



# Madison County Parks and Recreation

February 8, 2023: 7:00pm

- I. Call to order
- II. Roll call
- III. Determination of a quorum
- IV. Public Comment
- V. Adoption of Minutes
- VI. Treasurer's Report (no reports for January)
- VII. Building Committee Report
- VIII. Old Business
  - a. Youth Sports
    - i. Youth Sports Rental Form
  - b. Outdoor Recreation Center Project
  - c. Events
    - i. Upcoming calendar
    - ii. Volunteer for events
- IX. New Business
  - a. Presentation – Anaka Ovalle
  - b. Closed Session: Personnel (Coach) Matters
  - c. Hockey Adult League – new Co-Commissioner Bob Mason
  - d. PRA Employee Certification Incentive Program
  - e. Support Hoover Ridge
- X. Other Business
  - a. Around the Room
- XI. Public Comment
- XII. Adjournment



# Madison County Parks and Recreation

January 11, 2023: 7:00pm

- I. Call to order 7:01PM
- II. Roll call  
Brian Tanner, Larry Helmick, Clarissa Berry, Carty Yowell, Moonie Frazier, Jerry Carpenter, Lindsay Von Herbulis, Clay Jackson, Nathan Carter
- III. Determination of a quorum – quorum present
- IV. Public Comment - none
- V. Elections

Clay nominated Kendall for chairman, Moonie, and Nathan second. Kendall wins unanimous vote.

Clay nominated Nathan Carter for Vice Chairman. \_\_\_\_\_ Second He wins unanimously. Clay nominated Jordan for Secretary. \_\_\_\_\_ Second Jordan wins unanimously.

- VI. Adoption of Minutes (November/December)  
Lindsay forgot them last month, so we have November and December. \_\_\_\_\_ Motion  
\_\_\_\_\_ Second Approved unanimously
- VII. Treasurer's Report

Lindsay started with Budget vs. Actual She introduces a few new ones. County pay for Hoover Ridge Park- employees and operational expenses. Does not include sports, events, or camps. This does not include salaries for the three full time employees: Lindsay, Jerry, and Ira. Carty discussed the issues with over time pay and says it needs to be watched. Lindsay discussed bills paid and dues. This includes services, office supplies, fuel, and states she is doing pretty good on budget. Carty talks about 45% of the budget being spent and that there is 50% budget. He stated that he went in and looked for good and bad and did not find anything bad. Nathan added that fuel may cost more because of the prices going up. Lindsay talks about the Statement of Activities by class and how she breaks down items for sports leagues. The Net Balance is the total balance for what she has. Camps and clinics will always be negative because of the insurance coming in late. Hockey Relocation Project is sitting at \$4,600 and change, Playground Project is at \$14,000. Clay moves to approve of the financials, with Nathan second. Nobody opposed. Nathan asked about who will run the meeting if he and Clay are gone. Kendall Fears arrives at 7:13Pm.

- VIII. Building Committee Report

Jerry Speaks on the softball locker room water damage. Dry wall and insulation need to be taken out and replaced. Moonie says there's mold, peeling paint and that it's going to be nasty. Jerry and Moonie talk about the intake on the floor and wanting a duct on top for the air. Jerry and Moonie talk about a unit needing to be replaced and how he spoke with John Jenkins a contractor. Jerry says you need to take all the lockers out and Moonie said it will be easy, but Kendall says there's a time crunch. A guy from the audience added a few comments regarding dry wall and damages/ the timeline since it happened. VA Corp told Jerry he needs to get estimates and Moonie says he can haul it on a dump trailer.

IX. Old Business

a. Youth Sports

- i. Coach Approval Lists: Kendall speaks on the coach approval list. Lindsay says everyone is certified and all the coaches pass all the tests
- ii. Youth Sports Rental Form – Lindsay talks about the need to have a Youth Sports Facility Rental Form. Clay says to send to county attorney.
- iii. Umpire/Referee Background Check. Lindsay said that all of the sports commissioners represented and agreed on umpires and refs needed a background check completed through Babe Ruth, Parks and Rec, and has to be every 2 years. Lindsay says you need a background check completed if you are going to work with children. Brandon had a question on other leagues background checks. Lindsay wants Board to make a motion as a policy. Kendall says there will be a motion to have the background checks mandatory. **Motion: \_\_\_\_\_ Second \_\_\_\_\_**

b. Outdoor Recreation Center Project Lindsay talks about when submissions for the outdoor recreation center project will be in. Carty says the board has done their part.

c. Events

- i. Upcoming calendar Lindsay says the events calendar is almost complete except for bands. Jerry adds two bands from last year that are coming back. August 12<sup>th</sup> and June 17<sup>th</sup> are the dates for those concerts according to Jerry.

d. Hooville Lacrosse Tournament Lindsay says she got the 4,000 down payment for Hooville Lacrosse Tournament on July 8<sup>th</sup> and 9<sup>th</sup>. Lindsay would like for people to check over the agreements.

e. PRA Budget FY 24

f. Lindsay did not get all the numbers from Tilly until today. She included what the county has on file for parks and rec. She says in the middle column is in the county books for what they are paying for parks and rec. She says there was a \$14,000 adjustment and \$330,000 is the final number. \$212,710 is what is left over after you take out operational costs. Carty talks about having overtime in the number and it must go in there. Lindsay says it was separate and Lindsay says it should be in the budget, Clay says it must be. \$13,521 needs to be added which is the amount of overtime. Carty asks if everyone is looking at the labor page for max overtime. Lindsay says it is paid out of a chunk from everything but the contribution request. All part time pay is from the contribution request. Carty says it is all coming from county funds to the audience. That Lindsay, Jerry, and Ira are employees of the county. PRA strokes the paychecks of all other employees. The board of supervisors is going to add the two amounts together. Lindsay says she's never had that number reported in the salary. Carty says when the board

considers this that they will consider positions and hours because we won't have fringes until later. Lindsay says no changes in donations and user fees. Lindsay says she has a custodian cleaning twice a month and restrooms once a week during sports seasons. Nothing else changed expect an additional facility supervisor so there is a total of three for all three gyms. Lindsay is increasing advertising budget. Needs maps, swag, brochures. Kendall asked if \$100 was enough and Clay agreed. \$450 is what was agreed on. Lindsay talks about swag they have left over from previous. Lindsay would like more than \$450 but is willing to work with what she has. Lindsay talks about electricity and heating services and that there are issues with those units. Lindsay says the porta johns have increased prices. Kendall says it's the same as last year and Carty corrects her and says it's the same budget as last year. Lindsay is adding a conference for Jerry next year and Lindsay discusses her conferences she is planning on going this year. Lindsay talks about paper price increase and gas, credit card processing fees because iPad are being used more. More for gravel, park improvements- signage, roof, landscaping. Carty asked about the robot why it says we are renting it he thought we bought it. Lindsay talks about payments and that \$8,000 is coming from the schools. Kendall and Carty ask about the barn. Jerry says it getting done this spring and he debated on the inspection. He says barn is in bad shape and he was afraid to put \$15,000 for a roof if the barn is trash. Clay wants a roof on it. Clay says fix it up and move on. Jerry talks about the top part and Lindsay asks if it gets done this year can they do something next year. Clay asks about what else is bad. Jerry says the estimate is \$15,000. Clay says he sees no reason to replace the barn and neither does Carty. Clay says no offense but the barn at Hoover Ridge is not a huge concern and that it just needs a roof on it. Jerry wants some vinyl site on top of it. Lindsay says its an eye sore and it needs to be painted. Kenny Souder is shocked that the estimate is \$15,000. Jerry doesn't want to keep putting money into it. Kendall does not mind spending \$15,000 on it because you need it. Clay says the roof is a maintenance item. Clay says Jerry has a list of CIP equipment and should be funded through CIP. Jerry and Lindsay say they already have the money for the roof. Clay ends the barn discussion. Carty talks about \$350,000 and 8% increase is not bad considering Lindsay did it. Made joke. Jerry passes out papers to everyone and asks should equipment be in a capital equipment. Jerry says they have saved money over the years buying used stuff, but it has caught up to them. Lindsay wants the paper explained. Jerry says zero turn is X-mark. 1 is over 10 years old, the other is 8 or 9 years old. 2,000 hours on both of those. Jerry went bought a used bunker rake to drag ball fields and it has over 3,000 hours on it. Worn out. Jerry talks about an old trailer for mowers. Jerry is waiting for a new mower. Current mower is 12-13 year s old. Aerator is in bad shape (the thing you pull behind the tractor). Jerry wants to replace the two small tractors with a John Deer in three years. Jerry talks about a power rack and a boom mower for trails. Clay asked about the Ventrac and field rake. Jerry says he uses the Ventrac to get the fields ready for the year. Carty tells Jerry he needs a 72-inch zero turn or a trailer. Jerry confirms that these are not additions. Kendall states there is three things needed total. Clay asks what you can sell. Clay says you can find trailers easy. Jerry says the wide trailer gets you (more expensive). Jerry says he could sell some stuff. Kendall asks what. Jerry said he could get rid of the 2240 tractor. Carty said they last forever. Jerry said they just sold a bunch of stuff and if he had to, he could get rid of stuff, for sure the zero turn. Clay says the board should deal

with this. Lindsay drew a picture of the roof and Kendall asks if both sides are being fixed or just one. Kendall says they're just going to go with the money that is already in the budget. Clay says board has final say. Kendall says we have a motion for the budget and capital improvements. [REDACTED] and Moonie seconds the other. Clay and Carty abstain.

#### X. New Business

- a. Disc Golf Tournament (7/22-7/23) - Lindsay talks about the agreement on parking for the disc golf tournament.
- b. PRA Board volunteer items coming next month
- c. Lindsay says last year she passed out a sheet for volunteers to sign up for events. Lindsay says ones she gets the list done next month they will be ready for signups.
- d. Bounce House Purchase  
Lindsay said Madison Wood contacts her every year and asks about sponsorship for things for the park. Lindsay says old bounce house had mold in it. Received 5,000 from Madison Wood for two new bounce houses. This is a donation fund and still wanted to get board approval. Brian asked about what kind of bounce houses they have, dry or wet. Lindsay says they only use them dry due to holes and wear and tear. Kendall says the bounce houses are a huge hit with the kids. The remaining 173.00 will come from Hoover funds. Clay asked how much it would cost to rent. Jerry said you must have it inspected every time for use. Jerry talks about use for bounce houses for events and summer camps. Carty asked how to recognize Mad Wood with the bounce houses. Lindsay says they would prefer Cardinal Home if anything were recognized. Lindsay says she has Cardinal Home on golf signs from sponsorships. Carty was confused and Lindsay talks about it. Kendall asked how old the houses are. Lindsay says since 2019. Brian says he's heard people spend \$1,000 on these. Carty made a motion to use the donations from Mad Wood to be approved. [REDACTED] **Second**. It was unanimously agreed on.

#### XI. Other Business

- a. Around the Room  
Kendall welcomes new people and apologizes for being late. Clay says welcome and to attend. Jerry is celebrating his 10-year anniversary today and life is good. Moonie has nothing. Clarissa nothing. Larry nothing. Carty says this past Friday night his buddy Simon took his family to watch the adult roller hockey. Carty says Madison is the only place roller hockey is happening. Guys are coming from all over to play at Madison. Chris Artale confirms this. They are thanking the new commissioner. Says even youth are interested in adult roller hockey. Includes young adults. Lindsay adds events that could happen at the hockey rink facility. Brian appreciates the opportunity. Kendall adds that she watches basketball this past weekend and everyone was happy and positive. She thought it was a good first day. Brian says Rapp is interested in more play and expanding. Carty asked about invites from Greene. Brian said no. He is trying Orange. Lindsay says Greene has different age brackets. Lindsay is meeting with Culpeper. Lindsay says Culpeper, Greene, and orange are interested in volleyball leagues.

Lindsay talks about her certifications for First Aid and CPR needing renewal and wants to see if there is enough interest to offer a class. Kendall asks about AED in buildings around the park. Kendall says she has had a conversation about

needing another one at the park. Brian says hockey wanted one. Lindsay says hockey needs to manage it because of batteries. Brian says someone should know how to use it. Others say there are instructions. Lindsay talks about proper storage for climate because heat is not good for it. Brian asks about price. Lindsay says \$2,500 apiece. Kendall says it's needed. Clay says a business has about some for all the churches. Lindsay says contact Steve Grayson. Bill Brent will teach the class on AED safety. Kendall and Brian talk about them being in schools. Kendall recommends Mrs. Kemp teach.

XII. Public Comment

Kendall opens the floor for public comments. Lindsay talks about the thousands of dollars in donations for roller hockey. Lindsay says \$43,750 roller hockey in Support Hoover Ridge. Playground project has \$15,058. Tom Chew asks about hockey tournament and invites everyone to watch some travel hockey games. Carty moves to adjournment. Everyone agrees.

XIII. Adjournment 8:12pm



# Madison County Parks and Recreation

## Youth Sports

### Facility/Field Rental Agreement

Complete the following information and either drop at the MCPRA office located at Hoover Ridge, mail to PO Box 435, Madison VA 22727, or email to [lindsay.mcparcsrec@gmail.com](mailto:lindsay.mcparcsrec@gmail.com). Please circle all that apply.

#### Facility:

##### *Multipurpose Fields:*

- Hoover Ridge Softball/Baseball (circle: H1, H2, H3, H4)
- Hoover Ridge H5
- Hoover Ridge Football Field
- Hoover Ridge Soccer Field (circle: U6, U8, U10, U12, U14, U18)
- E1 (School Board Court, Madison, VA)
- E2 (School Board Court, Madison, VA)
- Primary School P1 (158 Primary School Drive, Madison, VA)
- Recreation Center Roller Hockey Rink (312 Thrift Rd., Madison, VA)
- Waverly Yowell Elementary School Field

##### *Indoor Facilities:*

- Madison Primary School
  - Gymnasium
  - Cafeteria
- Waverly Yowell Elementary School
  - Gymnasium
  - Cafeteria
- Wetsel Middle School
  - Gymnasium
  - Cafeteria
- Madison County High School
  - Gymnasium
  - Cafeteria
  - Auditorium

# Rental Information

Season Dates Requested: \_\_\_\_\_

Days of the Week: Su M Tu W Th F Sa

Weekday Times (approximate): \_\_\_\_\_

Weekend Times (approximate): \_\_\_\_\_

Youth Sports Organization: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency Contact (Name/Phone): \_\_\_\_\_



# CONDITIONS OF USE FOR COUNTY PARKS AND FACILITIES

I, as a duly elected officer, duly appointed representative of said organization, or responsible party for the reservation, hereinafter "sponsor", certify that our organization agrees with the following conditions of use:

1. The sponsor agrees to assume all risks and liabilities in connection with the use of the facilities requested, and hereby release, absolve, and agree to save, defend, hold harmless and indemnify including without limitation, property damages, personal injury or death, the County of Madison, its officers, employees, and agents; from and against all liability for claims or judgments arising out of the use of the requested facility by the sponsor, or arising from the actions of the sponsor, or its agents, employees, members, or invitees.
2. The sponsor understands that the County does not provide medical insurance or hospitalization for participants and if such insurance is desired, it is the responsibility of said organization and/or participant.
3. Additionally, all applicable rules and regulations and County ordinances shall be followed.
4. Sponsors shall leave the facility clean and orderly. All litter must be deposited in receptacles at the site. If litter is in excess of the receptacles' capacity, it shall be placed (neatly bagged) in or next to the facilities dumpster or carried off site. All decorations must be removed before sponsor leaves facility. Cleaning fees will apply if the Department incurs any unexpected cleaning cost.
5. The sponsor shall pay for all damages to public property and for any other charges that may be incurred as a result of the facility use other than normal wear and tear. Any damages beyond normal wear and tear will also result in the deposit being forfeited.
6. Alcoholic beverages, tobacco, vaping pens, and controlled substances are prohibited.
7. All vehicles must be parked in designated parking areas only. No private vehicles are permitted on any other areas of public facilities.
8. No food/drink concessions shall be operated without a proper permit from the Madison County Health Department and in compliance with Madison County Health Department regulations.
9. Admission fees will not be charged for activities without prior approval.
10. Requests for facility use by non-school or non-county organizations may not be approved until school and county athletic field schedules are set. Unused practice times by your organization shall not be given to any other outside organization.
11. All decisions regarding inclement weather closures will be made by Madison County Parks and Recreation Authority. These decisions will be made prior to 4:00pm Monday through Friday and before 8:00am on Saturdays, Sundays, and holidays. After those hours, the commissioners and coaches will be responsible for notifying teams. Any closures made by MCPRA supersede decisions made by commissioners and coaches.
12. Madison County Parks and Recreation reserves the right to cancel any activity at any time.
13. All administrative officials in the organization – commissioners, coaches, assistant coaches, team managers, concession workers, volunteers, and officials - must undergo and pass background checks prior to the first team meeting at the organization's expense. Background checks are valid for two years.
14. All administrative officials including commissioners, coaches, assistant coaches, and any volunteers on the court, rink, or field must complete and pass a CDC approved Concussion Course and a course on Recognizing Child Abuse. Certificates must be forwarded to the organization leader and Recreation Coordinator ([lindsay.mcparksrec@gmail.com](mailto:lindsay.mcparksrec@gmail.com)) prior to the team's first meeting. All administrative officials must have their requirements met prior to the next board meeting after the season start date in order to participate in the season. Anyone not on the PRA Board Approved List shall not be permitted to coach for the season. Certificates are valid for a maximum of two years, unless league requirements require one year.

Initial \_\_\_\_\_ FAILURE TO ABIDE BY THE ABOVE CONDITIONS AND MADISON COUNTY PARKS AND RECREATION POLICIES WILL RESULT IN REVOCATION OF THIS PERMIT AND DENIAL OF APPROVAL FOR FUTURE REQUESTS.

My organization and I hereby agree to protect, indemnify, and hold harmless the County of Madison, the Madison County Board of Supervisors, Madison County Public Schools, and the Madison County Park and Recreation Authority, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of these premises by my group or organization. I have read, understand and agree to the CONDITIONS OF USE FOR COUNTY PARKS AND FACILITIES. I have the authority to sign this application on behalf of my group or organization.

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**



**OFFICE USE ONLY**

Coach List Received: \_\_\_\_\_

Commissioner/Board List Received: \_\_\_\_\_

- Your Application has been approved
- Your Application has been denied. Please review Conditions of Use and submit any missing items.



# Madison County Parks and Recreation

## 2023 Calendar of Events

### January

1 ArtWalk

### February

1 ArtWalk

4 Master Builders

25 Princess Dance Party

### March

1 ArtWalk

11 Lucky Leprechaun PRIZE Fun Run

25 Nerf Wars

27 MHL Golf Tournament at Greene Hills

### April

1 ArtWalk

1 Hoover Ridge Kite Day

3-7 Hoover Ridge Spring Break Camp

15 3.2 for 32 – Virginia Tech Run in Remembrance

22 Hoover Ridge Wool and Wine Festival and Sheepdog Trials

23 Hoover Ridge Sheepdog Trials

### May

1 ArtWalk

20 Tour de Madison

21 HRSC Training Day

### June

1 ArtWalk

3 Music in the Park – Crawford and Power

9 Movies in the Park – Top Gun - Maverick

## July

- 1 ArtWalk
- 7 Movies in the Park –
- 8-9 Hooville Lacrosse Tournament
- 22 Music in the Park – The Skip Castro Band
- 22-23 Culpeper Disc Golf Tournament

## August

- 1 Artwalk -
- 11 Movies in the Park – League of Super Pets
- 12 Music in the Park – Road Ducks

## September

- 1 ArtWalk-
- 8 Movies in the Park –

## October

- 1 ArtWalk
- 21 HalloweenFest & Movies in the Park – Disney's Haunted Mansion
- 28 Haunted Woods of Hoover Ridge

## November

- 1 ArtWalk
- 4 Heroes & Villains – Dodgeball Wars

## December

- 1 ArtWalk
- 9 S'mores with Santa



# Madison County Parks and Recreation

## PRA Event Sign Up Sheet

Name: \_\_\_\_\_

### Events:

- Wool and Wine Festival – April 22
- Tour de Madison – May 20
  - Rest Stop
  - SAG driver
- Music in the Park – June 3 (Crawford and Power) – 4:00-9:00pm
- Music in the Park – July 22 (The Skip Castro Band) – 4:00-9:00pm
- Hoover Ridge Birthday Celebration – Picnic in the Park – July 30 (1:00-6:00pm)
- Music in the Park – August 12 (Road Ducks) – 4:00-9:00pm
- HalloweenFest – October 21 – 3:00-6:00pm
- Haunted Woods of Hoover Ridge – October 28 – 5:00pm-10:00pm
  - Day for setup
  - Event, either front gate, guide, scaring, or logistics
- S'mores with Santa – December 9



# Greenhouse Proposal

Anaka Ovalle



# About Me

- I'm a senior at Madison County High School and an active member of BRVGS
- This proposal is part of my BRVGS senior project

## Contact information

- [ovalleanaka05@gmail.com](mailto:ovalleanaka05@gmail.com)
- 434-305-5966

## Senior Project Website

- <https://sites.google.com/brvgs.k12.va.us/anakaovalle/home>

## Benefits & Uses

- During Summer programs kids will be able to grow their own plants
- Families that don't have the means for a garden can grow plants there
- More produce for farmers market
- Garden club
- 4-H groups
- Boys and Girls Club
- Primary school classes



# Maintenance & Build

Who would build it, when would it be built, and where would it be located?

- Members of the community
- Volunteers
- Madison Day
- Near the clorehouse in Hoover Ridge, length of it facing South

Who would maintain it?

- Members of the community

What will the dimensions be?

- 15x25x15

# Materials

- 810 sq. ft of 70% shade cloth
- Two 3x3 wall shutter vents
- 375 sq. ft concrete
- 3x7 pre-hung door
- 291 sq. ft of wood (2x4)
- 870 sq. ft of double layered polycarbonate
- 120 linear ft (minimum) of aluminum framing



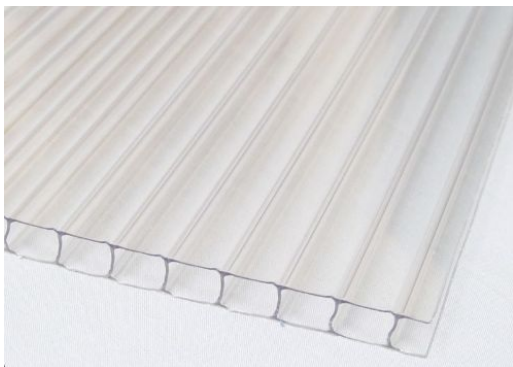
70% shade cloth



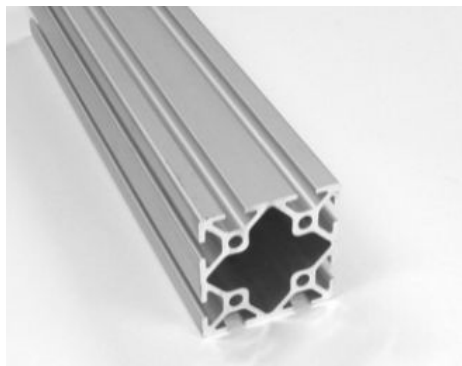
36 inch wall shutter vent



3x7 pre-hung door



Double-layered polycarbonate



Aluminum framing

# Cost Estimates

- Shade cloth: \$600.00
- Vents: \$720.00 to \$1,000.00
- Wood: \$3,000.00
- Double-layered polycarbonate: \$2,000.00
- Concrete and labor: \$4,000.00
- Door: \$1,100.00
- Aluminum: \$6,000.00
- Extra: \$3,000.00
- Total: \$20,000.00 to \$25,000.00

# Madison County Parks and Recreation Authority

## Background Check Screening Policy

The Madison County Parks and Recreation Authority reserves the right to screen any volunteer who will be working with children involved in PRA sponsored Youth Sports/Activities. The screening will consist of 1) completion of Volunteer Application Form, including references; 2) approval by the PRA; and 3) consent to background checks.

If a background check is performed and the following convictions or pending charges are revealed, the PRA will deny an individual application of those persons. The list includes, but is not limited to:

**Violent/Behavioral Crimes:**

- Murder
- Theft/Burglary/Robbery-Armed/Larceny
- Breaking and Entering
- Prostitution
- Disorderly Conduct
- Rape or Sexual Assault
- Assault
- Arson
- Escape from penitentiary

**Crimes Against Children**

- Solicitation of a minor
- Sexual abuse/assault of a minor
- Child abuse
- Child molestation
- Sexual conduct with a minor
- Contributing to the delinquency of a minor
- Indecency with a minor
- Abandonment/Endangerment of a min

**Drug and Alcohol Related Crimes**

- Possession of drug and/or paraphernalia
- Drug Dealing
- Trafficking
- DUI/DWI (3 in last 7 years)
- Domestic Violence/Abuse

To complete the background screening process, please complete the following form and return to the Madison Parks and Recreation Authority office. All results from the background screening will be kept confidential and forms will be destroyed following the screening. This information will not be shared.

MCPRA reserves the right to refuse any applicant regardless of the results of the background check.

Full Name: \_\_\_\_\_  
First Name Middle Last

Mailing Address: \_\_\_\_\_

Social Security Number (required): \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail Address: \_\_\_\_\_

*I hereby give my consent for Madison Parks and Recreation Authority to conduct a Background Check as described above.*

\_\_\_\_\_  
Signature Date



# Madison County Parks & Recreation Authority

## Training and Certification Program

In an effort to promote employee development and enhance critical skills necessary for County operations, Madison County Parks and Recreation is proposing an incentive program-professional development program for our full-time staff.

This program will provide employees with a method to increase their skills and at the same time provide the County with better trained, more versatile employees.

This program would promote or allow current staff to obtain additional relevant certifications through national professional organizations and other accredited programs. In return for obtaining additional certifications, the County would have a set pay increase for each additional certification. See chart below.

This incentive program would allow staff an opportunity to obtain additional certifications beyond their currently required certifications. This would greatly enhance the County's ability by having multi-trained or cross-trained staff who can perform additional duties to best serve our community.

Madison Parks and Recreation will cover the cost of the certifications, trainings, and exams. The employee shall remain with Madison County Parks and Recreation for one calendar year after the certification, or employee shall reimburse MCPRA for the training and certification expenses. Furthermore, MCPRA will cover the cost of the exam. If employee does not pass the exam on the initial try, employee will be responsible for the cost of reexamination.

Continuing education at a college or university for a Master's or Doctorate degree will be discussed on a case-by-case basis and must be approved by the Parks and Recreation Board. Tuition expenses may be reimbursed with PRA Board approval and must be included in the budget cycle.

## Approved Training and Certification List

*POSITIONS: Parks & Recreation Director, Recreation Coordinator, Park Maintenance, Parks and Recreation Administrative Assistant*

<b>Development Goal</b>	<b>Issuing Agency</b>	<b>Compensation</b>	<b>Notes</b>
Certified Parks and Recreation Professional	National Parks and Recreation Association	\$2,500	Self-Study, Online Class, Exam (Recertification required every 2 years)
Certified Parks & Recreation Executive	National Parks and Recreation Association	\$2,500	Self-Study, Online Class, Exam (Recertification required every 3 years, must be CPRP first)
Certified Playground Safety Inspector	National Parks and Recreation Association	\$2,500	3-day class, Exam (Renewed every 2 years)
Certified Youth Sports Administrator	National Alliance for Youth Sports	\$2,500	Online/Onsite Class, Exams (9 sections – 60 days to complete class) (Recertification required every 2 years)
Certified Aquatics Facility Operator	National Parks and Recreation Association	\$2,500	Self-Study, Online Class, Exam (Recertification required every 5 years)
Commercial Pesticide Applicator License	Virginia Department of Agriculture and Consumer Services	\$2,500	2-day class, Exam
Commercial Pesticide Technician	Virginia Department of Agriculture and Consumer Services	\$1,500	2-day class, Exam
CPR/AED/First Aid	American Red Cross or other approved program	\$500	In-Person training and certification – renew every 2 years
Master's Degree from accredited College or University in Parks, Recreation, or related field	Accredited College or University	\$2,500	Master's Degree
Doctorate Degree from accredited College or University in Parks, Recreation, or related field	Accredited College or University	\$2,500	Doctorate Degree



## Madison County Building Department

410 N. Main St, Madison VA 22727; Phone: (540) 948-6102

Mailing address: PO Box 1206, Madison VA 22727

Website: [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)

To: Jonathan Weakley

Date: 08-08-2022

Re: professional development program

In an effort to promote employee development and enhance critical skills necessary for County operations, I am proposing an incentive program-professional development program for Building & Zoning Department staff.

This program will provide employees with a method to increase their skills and at the same time provide the County with better trained, more versatile employees.

Basically, the program would promote or allow current staff to obtain additional relevant certifications through ICC, DHCD and DEQ. In return for obtaining additional certifications, the County would have a set pay increase for each additional certification. See chart below.

This incentive program would be or allow staff an opportunity to obtain additional certifications beyond their currently required certifications. This would greatly enhance the County's ability by having multi-trained or cross-trained staff who can perform additional duties.

<b>Certification</b>	<b>Proposed Salary Increase</b>
Residential Building Inspector	\$2500
Residential Mechanical Inspector	\$2500
Residential Electrical Inspector	\$2500
Residential Plumbing Inspector	\$2500
Commercial Building Inspector	\$2500
Commercial Mechanical Inspector	\$2500
Commercial Electrical Inspector	\$2500
Commercial Plumbing Inspector	\$2500



Residential Plans Reviewer	\$3500
Commercial Plans Reviewer	\$4000
ESC Inspector	\$2500
ESC Plan Reviewer	\$3500
ICC Certified Zoning Inspector	\$2500

- There is no cost to the County for the additional DHCD training required to obtain various certifications. The State Building Code Academy is funded by a 2% levy charged to all permits issued.
- There is a fee for each ICC certification exam; approximately \$240 per exam. I propose the County pay for the examination fee, with the stipulation that the staff member must remain an employee of the County for one year after obtaining the certification. If the employee does not remain with County, the employee would be responsible for reimbursing the County for the fee. If the employee does not pass the examination on their first attempt (which is not uncommon), the employee will be responsible for any additional examination fees.

Madison County is a small community with a small staff, this program will enhance the County's ability to provide the required services to the public.

A Professional Development Program would be a great opportunity for staff and the County organization. It would promote staff opportunities, training, retention, and versatility. The County would gain cross-trained employees who would be capable of performing additional duties and tasks.

*Jamie R Wilks* CBO

Madison County Building Official