 0 nays
- Adam C. abstains from vote.
- July minutes are approved.

★ Board members clarified that recordings and transcripts would remain available as reference tools, but Board's official record would continue to be written minutes rather than verbatim transcripts.

A-3: Medium & Format expectations for Meeting minutes **Riaan Anthony**

- Board members agreed that minutes should:
    - Capture key discussion points rather than full dialogue or verbatim quotes.
    - Minimize or omit the use of individual names except when necessary for motions or clarity.
    - Provide enough context to reflect the Board's advisory discussions and recommendations without being overly lengthy.
- Some Board members emphasized that their input represents a form of community influence and should be meaningfully documented.
- Board member referenced formats used by comparable City advisory boards, noting that most include brief summaries of discussion points rather than detailed transcripts.
- Board consensus was that the Aug 21, 2025 minutes format appropriately balances completeness and efficiency.
- Harper U. requests clarification on addition of July meeting transcript.
- Riaan A. clarifies that July's meeting was a special meeting that was called by Board members to discuss a difficult topic, and one Board member requested the transcript to review the discussion.
- Board member suggests a public sign-in sheet to capture names and contact information of speakers for potential follow-up.

    ★ Board thanks minute recorder for continuing to take minutes in addition to full-time duties at Carver Rec Center.

- Riaan A. acknowledged ongoing efforts to secure dedicated administrative support for the Board.
- Amanda B. moves to adopt Aug 21, 2025 minutes format as the standard for future Parks & Rec Advisory Board minutes.

- Patrick H. seconds motion
- 7 yays
- 0 nays
- Motion carries

★ **Introduction of Planning Commission Representative Riaan Anthony**

- Riaan A. recognizes the Board's new Planning Commission representative, Betsy Roettger.
- Betsy R. introduces self and shares some background:
  - Architect and educator
  - Involved with the Streets Commission
  - Ongoing work in community planning and design initiatives.

★ Board welcomes new member and introduces themselves, sharing their backgrounds, community roles, and connections to the Parks & Rec system.

VII. Information Items Riaan Anthony

I-1: Update and Discussion on Revised Board Mission

- Board receives update on the mission statement development process.
- Amanda B. notes that Board Chair Mark D. was leading initiative and distributed a survey to collect Board input.
- Given his absence, Board agrees to table discussion until next meeting.
- Adam C. motions to discuss Board mission at next meeting.
- Ned M. seconds motion.
- 7 yays
- 0 nays
- Motion carries

I-2: Updates on By-laws & Discussion of Next Steps Riaan Anthony

- Riaan A. presents draft bylaws, going through sections 1-4.
- Key discussions from Board included:
  - **Section 2:** Powers and duties of the Advisory Board, including conflict of interest provisions related to Viriginia Freedom of Information Act (FOIA) requirements.
  - **Section 3:** Board member terms and appointment process.
  - **Section 4:** Board composition, with a proposal to reduce from 10 to 6 at-large members (resulting in 9 voting members total).
- Board agrees to continue the bylaws discussion at the next meeting, starting with section 5.

- Riaan A. agrees to update the draft based on feedback and send it out before the next meeting.
- Riaan A. agrees to look into whether email discussions among Board members should be published for public access.

VIII. Chairperson's Matters **Riaan Anthony**

- None

IX. Board Matters

B-1: Review of School Playgrounds and Property as Parks After Hours

- Amanda B. raises discussion about school playgrounds becoming public parks after school hours.
- Explains that schools are public property and available to the public when school is not in session, which some parents may not understand.
- Board discussed the City's approach to unhoused individuals in these spaces, noting that police will only intervene if laws are broken.
- Board discusses potentially creating educational materials to inform the public about when school properties function as parks and the applicable rules.

X. Director's Report **Riaan Anthony/Katie Lockhart**

D-1: CIP Proposal Update & Next Steps

- Katie Lockhart presents the CIP update, detailing recurring funds and new projects planned for the next several years. The presentation included:
  - **Recurring funds:** Parks & Rec lump sum ($400,000), Master Plan fund ($500,000), new school grounds fund ($400,000), ADA improvements fund ($200,000), playground renovations, urban tree planting, parkland and trails acquisition.
  - **Downtown mall projects:** tree management, infrastructure repairs.
  - **Park-specific projects:** Washington Park master planning (2.5 million), Meadowcreek garden plot renovations, new playground for Meadowcreek Valley apartments, tennis court lighting improvements.
  - **Future projects:** Starr Hill Park improvements, Market Street Park master planning, Forest Hill Park restroom upgrades, and Tonsler Park improvements.
- Ned M. expresses concern about lack of trail and greenway projects in the plan despite these being top priorities in the Master Plan and community input.

- Katie L. explains that limited resources and staffing constraints affect project implementation, noting that there are funds for trails sitting unused due to lack of project management capacity.

XI. Public Comment (2)

- Jackie Temkin, Charlottesville business owner
- Suggests Board consider having a non-voting County resident member, given that many County residents use City parks and facilities.
- Notes that as a Charlottesville business owner who pays taxes in the City but lives in the County, they could provide valuable perspective on issues that affect both City and County residents.

XII. Board Response to Public Comment

- Betsy R. suggests the possibility of having reciprocal Board members attend each other's meetings.

XIII. Adjournment **Riaan Anthony**

- Meeting adjourned at 7:35pm.