



Madison County Parks and Recreation

March 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 – January 2023
- VII. Building Committee Report
- VIII. Old Business
 - a. Youth Sports
 - i. Spring Sports
 1. New Commissioners
 2. Coach Approval Lists
 - b. Outdoor Recreation Center Project
 - c. Events
 - i. Volunteer for events
 - ii. New events added
 - d. PRA Employee Certification Incentive Program
- IX. New Business
 - a. Madison Day
- X. Other Business
 - a. Around the Room
- XI. Public Comment
- XII. Adjournment



Madison County Parks and Recreation

February 8, 2023: 7:00pm

- I. Call to order
7:01pm
- II. Roll call
- III. Jerry Carpenter, Lindsay Von, Moonies Frazier, Carty Yowell, Larry Helmick, Clarissa Berry, Kendall Kendall, Clay Jackson, Nathan Carter, Jordan Tamelcoff,
- IV. Determination of a quorum – We have a quorum.
- V. Public Comment - none
- VI. Adoption of Minutes
Adjusted minutes from January to include Motion for Vice-Chairman: Clay nominated Nathan; Clay nominated Jordan for secretary. Umpire referee background checks. Clay asked if we record sessions. Minutes will be approved the next go around said Kendall. We will revisit the minutes at the next meeting.
Motion to table minutes – Carty, Second – Moonie. Passed.
- VII. Treasurer's Report (no reports for January)
Lindsay said we did not get the information for the bank statements in time.
- VIII. Building Committee Report
Jerry said we had the insurance adjuster come in to look at the H5 locker room/bathrooms. It was estimated to be \$16,000 to fix the softball locker room. Dry wall, insulation. Moonie gutted it out. Moonie said the insulation was so wet you could wring it out and it was forming mold. He will take fans down there tomorrow to make sure its dry. Kendall asked if he had to redo everything. Moonie said just downstairs. Moonie said the leak came from the water heater in the girl's bathroom when Nathan asked where it came from. Moonie said it will be ready the following weekend after next. Clay asked about temperatures. Lindsay brought up the red barn. Jerry said we had \$15,000 in budget but it will cost more. The eaves on the side need replaced. Lindsay asked about the study that was done. She asked about the potential asbestos filing in the office. Clay said they will go back through it on March 2nd for a review.
- IX. Old Business
 - a. Youth Sports

Youth Sports Rental Form - Lindsay said most everything talked about renters paying fees for damage. Nathan asked if something was done about people parking on the road near the pavilion. Jerry said there were parking areas for cars. Nathan said it was an issue during cross country. Jerry said signs will be up for Madison County Day. Lindsay said this needs to be approved because sports need to be responsible.

- i. Motion: Clay - To approve the rental agreement
Second: Carty
Result: It was approved.

b. Outdoor Recreation Center Project

Lindsay said she has a few copies of the final engineering report. Lindsay said upcoming events and sign up was in there. Moonie left the meeting at 8:17pm.

c. Events

- i. Upcoming calendar Kendall asked about hours for Wool and Wine. Jerry said we have raised \$5,000 for sponsorships for the bands for Music in the Park and is working on getting more.
- ii. Volunteer for events Kendall asked about the three events sign up sheets. Nathan said he has never seen Clay at an event. Lindsay said he pulled the tractor. Kendall asked everyone to fill out the form before the next meeting.

X. New Business

a. Presentation – Anaka Ovalle

Anaka Ovalle speaks. She said she is doing a governor's school project to better the community. She wants to be an architect. She heard skate, park, dog park, obstacle course but figured we already had that stuff. Her mom brought up doing a green house. She wants to build a Green House so kids will learn how to take care of veggies, summer programs can use it, 4H groups, Primary School students, families without gardens, and boys and girls club. She wants it to happen around Madison Day and be built near the Clore House because it is near water. Length will face south for sunlight. Wants it in front of or behind the Clore House. It must be ADA assessable. Maintenance would be from members of the community who use it. The materials would be 70% shade cloth for sunlight, shutter vents, concrete, pre hung door, wood, double layer for no insulation so it would be used year long with aluminum framing. The cost she does not trust herself because she is new to this. She researched it to be around \$20,000 and everything she added was around \$17,000. If she forgot something it would be 20- 25\$ thousand dollars. Kendall says she thinks she did a wonderful job with the explanation and pictures. She does not know much about green houses. Kendall asked if anyone has questions or things to add. Clarissa asked what she is asking us to do. Anaka said approval for the plan to be built. Clay asked about 15 feet being at the peak or length. Lindsay added that Anaka was not expecting an answer tonight but would like to present her project to the county. Brought up Austin Hamilton's school playground project. Carty asked where the money is coming from. Nathan asked from Parks and Rec. Anaka said Lindsay said donations and white tent funds. Lindsay said we have money from the white tent that was destroyed. Kendall said she is unfamiliar with the dimensions. Anaka said she's measured the high school green house and said

hers would be that same or smaller. Clay asked if its just for produce and Anaka says yes. Clay asked if she was pouring concrete down first. Carty said the south side of the Clore house is where a lot of people park and asked if there will be room for both things. Anaka said it is easy access and flexible. Jerry, Lindsay, and Kendall talked about shading issues. Anaka said that's why she has a shade cloth. Carty said it won't be level. Nathan asked about the water situation. Clarissa asked if she reached out to the garden club. Jerry and Kendall said it is a great idea. Everyone said her presentation was great.

b. Closed Session: Personnel (Coach) Matters

Motion: Carty said we have a motion to let McDaniel coach.

Result: unanimous yes.

c. Hockey Adult League – new Co-Commissioner Bob Mason

Lindsay said Adult Hockey is continuing through the Spring.

Motion: Kendall says we have a motion to approve Bob Mason

Second: Clay

Result: Unanimous yes.

d. PRA Employee Certification Incentive Program

Lindsay said Jonathon proposed professional development. In the county salary position will be a question. Jonathon sent Lindsay something for people to get approved for certain things in areas. Lindsay made a list of things we could get certified for, for parks and rec. Carty said salaries are based on an article that was adopted years ago. Lindsay asked what puts you at a higher pay than someone else. Carty said he would look at resume. Clay says the process is right and for years we have looked at items to increase salary on other things other than time served. He said it is up to the board of supervisors. He thinks first aid should be required and if you work in this field you should know how to do CPR, First Aid, and other medical practices if you are working with others. Lindsay said Parks and Rec would cover all costs. If you get it and leave you have to pay it back. Carty said if compensation would kick in after a year. Clarissa said it would start after they complete the training. Lindsay said it would be added to annual salary. If you leave within 4 months of pay increase you will not get it. Kendall said she wants more details on positions and hours. Clarissa would like to see what applies to each job regarding the certifications. Clarissa asked about everyone who works getting a master's degree for their job. Clay says having a better educated work force is always a win. Clay said Clarissa brought up a great point and wants to discuss this in better detail at the next meeting. Lindsay said classes and learning is an ongoing thing throughout the years. Clarissa asked about cost for conferences and education. Clay said he wants more information. Kendall wants a break down of time, hours, and details. She said she looks at having 2 hour classes and a test does not equal having a masters degree. Clay said to leave money out of it. Clay said there has to be some kind of standard and that they break down things. Clay said there are certifications that go with money. Clay said don't focus on money and think about having educated workers. Kendall said she wants a break down for fair compensation. Clay said Clarissa is right about having job descriptions. Lindsay said she only has CPR, First Aid and AED descriptions. Clay said it was a good start. Lindsay asked for clarification what they need. Clarissa said she does not think all the developmental goals apply to all the positions equally. She wants to know about awareness on where compensation is going. The problem with pay scale is quick

to generate compression because there is no way to increase it. Kendall said there are a few who know what is going on and few are just know hearing of this and needs more information. She said she needs background. She said this is out of left field for her. Clay once again said there needs to be better job descriptions and Lindsay should email them all out to everybody. Carty asked once you get these certifications what is next. Lindsay said to be recertified every three years. Carty said taking a small class may not deserve higher pay.

e. Support Hoover Ridge

Lindsay said there was a meeting on Monday. It was to try to get the group back together and answered questions on the outdoor recreation center and was looking for fundraising, assistance, and events. Looking for ways to get the word out. Clarissa asked if she was a volunteer or employee. Lindsay and Jerry said they are there as Parks and Rec staff. Carty asked Chris from the audience to speak. Chris asked if its appropriate to go with a 3.4 million project for engineering and permitting. He said from previous discussion you cannot start without having approval and a plan. He said the process could take 12-18 months. He said there's not a lot you can do to speed it up. He said if funding came in tomorrow, it would still take 12-14 months to complete. He said when money starts to materialize, we can start doing stuff. He said the county is willing to put some funds up. He said we would like to request PRA to ask the county to fund for the Hoover Ridge outdoor center. He said money will not get spent right away. He asked for opinion of funding. Jerry asked if we can go to the next board of supervisors meeting to approve the project so we can start fundraising. Nathan asked about the Washington Capitals and Jerry said they are out. A woman from the audience said we do not have funding from the county how will you get money. She said we do not know if the board of supervisors will approve anything and said we feel stuck. She gave examples of getting money and being shut down and not being able to spend the money. Lindsay said she got clarification from Jonathon and that there would be an ongoing commitment to resurface the playground. In 10 years, it will need to be resurfaced. She said we may have to wait for that to go through. The build itself requires a long-term commitment. Clarissa asked what was voted on at the last presentation. She thought that they could start on pre-engineering. Nathan said the plan but not the funding. She thought the board of supervisors committed to the project. Chris was wondering what the result of the presentation was. Clay said they approved of PRA spending \$25,000 for funding. He said it is a 2-part deal. Asking the county for 212k and that this board should vote to ask the board of supervisors to approve. He said there are other major projects going on with the schools and it will also be expensive. He said we could add this to their lost of potential projects to be approved. Carty said that in essence, the project will be approved by the board of supervisors if it is added to the CIP. Kendall said she feels like this is what we were asking for before. Clarissa said it needs to be added to the CIP. Kendall said there is a motion and a second. Moonie second. Chris said there is an engineering break out for each phase. Clarissa asked if they would be asking for phase 1 or the engineering as a whole. Clay said they are asking the county for engineering and architectural cost. Clay said the number is 212K. Lindsay said it is 210,710. Kendall said we have a motion to be added to the CIP list to the tune of 210. Clay and Carty abstained out of everyone.

Other Business

f. Around the Room

Clarissa said Culpeper approved their new pool. Kendall said she heard about it. Larry had nothing to add. Jerry had nothing to add. He said there was a lot of progress done tonight and there are a lot of positives. Lindsay said she forgot to mention we have colored trail markers, and we will have a new trail map out because it is confusing to walk in their now. Nathan said to Lindsay that he knows it is time consuming to put all this together and he appreciates it. Carty said for the planning and board of supervisors they set a time for the agenda package to go out. It is the Friday before. He said he does not like reading something on the spot at a meeting and discussing it. He said the Friday before these meetings he wants the papers ready for reading so he knows what will be talked about at the meeting. He said he came her unprepared. Kendall said some of these things that need a decision she feels that she feels rushed to make one. She does not have time to go to all the meetings and know about all the salary scales. She wants to be the best she can be for these meetings. Carty asked about Monday. Lindsay said she will do her best to get them out the Friday before the meeting. Clay said the government is slow. He said he's been getting things late. Carty said he does not like taking Lindsay away from what she does best and she has good vision. He said he has seen too many people doing things that are taking away from their profession.

XI. Public Comment

No public comment. Clarissa asked about having an official statement from support Hoover Ridge. Chris said for strategic planning would it be appropriate for members of Support Hoover Ridge to go to meetings. Clay said that Jerry goes to all the meetings from the board of supervisors. Jerry talks on all the events that go on. Clay said he would love if they came to the meetings. Chris said PRA will be represented so Support Hoover Ridge should be there. Nathan made a motion to adjourn. Carty second.

XII. Adjournment
8:30pm

Madison County Parks and Recreation Authority
Budget vs Actual-Operations only
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
410000 · Contribution from Madison Co	88,504	118,004	(29,500)	75%
410050 · County Employees - Contribution	123,498	191,828	(68,331)	64%
410100 · Madison County School Fund	0	8,000	(8,000)	0%
411000 · Donations				
411010 · Hoover Ridge Pledge Payments	0	1,000	(1,000)	0%
411011 · Carpenter Foundation Fund	0	2,492	(2,492)	0%
411015 · Hoover Ridge Fund	0	1,877	(1,877)	0%
Total 411000 · Donations	0	5,369	(5,369)	0%
413000 · Brought forward from prior year	0	1,134	(1,134)	0%
419000 · Misc Income	23,002	23,002	(0)	100%
419200 · Gain on Sale of Fixed Assets	8,729	8,729	0	100%
422000 · User Fee	14,222	22,700	(8,478)	63%
Total Income	257,954	378,766	(120,812)	68%
Gross Profit	257,954	378,766	(120,812)	68%
Expense				
500000 · Expenses--Operational				
501000 · Payroll Expenses				
501100 · Labor				
501101 · Part-Time Custodian	1,114	1,950	(836)	57%
501102 · Part-Time Clerical	11,688	15,600	(3,913)	75%
501103 · Part-Time Maintenance	9,711	17,375	(7,665)	56%
501105 · Facility Supervisor	3,897	7,650	(3,753)	51%
Total 501100 · Labor	26,409	42,575	(16,166)	62%
501110 · Fringe				
501111 · FICA and Medicare	2,010	3,257	(1,247)	62%
501112 · VEC Expense	24	658	(634)	4%
501113 · FUTA	8			
Total 501110 · Fringe	2,042	3,915	(1,873)	52%
Total 501000 · Payroll Expenses	28,451	46,490	(18,039)	61%
502000 · Leased Employees	123,498	191,828	(68,331)	64%
503000 · Outside Services	2,786	4,476	(1,691)	62%
504000 · Repairs & Maintenance				
504110 · Field Maintenance	1,697	10,500	(8,803)	16%
504120 · Supplies	3,394	4,000	(606)	85%
504130 · Maintenance	46	3,000	(2,954)	2%
504140 · Vehicle/Equipment Repairs	5,167	8,000	(2,833)	65%
Total 504000 · Repairs & Maintenance	10,305	25,500	(15,195)	40%
505000 · Advertising	0	350	(350)	0%
506000 · Utilities				
506100 · Electricity				
506101 · Red Barn	204	330	(126)	62%
506102 · PRA Office	961	1,800	(839)	53%
506103 · E1	65	180	(115)	36%
506104 · E2/Concessions	516	1,400	(884)	37%
506106 · Hockey Rink/Concessions	361	520	(159)	69%
506107 · Soccer Field	161	275	(114)	58%
506108 · Camp Crockett	158	280	(122)	56%
506109 · Performing Arts Stage	434	430	4	101%
506110 · H5 Pressbox and Lights	493	1,000	(507)	49%
506111 · Football / Concessions	411	460	(49)	89%

Madison County Parks and Recreation Authority
Budget vs Actual-Operations only
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
506112 · Hoover Ridge Concessions	1,338	1,900	(562)	70%
506113 · Farmers Market MOP	157	250	(93)	63%
Total 506100 · Electricity	5,258	8,825	(3,567)	60%
506119 · Heating Services	0	570	(570)	0%
506120 · Water & Sewer				
506121 · Portajohn Costs	6,620	11,000	(4,380)	60%
Total 506120 · Water & Sewer	6,620	11,000	(4,380)	60%
506130 · Telecommunications	797	1,370	(573)	58%
Total 506000 · Utilities	12,675	21,765	(9,090)	58%
507000 · Insurance				
507100 · Insurance - Vehicle	2,328	2,328	0	100%
507110 · Insurance - Property	451	469	(18)	96%
507120 · Insurance - General Liability	341	340	1	100%
507140 · Insurance - Public Officials	550	550	0	100%
507150 · Insurance - Crime	675	675	0	100%
507160 · Insurance--Equipment Breakdown	38	39	(1)	97%
507170 · Insurance-Inland Marine	144	144	0	100%
507190 · Dividend Credit	(90)	(70)	(20)	129%
Total 507000 · Insurance	4,437	4,475	(38)	99%
508000 · Seminars & Tuition	1,836	4,000	(2,164)	46%
508100 · Affiliations/Dues	603	640	(37)	94%
509000 · Office Supplies	5,594	8,400	(2,806)	67%
509100 · Office Equipment	1,825	1,800	25	101%
509200 · Meals and Entertainment	179	210	(31)	85%
509300 · Subscriptions	1,245	2,430	(1,185)	51%
509400 · Event Supplies	450	900	(450)	50%
510000 · Postal Service	318	450	(132)	71%
511000 · Fuel	5,806	7,000	(1,194)	83%
512000 · Janitorial	64	500	(436)	13%
513000 · Small Tools & Equipment	0	1,000	(1,000)	0%
514000 · Fees				
514020 · Bank Fees	0	90	(90)	0%
514030 · Credit Card Processing Fees	1,230	1,360	(130)	90%
514040 · Tax Filing	0	100	(100)	0%
Total 514000 · Fees	1,230	1,550	(320)	79%
Total 500000 · Expenses--Operational	201,300	323,764	(122,464)	62%
516000 · Capital Outlays				
516100 · Tools & Equipment				
516105 · Robot Paint Machine	6,665	6,300	365	106%
Total 516100 · Tools & Equipment	6,665	6,300	365	106%
516200 · Building/Infrastructure Dev				
516202 · PRA Office Projects	2,426	2,500	(74)	97%
516204 · Road Improvements	0	1,500	(1,500)	0%
516205 · Driving Range	1,137	1,100	37	103%
516209 · Stage	0	1,500	(1,500)	0%
516210 · Concession Stand/Restroom				
516210T · Concession Interior Supplies	1,096	1,100	(4)	100%
Total 516210 · Concession Stand/Restroom	1,096	1,100	(4)	100%

Madison County Parks and Recreation Authority

Budget vs Actual-Operations only

July 2022 through January 2023

03/01/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
516212 · Park Improvements	2,424	3,000	(576)	81%
516215 · Red Barn	0	15,000	(15,000)	0%
516299 · Other	0	23,002	(23,002)	0%
Total 516200 · Building/Infrastructure Dev	7,083	48,702	(41,619)	15%
Total 516000 · Capital Outlays	13,748	55,002	(41,254)	25%
Total Expense	215,048	378,766	(163,718)	57%
Net Ordinary Income	42,906	0	42,906	100%
Net Income	42,906	0	42,906	100%

Madison County Parks and Recreation Authority
Statement of Activities
January 2023

	Jan 23	Jul '22 - Jan 23
Ordinary Income/Expense		
Income		
410000 · Contribution from Madison Co	36,501.25	88,503.75
410050 · County Employees - Contribution	17,642.50	123,497.50
411000 · Donations		
411010 · Hoover Ridge Pledge Payments		2,000.00
411015 · Hoover Ridge Fund		5,000.00
411022 · Playground Project		858.50
411023 · Tree Memorial Program		100.00
411024 · Hockey Rink Relocation Project		2,209.25
411030 · Youth Programs		
411031 · Youth Programs Scholarship Fund		1,250.00
411032 · Youth Program - Specified		4,570.00
Total 411030 · Youth Programs		5,820.00
Total 411000 · Donations		15,987.75
413000 · Brought forward from prior year		134,953.20
414000 · Rentals		
414100 · Picnic Shelter Rental	75.00	675.00
414110 · Facility/Field Rental	50.00	4,954.44
Total 414000 · Rentals	125.00	5,629.44
415000 · Fees		
415100 · Program Registration		
415103 · Program Registration Fees	4,060.24	71,210.76
Total 415100 · Program Registration	4,060.24	71,210.76
Total 415000 · Fees	4,060.24	71,210.76
416000 · Concessions Sales	1,278.00	4,587.91
417000 · Events		
417003 · Wool & Wine Festival	220.00	220.00
417007 · Haunted Woods		5,579.68
417008 · Youth Programs		
417008C · Nerf Wars		290.00
Total 417008 · Youth Programs		290.00
417010 · Music in the Park	2,500.00	9,088.23
Total 417000 · Events	2,720.00	15,177.91
418000 · Team/Program Sponsorship	600.00	4,200.00
419000 · Misc Income		
419100 · Fundraisers		845.00
419000 · Misc Income - Other		23,001.96
Total 419000 · Misc Income		23,846.96
419200 · Gain on Sale of Fixed Assets		8,729.00
422000 · User Fee		
422010 · Driving Range		309.00
422000 · User Fee - Other	518.61	14,222.11
Total 422000 · User Fee	518.61	14,531.11
Total Income	63,445.60	510,855.29
Gross Profit	63,445.60	510,855.29

Madison County Parks and Recreation Authority
Statement of Activities
January 2023

Expense	Jan 23	Jul '22 - Jan 23
500000 · Expenses--Operational		
501000 · Payroll Expenses		
501100 · Labor		
501101 · Part-Time Custodian	75.00	1,113.53
501102 · Part-Time Clerical	1,948.75	11,687.50
501103 · Part-Time Maintenance		9,710.50
501105 · Facility Supervisor	2,223.00	3,897.00
Total 501100 · Labor	4,246.75	26,408.53
501110 · Fringe		
501111 · FICA and Medicare	324.89	2,009.70
501112 · VEC Expense	4.66	24.34
501113 · FUTA		8.28
Total 501110 · Fringe	329.55	2,042.32
Total 501000 · Payroll Expenses	4,576.30	28,450.85
502000 · Leased Employees	17,642.50	123,497.50
503000 · Outside Services	50.00	8,683.50
504000 · Repairs & Maintenance		
504110 · Field Maintenance		1,697.09
504120 · Supplies	415.14	3,394.40
504130 · Maintenance	11.20	46.27
504140 · Vehicle/Equipment Repairs	2,219.98	5,167.32
Total 504000 · Repairs & Maintenance	2,646.32	10,305.08
506000 · Utilities		
506100 · Electricity		
506101 · Red Barn	27.37	203.55
506102 · PRA Office	300.58	960.70
506103 · E1	10.71	65.13
506104 · E2/Concessions		516.16
506106 · Hockey Rink/Concessions	97.91	360.70
506107 · Soccer Field	23.91	160.57
506108 · Camp Crockett	23.91	158.10
506109 · Performing Arts Stage	240.64	434.10
506110 · H5 Pressbox and Lights	102.99	493.23
506111 · Football / Concessions	53.41	411.31
506112 · Hoover Ridge Concessions	106.67	1,337.77
506113 · Farmers Market MOP	23.91	156.60
Total 506100 · Electricity	1,012.01	5,257.92
506120 · Water & Sewer		
506121 · Portajohn Costs	420.00	6,620.00
Total 506120 · Water & Sewer	420.00	6,620.00
506130 · Telecommunications	113.73	796.97
Total 506000 · Utilities	1,545.74	12,674.89
507000 · Insurance		
507100 · Insurance - Vehicle		2,328.00
507110 · Insurance - Property		451.00
507120 · Insurance - General Liability		341.00
507140 · Insurance - Public Officials		550.00
507150 · Insurance - Crime		675.00
507160 · Insurance--Equipment Breakdown		38.00
507170 · Insurance-Inland Marine		144.00
507190 · Dividend Credit		-90.00
Total 507000 · Insurance		4,437.00

Madison County Parks and Recreation Authority

Statement of Activities

January 2023

03/03/23

Accrual Basis

	Jan 23	Jul '22 - Jan 23
508000 · Seminars & Tuition		1,836.14
508100 · Affiliations/Dues		602.85
509000 · Office Supplies	358.70	5,594.42
509100 · Office Equipment	267.84	1,825.22
509200 · Meals and Entertainment	78.16	178.92
509300 · Subscriptions	30.97	1,244.62
509400 · Event Supplies		450.02
510000 · Postal Service	258.00	318.00
511000 · Fuel	596.01	5,805.66
512000 · Janitorial		63.99
514000 · Fees		
514030 · Credit Card Processing Fees	389.64	2,977.62
Total 514000 · Fees	389.64	2,977.62
Total 500000 · Expenses--Operational	28,440.18	208,946.28
516000 · Capital Outlays		
516100 · Tools & Equipment		
516105 · Robot Paint Machine		6,665.00
Total 516100 · Tools & Equipment		6,665.00
516200 · Building/Infrastructure Dev		
516202 · PRA Office Projects		2,426.13
516205 · Driving Range		1,137.19
516210 · Concession Stand/Restroom		
516210T · Concession Interior Supplies		1,096.00
Total 516210 · Concession Stand/Restroom		1,096.00
516212 · Park Improvements		2,423.72
Total 516200 · Building/Infrastructure Dev		7,083.04
Total 516000 · Capital Outlays		13,748.04
517000 · Expenses--Programs		
517010 · User Fee	642.57	14,755.61
517030 · Insurance - Youth Programs	1,627.00	9,812.40
517035 · Background Checks - Youth		386.38
517040 · Contractual Services		
517041 · Approved Instructors	1,522.50	33,495.67
517042 · Umpires and Referees	1,605.00	6,675.00
517043 · Driving Range		729.28
517044 · Special Event Contractor		296.25
Total 517040 · Contractual Services	3,127.50	41,196.20
517050 · Travel League Registration Fees	414.00	698.63
517070 · Program Operational Expenses	597.18	30,300.86
517075 · All Star Operational Expense		464.38
517080 · Events		
517081 · Wool & Wine Festival		253.11
517084 · Haunted Woods		2,625.54
517085 · S'mores with Santa	98.32	631.86
517088 · Youth Programs		
517088C · Park Activities	560.00	757.27
517088D · Nerf Wars		140.00
Total 517088 · Youth Programs	560.00	897.27
517089 · Fundraisers-Other		
517089A · Music in the Park		6,278.87
517089B · Movies in the Park		1,785.41
Total 517089 · Fundraisers-Other		8,064.28
Total 517080 · Events	658.32	12,472.06

Madison County Parks and Recreation Authority

Statement of Activities

January 2023

03/03/23

Accrual Basis

	Jan 23	Jul '22 - Jan 23
517090 · Repairs & Maintenance		
517093 · Supplies	134.11	334.11
Total 517090 · Repairs & Maintenance	134.11	334.11
517100 · Program Supplies	1,831.31	6,616.11
517110 · Trophies and Awards		305.56
517120 · Uniforms	1,318.74	7,995.61
517125 · All Star Uniforms		86.00
517130 · Concession Expense	513.17	1,696.26
517140 · Team Apparel		560.00
517170 · Advertising Expenses		716.02
Total 517000 · Expenses--Programs	10,863.90	128,396.19
Total Expense	39,304.08	351,090.51
Net Ordinary Income	24,141.52	159,764.78
Other Income/Expense		
Other Income		
610000 · Transfers In	3,576.93	7,600.34
Total Other Income	3,576.93	7,600.34
Other Expense		
620000 · Transfers Out	3,576.93	6,277.34
Total Other Expense	3,576.93	6,277.34
Net Other Income		1,323.00
Net Income	24,141.52	161,087.78

Statement of Activities by Class January 2023

	Income	Expense	Other Income	Other Expense	Net Income
Adult Basketball	1,311.44	255.55	0.00	1,085.41	-29.52
Camps/Clinics	5,230.45	10,252.30	3,288.00	0.00	-1,733.85
Driving Range	309.00	1,009.47	0.00	0.00	-700.47
Facility Rental	5,949.44	5,504.44	0.00	0.00	445.00
Children's Events	417.92	337.27	0.00	0.00	80.65
Haunted Woods	5,579.68	2,984.96	0.00	2,594.72	0.00
Movies in the Park	350.00	1,435.41	1,085.41	0.00	0.00
Music in the Park	8,835.12	6,335.12	0.00	0.00	2,500.00
S'mores with Santa	0.00	631.86	631.86	0.00	0.00
Wool and Wine Festival	473.11	253.11	0.00	0.00	220.00
Total Fundraising Events	15,655.83	11,977.73	1,717.27	2,594.72	2,800.65
Hockey Rink Relocation Project	4,618.25	0.00	0.00	0.00	4,618.25
Tree Memorial Program	216.50	0.00	0.00	0.00	216.50
Youth Scholarship Fund	2,681.11	0.00	0.00	1,965.00	716.11
Hoover Ridge Donations - Other	35,567.96	0.00	0.00	0.00	35,567.96
Total Hoover Ridge Donations	38,465.57	0.00	0.00	1,965.00	36,500.57
Hoover Ridge Summer Camp	24,539.15	34,291.56	0.00	0.00	-9,752.41
Park Activities	589.08	760.56	0.00	0.00	-171.48
Playground Project	34,320.78	19,986.02	1,962.86	0.00	16,297.62
Baseball Sign Account	275.00	50.00	0.00	0.00	225.00
Sign Programs - Varsity H5	900.00	0.00	0.00	0.00	900.00
Softball Sign Account	3,170.32	0.00	0.00	0.00	3,170.32
Total Sign Programs	4,345.32	50.00	0.00	0.00	4,295.32
Tour De Madison	2,650.00	1,932.18	0.00	0.00	717.82
User Fee	-34.65	2,209.25	0.00	0.00	-2,243.90
Women's Volleyball	3,036.07	2,186.42	0.00	0.00	849.65
Baseball	8,536.30	2,906.89	0.00	0.00	5,629.41
Basketball	13,501.54	6,320.46	0.00	0.00	7,181.08
Cheerleading	8,411.11	5,877.41	0.00	0.00	2,533.70
Football	8,119.91	7,499.21	0.00	0.00	620.70
Football Cheer	2,301.31	766.70	0.00	0.00	1,534.61
Hockey	23,821.46	8,385.44	0.00	0.00	15,436.02
Soccer	32,421.17	10,150.33	0.00	0.00	22,270.84
Softball	11,043.43	1,354.06	0.00	0.00	9,689.37
Wrestling	3,159.01	378.96	0.00	0.00	2,780.05
Total Youth	111,315.24	43,639.46	0.00	0.00	67,675.78
TOTAL	252,300.97	134,054.94	6,968.13	5,645.13	119,569.03

Madison County Parks and Recreation Authority
Statement of Financial Position
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Union Bank and Trust	176,869.27
Total Checking/Savings	176,869.27
Total Current Assets	176,869.27
Fixed Assets	
15000 · Capital Assets	
15010 · Construction in Progress	42,059.54
15020 · Building Improvements	28,395.43
15030 · Equipment	79,033.26
15120 · Accum. Depr-Bldg Improvements	-1,419.77
15130 · Accum. Depr.-Equipment	-47,536.14
Total 15000 · Capital Assets	100,532.32
Total Fixed Assets	100,532.32
TOTAL ASSETS	277,401.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,174.38
Total Accounts Payable	1,174.38
Other Current Liabilities	
24000 · Payroll Liabilities	
24010 · Federal Withholding	116.00
24020 · FICA & Medicare Withholding	437.83
24030 · Virginia Withholding	41.00
24040 · VEC Withholding	132.99
24000 · Payroll Liabilities - Other	-1.20
Total 24000 · Payroll Liabilities	726.62
Total Other Current Liabilities	726.62
Total Current Liabilities	1,901.00
Total Liabilities	1,901.00
Equity	
31000 · Investment in Capital Assets	98,053.79
33000 · Unassigned Fund Balance	15,868.02
34000 · Assigned Fund Balance	
34520 · Music in the Park	491.00
Total 34000 · Assigned Fund Balance	491.00
Net Income	161,087.78
Total Equity	275,500.59
TOTAL LIABILITIES & EQUITY	277,401.59



Madison County Parks and Recreation

Youth Baseball

2023 Coach List

Coach Spring 2023	Child Abuse/Neglect Compliant	Concussion Exp. Date	Background Check Exp. Date
Brian Daniels			
Evan Tucker			
Reese Lipscomb			
Kenny Souder			
Cory Clatterbuck			
Scott Honaker			
Damon Myers			
Blake Yowell			
Jay Prince	X	X	X
John Gieffels	X	X	X
Brandon Milbourne			
Zach Skinner			
Evan Grant			
Jesse Souder			
Tony Brill			
Tom Chew	X	X	X
Mike Hooser			
Ronnie Shifflett			
Trey Mitchell			
Bradley Smith			
Bill Smith			



Madison County Parks and Recreation

Youth Soccer 2023 Coach List

Coach Spring 2023	Child Abuse/Neglect Compliant	Concussion Exp. Date	Background Check Exp. Date
Maurice Ellington			
Carson Joyce	Exp	Exp	X
Isaac Hancock			
Katie Hancock			
Amanda Bench			
Valerie Miller	X	X	
Jessica Davidson	4/24/22		
Tiffany Woodward			
Carrie Hardy	Exp	Exp	
Kari Gaviria	X	X	X
Megan Ellis-Deviese	X	X	X
Jeannine Geer		X	
Deanna Estes			
Jessika Coffey	X	X	
D. Reed Freeman	X	X	
Will Cottrill			
Steve Miller	X	X	
Jana Jackson	Exp	Exp	



Madison County Parks and Recreation

Youth Softball

2023 Coach List

Coach Spring 2023	Child Abuse/Neglect Compliant	Concussion Exp. Date	Background Check Exp. Date
Kenny Deane	X	X	
Jessica Deane			
David Kiser	X	X	
Brandie Morris	X	X	X
Drew Eanes	X	X	X
Josh Morris	X	X	
Jeff Dobyns	X	X	
Jim Adams	X	X	
Lindsay Von Herbulis	X	X	X
Michael Tanner	X	X	X
Amber Colvin	X	X	
Amber Shoultz			
Curt Aylor			
Lauren Eanes (A)			
Eva Clatterbuck (A)	X	X	X



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



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*

Development Goal	Issuing Agency	Compensation	Notes
Certified Parks and Recreation Professional	National Parks and Recreation Association ** NRPA Certification Programs, National Certifications National Recreation and Park Association	\$2,500	Self-Study, Online Class, Exam (Recertification required every 2 years), eligibility requirements, 20 hours continuing education
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), eligibility requirements, 30 hours continuing education
Certified Playground Safety Inspector	National Parks and Recreation Association **	\$2,500	Self-study, 3-day class, Exam (Renewed every 3 years)
Certified Youth Sports Administrator	National Alliance for Youth Sports Academy for Youth Sports Administrators - National Alliance for Youth Sports (nays.org)	\$2,500	Online/Onsite Class, Exams (9 sections – 60 days to complete class) (Recertification required every 2 years), 10 hours continuing education
Certified Aquatics Facility Operator	National Parks and Recreation Association **	\$2,500	Self-Study, Online Class, Exam (Recertification required every 5 years), 20 hours continuing education
Commercial Pesticide Applicator License	Virginia Department of Agriculture and Consumer Services *** Becoming a Certified Pesticide Applicator (virginia.gov)	\$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

From: lindsay.mcparksrec@gmail.com
To: "Karen Coppage"
Cc: "Jerry Carpenter"
Subject: RE: Madison Day
Date: Friday, March 3, 2023 2:27:26 PM
Attachments: [doc05169720230228160143.pdf](#)
[Hoover Ridge Park Map & Signs Estimate 03022023.pdf](#)

Hi Karen!

Please bear with me as I piece these together.

For the Hoover Ridge Signage and Maps, the quote for the signs/maps/design is attached. The metal posts would be additional at \$40 per post (37 needed) for \$1,480. The new large map will be mounted on the board at the entrance to the park.

For the Disc Golf concrete tee pads, there is an estimate from Cardinal for the supplies attached, and the concrete from Allied Concrete would be \$3403.

Total for New Signage and Maps - \$4,891.35

Total for Disc Golf - \$5,286.99

Thank you for all of your help!

Lindsay

Lindsay Von Herbulis, CPRP, CPSI, CYSA
Recreation Coordinator
Madison County Parks and Recreation Authority
P.O. Box 435
Madison, VA 22727
(540) 308-1247
www.hooverridge.com

-----Original Message-----

From: Karen Coppage <karenc@clore.furniture>
Sent: Tuesday, February 21, 2023 2:41 PM
To: lindsay.mcparksrec@gmail.com
Subject: Madison Day

Hi Lindsay!

Have you had a chance to write up a quote or something similar for the signs that we've talked about Woodberry doing for Hoover Ridge? I know it's been awhile since you and I originally talked about it and I don't think I mentioned it the last time we talked. Woodberry needs something in writing so they can do their formal request for the money to cover the what's needed.

They'll need it soon since it's about two months away! (Too soon now!)

Thank you!!

Karen Coppage



Cardinal Home Center Madison
 Cardinal Home Center
 322 Washington Street
 Madison VA 22727
 540-948-3062



QUOTE

2302-816419

PAGE 1 OF 1

SOLD TO
Cash Sales

JOB ADDRESS
Cash Sales

ACCOUNT	JOB
CASH	0
CREATED ON	02/28/2023
EXPIRES ON	03/07/2023
BRANCH	1000
CUSTOMER PO#	
STATION	C10
CASHIER	RKA
SALESPERSON	
ORDER ENTRY	RKA
MODIFIED BY	

Thank you for your business!

Item	Description	D	Quantity	U/M	Price	Per	Amount
2612T2	2x6x12' #2 PT SYP GROUND .15		108	EA	10.8800	EA	1,175.04
MASREWIP	REINFORCEMENT WIRE 5'X10' PANEL		18	EA	22.9700	EA	413.46
N15075	5-LB 3"PREM DECK SCREW TORQ DR		4	EA	38.2000	EA	152.80
H1761	6" 17GA BAR TIES 100/BAG		1	EA	5.1300	EA	5.13
DMADISON	DELIVERY TO MADISON		1	EA	45.0000	EA	45.00
This is an estimate; prices vary based on market conditons. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.					TC 5.30%	Subtotal	1,791.43
						Sales Tax	92.56
						Total	1,883.99

Buyer:

Signature

K'Crushka Disc Golf Design
 Aaron Houghton
 3204 Moody Ave.
 Richmond, VA 23225
kcrushka@gmail.com | 804-868-0182

Hoover Ridge Park Map and Signs Estimate

Estimate #	Date
03022023	3/2/2023

To

Lindsay Von Herbulis
 Madison County Parks and Recreation Authority
lindsay.mcparcsrec@gmail.com

Description of Work:

- Park mapping and graphic design for wayfinding elements
 - 25 wayfinding signs 12"x16"
 - 10 wayfinding signs (next size up from above)
 - 2 2'x3' signs
 - Trail Map for Woods
 - Full Park map for Concession stand area
 - 1 4'x6' Park Map
- Project consultation

Itemized Costs	QTY	Unit Price	Amount
Park GPS mapping, graphic design, illustration	30 hrs**	\$50/hr	\$1,500.00
Travel reimbursement for course visit	170 miles	\$0.655/mile	\$111.35
Full color aluminum wayfinding signs (vinyl sticker w/ UV coat) <ul style="list-style-type: none"> ● 12"x16"x.063" 	25	\$24*	\$600
Full color aluminum wayfinding signs (vinyl sticker w/ UV coat) <ul style="list-style-type: none"> ● 16"x24"x.063" 	10	\$50*	\$500
Full color aluminum maps (vinyl sticker w/ UV coat) <ul style="list-style-type: none"> ● 24"x36"x.063" 	2	175*	\$350
Full color aluminum park map (vinyl sticker w/ UV coat) <ul style="list-style-type: none"> ● 4'x6'x.063" 	1	\$350*	\$350
<i>Thank you for your business</i>	Total Estimate		\$3,411.35

Note: This is not a contract or a bill. It is an estimate for total cost to complete the work stated above.

**Sign prices from Custom Sign Shop, RVA; subject to change*

***Projected hours may change once the scope of work has been more thoroughly discussed.*

**To schedule a time to complete the work, or if you have any questions, please contact
 Aaron Houghton: kcrushka@gmail.com | 804-868-0182**