



COUNTY of FREDERICK

Parks and Recreation Department


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MEMO

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept. 
Subject: Parks and Recreation Commission Action
Date: November 15, 2017

The Parks and Recreation Commission met on November 14, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., Amy Strosnider, and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: None

Items Requiring Board of Supervisors Action:

1. Right of Way Donation – Abrams Creek – A property owner of land needed for Abrams Creek Trail right of way has requested assurance the County would accept the property as a donation should he choose to donate. The attached resolution provides this assurance and additionally allows for the acceptance of the property in the event it is donated. The Buildings and Grounds Committee recommended the resolution, second by Mr. Fordney, motion carried unanimously (8-0). Please see attached Resolution Authorizing Acceptance of Real Property.
2. Rose Hill Memorandum of Understanding – The Buildings and Grounds Committee recommended to approve the 2014 Rose Hill Park Memorandum of Understanding addendum which clarifies lease area changes due to new hiking trails and addresses the lease area implication for future amenities, second by Mr. Morrison, motion carried unanimously (8-0). Please see attached Memorandum of Understanding.

Submitted for Board Information Only:

1. Policy Revisions - Mr. Sandy moved to adopt the Facility Rental (500.19) and Athletic Field Use Policies (500.01), second by Mr. Madagan motion carried unanimously (8-0). The Facility Rental and Athletic Field Use policies are attached.
2. Sherando High School – The Buildings and Grounds Committee recommended to accept Frederick County Public Schools' request to use the north Sherando Park softball fields for necessary improvements to comply with a U.S. Department of Education Office of Civil Rights agreement, second by Mr. Carter, motion carried unanimously (8-0).

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Parks & Recreation Commission

November 14, 2017

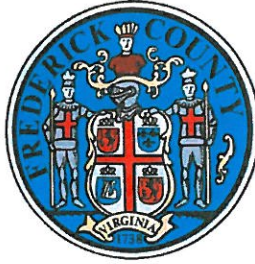
3. OH! Grant – Frederick Heights Park – The Buildings and Grounds Committee recommended accepting McKee Foods expectation of recognition with a directional sign identifying OH! Outdoor Happiness program to receive \$20,000 to be used at Frederick Heights Park, second by Mr. Sandy, motion carried unanimously (8-0).

4. FY 2019 Budget including Fees and Charges – The Finance Committee recommended to accept the 2019 Budget including Fees and Charges as submitted, second by Mr. Morrison, motion carried unanimously (8-0).

Attachment

cc: Gary Longerbeam, Chairman

Robert Wells, Board of Supervisors' Non-Voting Liaison



BOARD OF SUPERVISORS

RESOLUTION AUTHORIZING ACCEPTANCE OF REAL PROPERTY FROM THOMAS G. SCULLY December 13, 2017

WHEREAS, Thomas G. Scully is the record owner of eight (8) certain parcels of land situate in Redbud Magisterial District in Frederick County; and

WHEREAS, said parcels are identified as:

- Lot 1, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-1;
- Lot 2, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-2;
- Lot 3, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-3;
- Lot 4, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-4;
- Lot 5, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-5;
- Lot 6, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-6;
- Lot 7, Section B in Rolling Fields Subdivision, Tax Parcel Number 54C-11B-7; and
- Lot 8, Section A in Rolling Fields Subdivision, Tax Parcel Number 54C-11A-8.

This land being a portion of the land conveyed to Thomas G. Scully from David G. Simpson and Judith Meade Simpson in Deed Book 328 page 585; and

WHEREAS, Thomas G. Scully has indicated an interest in donating the above-referenced lots to the County for the purpose of promoting outdoor recreation within the County; and

WHEREAS, the Board of Supervisors intends to accept the gift of land from Thomas G. Scully, if the same is offered.

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Supervisors hereby authorizes the County Administrator, Kris Tierney, to accept a deed of gift for the above described property from Thomas G. Scully on behalf of the County.

Adopted this 13th day of December, 2017.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
J. Douglas McCarthy	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Gene E. Fisher	_____
Judith McCann-Slaughter	_____		

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

ADDENDA NO. 2

To the
MEMORANDUM OF UNDERSTANDING
Between
The COUNTY OF FREDERICK, VIRGINIA (County)
and
the GLASS GLEN-BURNIE FOUNDATION (GGBF)
and
the GLASS GLEN-BURNIE MUSEUM, INC. (GGBM)

- I. On the 5th of May 2014, the County, GGBF, and GGBM entered into a Memorandum of Understanding (MOU) for the purpose of developing a portion of the property (hereinafter known as "Rose Hill"), located at 1985 Jones Road in the County of Frederick Virginia identified with Property Identification Number 62-A-73B in the Back Creek Magisterial District. On the 10th of August 2016, the parties amended the reference MOU with Addenda No. 1.
- II. The parties now mutually desire and agree to amend the reference MOU and Addenda as follows.
 - Add Article 27, "The County shall have the opportunity to install and maintain, at its own expense, dirt surface hiking/walking trails on the 115.4 acre parcel identified in Exhibit A of the May 2014 MOU. Trail location and design shall be agreed upon prior to commencing work and include a 3' maintenance buffer area from the trail tread."
 - Add Article 28, "Any added trail or other agreed upon amenity shall be considered to be an extension of the lease area to the County, to include an agreed upon buffer area from the actual amenity."

All other terms and conditions that are not hereby amended are to remain in full force and effect.

THIS AGREEMENT EXECUTED IN DUPLICATE with one copy to Glass-Glen Burnie Foundation, and the other to the County of Frederick, Virginia.

WITNESS the following signatures and seals:

THE COUNTY OF FREDERICK, VIRGINIA

By: _____
County Administrator

State of _____ City/County of _____, on _____,
_____, whose name is signed to the foregoing instrument, personally appeared
before me, acknowledged the foregoing signature to be his, and having been duly sworn by me,
made oath that the statements made in the said instrument are true.

My Commission expires _____ (Seal)

Notary

GLASS-GLEN BURNIE MUSEM AND GLASS-GLEN BURNIE FOUNDATION

GGBM Executive Director

State of _____ City/County of _____, on _____,
_____, whose name is signed to the foregoing instrument, personally appeared
before me, acknowledged the foregoing signature to be his, and having been duly sworn by me,
made oath that the statements made in the said instrument are true.

My Commission expires _____ (Seal)

Notary

FACILITY RENTAL

500.19

PURPOSE:

To establish a procedure for patrons renting or leasing indoor or outdoor FCPRD facilities.

GOAL:

To standardize the process for facility rentals to improve customer service and to provide a pleasurable experience for all park visitors.

POLICY:

FCPRD has the following facilities available for rental: athletic fields, shelters, pools, gymnasiums, multi-purpose rooms, and open outdoor areas.

Any rental that meets at least one of the following criteria will be defined as a festival/special event; (1) monies will be collected (on or off Frederick County Property) to attend the activity, either as an admission fee or as a donation for fundraising purposes or, (2) the activity is open to the general public.

For rentals that are defined as a festival/event; the following criteria must be met before approval will be granted; (1) the person reserving the facilities must be at least 21 years of age, (2) the activity must be covered by a general liability insurance policy naming Frederick County, VA and or Frederick County Public Schools, Frederick County, VA as additionally insured in the appropriate amount; adequate coverage amounts will be provided upon request, and (3) individual or organization must have a Frederick County business or vendor license, and (4) security personnel may be required by the Director or designee depending upon the nature of the activity.

Any rental for the purpose of an athletic tournament must adhere to the applicable procedures outlined in the tournament packet.

For groups requesting space to hold walk-a-thons; the following guidelines have been established:

All requests for Sherando Park will be assigned the track at Sherando High School and the walking/5K trail located in the adjacent woods. A fee may be charged based on services and materials required of Frederick County Parks and Recreation Department. The Parks and Recreation Vendor Policy (#500.16) will be applicable.

For shelters or pools, all facility reservations must be made one (1) business day in advance. Payment is due upon reservation. For community center reservations; requests must be made seven (7) business day in advance and is based upon staff availability. For use of outdoor athletic fields; adhere to the procedures outlined in the Athletic Field Use Policy (#500.01).

For other outdoor areas not located within Sherando or Clearbrook Park (i.e., Rose Hill Park, Frederick Heights, etc.) permission must be granted by the Superintendent of Parks or designee

and is subject to approval based on the nature of the activity. A fee may be charged based on services and materials required of Frederick County Parks and Recreation Department. The Parks and Recreation Vendor Policy (#500.16) will be applicable.

Approved: November 2017

ATHLETIC FIELD USE

500.01

PURPOSE:

To allow the use of Frederick County Parks and Recreation maintained athletic fields by public groups and organizations.

GOAL:

To establish standardized fees and charges for the use of Frederick County Parks and Recreation Department athletic fields.

POLICY:

The following priorities have been established for athletic facilities use:

1. FCPRD programs
2. FCPRD Youth Sports Partners
3. Frederick County Public School Activities
4. Others

SCHEDULING OF FACILITIES:

Fields needed for FCPRD programs will be reserved by December 15th for spring/summer programs, and by July 1st for fall programs.

FCPRD will allocate fields seasonally based on priority, historical usages, and availability to FCPRD programs, YSP organizations, and FCPS activities.

All remaining fields will be scheduled on a first come, first serve basis. No reservations will be confirmed until the fee has been paid.

Reservations for field use may be made after January 1st of each year and are limited to that calendar year. Reservations may be made between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Special requests may be made to the Director for events which have to be booked more than one (1) year in advance (i.e., State Championships, etc.) or for tournaments held the prior year. These special request reservations must be made by December 15 of the prior year. All field reservation fees must be paid at the time of the special request.

All field reservations will be sold in two (2) hour blocks only and are subject to the following criteria:

Fields located at Sherando and Clearbrook Park:

Field Reservations requiring field prep (dragging, lining, lights) Monday through Friday must be made by 3 p.m. the day prior to the reservation. Field reservations for Saturday, Sunday, and

Frederick County recognized holidays requiring field prep must be made three business days prior to the day reserved.

All weekend requests requiring field prep made less than three business days or weekday requests made after 3pm the prior day will be at the discretion of the Superintendent of Parks, or his designee.

Reservations for Monday through Friday requiring no field prep may be made until 3 p.m. of the day requested. Weekend reservations requiring no field prep must be made by 3 p.m. on Friday.

Fields located at FCPS:

All field reservations must be made 7 business days prior to the day reserved and are subject to availability per FCPS.

FCPRD will perform the required field prep one time per day. Bases and pitching plates will be set by Park Staff. Fields typically are not dragged for scheduled practices.

FIELD CLOSURE FOR UNPLAYABLE FIELD:

Field playability for all FCPRD athletic fields will be determined by FCPRD staff.

LIGHTENING/THUNDER:

It is the responsibility of the field user to evacuate the field and seek a safe location after thunder has been heard, or lightning seen. The facility should remain evacuated until **30 minutes from** the last sound of thunder or lightning seen.

FEES:

Reservation fees vary with facility. The fee schedule is available upon request.

The entire fee must accompany each field reservation.

All payments for reservations must be delivered or mailed to FCPRD's main office. All reservations are subject to the regulations set forth in the policy on registration in regards to receipting, mail-in, etc.

Periodically, fees and charges are subject to change as economic factors dictate. Individuals, teams, groups, and organizations should contact FCPRD for current updated information.

There will be no charge for Frederick County Public Schools to use FCPRD fields except for field preparation.

An additional charge will be assessed for materials and labor used to make ballfields playable as a result of rain.

An additional fee for clean-up may be charged if necessary.

These charges will be determined by the Superintendent of Parks.

INSURANCE

Frederick County insurance guidelines are to be adhered to for all reservations. Insurance certificates listing Frederick County, Virginia as additionally insured are required for all contractors performing a medium or high risk business in the Frederick County Parks. If a contractor is performing a medium or high risk business in the Frederick County Community Centers or on Frederick County Public School property, the contractor will need to list Frederick County VA and the Frederick County Public Schools as additionally insured.

The contractor's insurance certificate will need to demonstrate coverage for public liability for no less than \$1 million per occurrence for bodily injury and a \$2 million annual aggregate. Coverage for property damage of \$200,000 for any one accident and an aggregate of \$500,000 is also required. This coverage requirement can be met by a policy with either separate limits as stated above or by one with a combined single limit for bodily injury and property damage of \$1 million per occurrence and a \$2 million annual aggregate will also meet this requirement. The policy must also be endorsed and the endorsement letter must be provided.

HOURS OF AVAILABILITY:

Lighted fields are available from 9 a.m. to 11 p.m. Unlit fields are available from 9 a.m.-dusk. If you desire a field earlier or later you must make your request in writing for approval by the Superintendent of Parks.

OVERNIGHT TOURNAMENTS:

Overnight tournaments are scheduled only at Clearbrook Park, must be scheduled thirty days in advance, must conclude by 8 a.m. and the Park may only host one per month from May through September. Additional tournaments may be approved at the discretion of the Director or his designee.

Individuals or groups requesting overnight tournament reservations must secure and provide a minimum of one (1) officer from the County Sheriff's Department or an approved security guard for the duration of the event.

FIELD CANCELLATION/REFUNDS:

All requests for refunds or cancellation must be made verbally or in writing to the FCPRD administrative offices five (5) business days prior to the reservation. A refund less a 20% administrative charge or full credit to your account will be given for all field cancellations. There will be no refunds given after this time unless the event is rained out and cannot be rescheduled by the department at another time.

Approved: November 2017