



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

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www.fcprd.net

AGENDA

FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

May 14, 2019 – 7:00 p.m.

Rose Hill Park

Tom Baldridge/Winchester-Frederick County Jaycee Shelter

Call to Order

Approval of March 12, 2019 Meeting Minutes

Approval of May 8, 2019 Board of Supervisors Joint Session

Adoption of Agenda

Unfinished Business

None

New Business

Youth Program Suspension Policy

Stacy Herbaugh

Monthly Report

Staff Report

Jason Robertson

Standing Committee Report

Building and Grounds

1. Bowman Library Trail

Ron Madagan

2. Closed Session

Under Virginia Code 2.2-3711A(3)- Discussion of the acquisition of real property for public purpose, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body.

Information Items

1. Trail Run Wrap Up

Chris Konyar

2. Summer Preview

Chris Konyar

Adjournment

107 North Kent Street • Winchester, Virginia 22601



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FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

March 12, 2019

Gainesboro Elementary Community Center

Members Present: Christopher Fordney, Gary Longerbeam, Charles Sandy, Jr., Amy Strosnider, Ronald Madagan, Natalie Gerometta, Randy Carter, Mr. Robert Wells (Non-Voting Board Liaison)

Members Absent: Guss Morrison

Staff: Jason Robertson, Jon Turkel, Stacy Herbaugh, Cory Smith

Call to Order

The meeting was called to order at 7:00 p.m. by Mr. Charles Sandy.

Approval of January 29, 2019 Meeting Minutes

Mr. Madagan moved to approve the minutes as submitted, second by Mr. Carter carried unanimously (7-0).

Adoption of Agenda

Mr. Fordney moved to approve the agenda, second by Mrs. Gerometta carried unanimously (7-0).

Unfinished Business

1. Mr. Robertson updated the Commission on some bylaw clarifications: staff clarified with County Administration that the percentage of members needed for quorum is based on the number of active Commission members. Currently the quorum is five in attendance with a Commission of eight active members. Should there be a vacancy, the quorum would be four based on seven active members.
2. There was a question in the previous meeting regarding attendance. The bylaws were amended in December 2016 to include sub-committee attendance in the overall requirement of attending 75% of the meetings.

Monthly Reports

Mr. Robertson reported as follows:

On February 13th the Parks and Recreation budget was discussed at the Board of Supervisors meeting. Some of the highlighted savings were discussed as well as the School Ground Maintenance Fund. The design documents for Snowden Bridge were highlighted as a need, especially if the old Frederick County Middle School property is not retained to be used as park property.

We have an opening in the Operations Division-we will be looking at ways to utilize this position to increase our Customer Service presence after 5 p.m.

Dan Pidgeon announced his retirement; his last day will be March 15, 2019. The two open Park Caretaker positions have been filled with Wilbur French (CB) and Kevin Villabara (SH). They will start on March 15th.

Chris Konyar and Stacy Herbaugh have been working with a Service Learning group from James Wood HS researching under utilized areas of the County and our service offerings.

We are applying for an AARP Grant for funds to construct a pickleball court at FHP.

The Department was represented at the recent Valley Health Wellness Fair held at Apple Blossom Mall.

Winter sports have concluded and registrations for spring sports are underway.

April 6th will be a busy day at Sherando Park; we will host our first 4 Mile Trail Run/1 Mile Walk which will benefit the ARC and local Autism Awareness chapter (I'm Just Me), the Kite Fest will be held from 10-2 p.m., and BRYSA will begin games that day.

Mr. Smith reported as follows:

Park staff is working hard to have all athletic fields playable for spring high school sports.

The poles have been installed at the CB Park sand volleyball courts, the drainage is in, gravel will be delivered on March 13, and then the sand will be installed.

Cory will be meeting with representatives from FCPS to discuss some changes to the Co-Operative Use Agreement on March 13.

Mr. Turkel reported as follows:

The silk fence at FHP will remain in place until the grass has started growing.

Northwest Sherando Park construction has been delayed by weather, the sewer line has been installed.

Clearbrook Park Parking lot bids are in and are lower than projected.

Standing Committee Reports:

Finance Committee- March 6, 2019:

1. Mrs. Strosnider made a motion to accept the recommendation that the newly shaded former tot pool areas at each pool location be rented for \$50/day which includes 10 pool admissions, seconded by Mr. Longerbeam, carried unanimously (7-0).
2. Mrs. Strosnider made a motion to accept the recommendation to rent the CB Park Sand Volleyball courts for the fee of \$10/hour with a minimum rental of two hours per court, seconded by Mr. Longerbeam, carried unanimously (7-0).

Promotions/Appeals/Youth Sports Partners-March 6, 2019:

1. Mrs. Gerometta made a motion to accept staff proposal to participate in the National Wildlife Federations Great American Campout on June 21, 2019 at Sherando Park, seconded by Mr. Madagan, carried unanimously (7-0).

Information Items

None

Adjournment

Mr. Sandy adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Charles R. Sandy, Chairman

Parks & Recreation Commission Meeting

Page 4

March 12, 2019

Jason L. Robertson, Director

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by several loops and a long horizontal stroke extending to the right.



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FREDERICK COUNTY BOARD OF SUPERVISORS AND PARKS AND RECREATION COMMISSION JOINT WORK SESSION

May 8, 2019

Board Room, County Administration Building
107 North Kent Street, Winchester, VA

Board of Supervisors Present: Charles Dehaven, Robert Wells, Gary Lofton, Judith McCann-Slaughter, Blaine Dunn, J. Douglas McCarthy, Shannon Trout

Members Present: Christopher Fordney, Gary Longerbeam, Charles Sandy, Jr., Ronald Madagan, Natalie Gerometta

Staff: Jason Robertson, Jon Turkel, Stacy Herbaugh, Chris Konyar, Cory Smith

- Jason Robertson introduced staff and Commission members to the board
- Jon Turkel presented the Master Plan of the Parks and Recreation Department
- Mrs. Trout asked for clarification regarding a share of tax dollars to the department, Mr. Robertson explained that the difference was related to the two capital items funded with the FY 20 budget
- Mr. Sandy spoke about the value of keeping our youth occupied with Parks and Recreation facilities and programs, how the face of the community has changed through the years, the expectations to provide amenities for our citizens, and how the department needs the support of the board to provide these items for the County
- Mr. Madagan thanked the board for the funds to create the Clearbrook parking lot, he spoke of the importance of the Parks and Recreation Department to our community, and how the department needs a fair share of the tax revenues to support its mission
- Mrs. Trout mentioned she had received an increase in calls from her constituents requesting dog parks, trails, athletic fields, and swimming pools. She spoke of the need for increased funding for the department as the needs for parks and recreation are as real as the needs for the school system
- Mr. Dunn spoke about the increased growth of the County population, the need for land for more parks, and the thought of pursuing farmland to be placed in trust for future development
- Mr. Sandy spoke of the department pursuing land and other options and asked that the board keep in mind of land that is currently owned by the County, i.e., former schools that could be used for outdoor field space

- Mr. Madagan spoke of the increase cost of building new amenities by waiting longer to fund items
- Mrs. Trout asked if there had been any discussion between the Parks and Recreation Dept. and the school system in regard to utilizing any of the land purchased for the new Aylor Middle School, Mr. Madagan responded that a lot of that land is in a flood plain
- Mr. Robertson spoke of opportunities for use of the old Aylor Middle School and asked that the BOS keep that in mind once the new school has opened
- Mr. Dehaven spoke of the County being behind in terms of land acquisition
- Mr. Dunn spoke of public/private partnerships in regard to an indoor aquatic center. Mr. Robertson spoke in regard to the private sector would not be interested in a competitive sized pool which is the need of the County
- Mr. Sandy spoke of how area County high school swim teams must travel to Strasburg for practice and how County youth must travel to Manassas for competitive swimming
- Mrs. Trout asked about opportunity for a pool at the 4th County high school, Mr. Robertson spoke of the value of having the infrastructure already in place in regard to parking, electrical, etc.
- Mr. Dehaven spoke in regard to the value of land was increasing faster than the funding outlets to acquire land
- Mr. Dehaven thanked everyone for attending the work session



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MEMO

To: Parks & Recreation Commission
From: Stacy Herbaugh
Subject: Policy Change
Date: May 8, 2019

FCPRD Staff discussed making the following policy change to provide an additional option for parents seeking to re-enter a program following their child being suspended for adverse behavior.

1. Adjusted the Youth Program Suspension Policy (100.25) to allow the department to work with health care professionals currently working with the child to help them integrate back into our programs.

Attached is the aforementioned policy with changes highlighted.

YOUTH PROGRAM SUSPENSION POLICY

100.25

PURPOSE:

To establish a policy standardizing the procedure for the removal of youth participants from programs who demonstrate conduct which is contrary to the rules and regulations of the department or jeopardize the safety of other participants or themselves. Youth are defined as individuals under the age of 18 whose participation requires parental consent.

GOAL:

To establish internal and external procedures for youth removal from program participation to ensure that all occurrences are managed in a consistent manner.

POLICY:

The following is the process to be followed when removing youth from Frederick County Parks and Recreation Department programs:

1. Program Supervisor removes program participant from program for behavior which violates park and recreation policies or for behavior which jeopardizes the well-being of other program participants or themselves. This removal may include other programs which are of similar recreational nature depending on the incident. The Superintendent of Recreation will notify the parent/guardian via certified mail if the participant is not allowed to enroll in future programs.
2. The parent/guardian may appeal the decision of the Parks and Recreation Department by sending a letter requesting review of the decision. This appeal must be submitted, to the Superintendent of Recreation within five business days of the removal.
3. The Parks and Recreation Appeals Committee will meet within *fifteen* business days of the receipt of the appeal letter and will render a decision.
4. Regardless of whether a parent chooses to appeal, a parent may also request an individual assessment conducted by either a licensed school counselor, licensed psychologist, or licensed clinical psychologist to determine if reasonable accommodations can be made without altering the existing program or if a Personal Care Attendant (PCA) is necessary for the child to re-integrate back into the program in question. The parent/guardian of the child may select from two options in order to complete the individual assessment:

Option 1: The health care professional performing the assessment would be selected by Frederick County Parks and Recreation. This assessment will be funded by Frederick County Parks and Recreation and scheduled according to the earliest appointment availability of the selected firm. Results of the assessment will be provided by the firm to both the parent/guardian and FCPRD.

Option 2: The licensed school counselor, licensed psychologist, or licensed clinical psychologist performing the assessment would be selected by parent/guardian. This assessment will be funded by parent/guardian and the results of the assessment will be provided to FCPRD directly from the provider for review from the health care professional performing the assessment.

If a parent chooses Option 2, FCPRD may, in its discretion and at its own expense, require an evaluation from a health care professional of its choosing.

Upon completion of the assessment, the health care professional may recommend what accommodations are needed or if a PCA is necessary for the child to participate in FCPRD activities specifically mentioned in the evaluation. If the PCA is deemed necessary by the health care provider, the parent/guardian must provide a PCA for the child to participate in FCPRD programs which were in the evaluation. If the child's behavior continues to jeopardize other participants or themselves after the PCA begins attending with the child or other accommodations are made, FCPRD may remove the child from the program, utilizing the procedures in the policy.

Approved: May 2009



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M E M O R A N D U M

TO: Parks and Recreation Commission

FROM: Jason Robertson
Director

SUBJ: Staff Report

DATE: May 9, 2019

Please find attached the staff report for May 2019. Please call me at 722-8294 if you have any questions regarding the report.

Parks and Recreation Staff Report

- May 1 was the first day of free admission to FCPRD fitness rooms for Frederick County residents. Frederick County residents may work out for free at Sherando and Greenwood Mill.
- The 4 Mile Trail Run was held on April 6. There were 356 participants, either runners or 1-mile walkers. The I'm Just Me Movement and ARC were the beneficiaries of the event, splitting the proceeds after all expenses were met. This year's event raised \$ 5,064.
- The Adult Volleyball and basketball seasons are ending. Thirteen adult volleyball teams and 26 basketball teams participated this spring. Fifty adult softball teams are hitting the field this summer in our leagues.
- The Sand Volleyball Courts were opened in April. The Grand Opening was held on April 27. Several staff, commission members and representatives from Blue Ridge Volleyball attended along with representatives from US Silica and Carter-Crim Trucking.
- There are 108 Special Olympic Athletes participating in our 4 spring sports.
- Camp basicREC, the full day basicREC summer program, is sold out. We have 7 locations this year.
- Ashley Martin began employment as a Customer Service Technician on May 2.
- FCPRD has extended hours of customer service support. Staff will be answering customer inquiries and taking registrations from 5-8pm.
- Shade Structures at pools will not be ready for the Memorial Day Opening. We hope to have these installed by the end of June.
- Cory Smith and Stacy Herbaugh attended the Virginia Parks and Recreation Society Annual Conference Planning for 2021. Cory and Stacy will be assisting VRPS in providing the statewide park and recreation conference.
- Spring Expos and Events where FCPRD provided Spring and Summer Camp Info:
 - Valley Health Wellness Expo at Apple Blossom Mall – February 23
 - Trails 4 Miles Race for Autism and Kite Fest at Sherando Park – April 6
 - WINC FM Summer Kids Expo at Apple Blossom Mall – April 13
 - TRIAD Senior Festival at the Moose Lodge – April 18
 - Service-Learning Project Booth at Autumn Winds – April 18
 - Beach Volleyball Courts Grand Opening at Clearbrook – April 27
 - The Apple Blossom Bloomin' Mile at Handley – May 3
 - KidzFest on the Old Town Mall – May 18
 - Wings and Wheels at the Winchester Regional Airport – June 1
 - Radio Shows –
 - March 1 – The River 95.3 FM
 - May 10 – The River 95.3 FM
- Sherando Park:

Recreation Access Program Project (NW Sherando). Contractor Kickin Asphalt continues site work at the project site along Warrior Drive and has transitioned to working on the entrance and roadway portion of the project. Sub-base testing on the overall site determined unsuitable material for a large portion of the parking area which required an engineered solution. This solution has been received and a revised plan has been sent to VDOT for their review. Once comments are received a final cost will be determined.

- Clearbrook Park:

Pool Parking Lot Expansion. Contractor Pine Knoll has site work underway to expand the CB pool parking lot. Trees and brush in the work area have been removed and topsoil stripping of the area is underway. Staff is encouraging Pine Knoll to complete work associated with the pool building before pool season begins.



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MEMO

To: Parks and Recreation Commission
From: Jon Turkel, Assistant Director *duet*
Subject: Buildings and Grounds Committee Meeting Report
Date: May 8, 2019

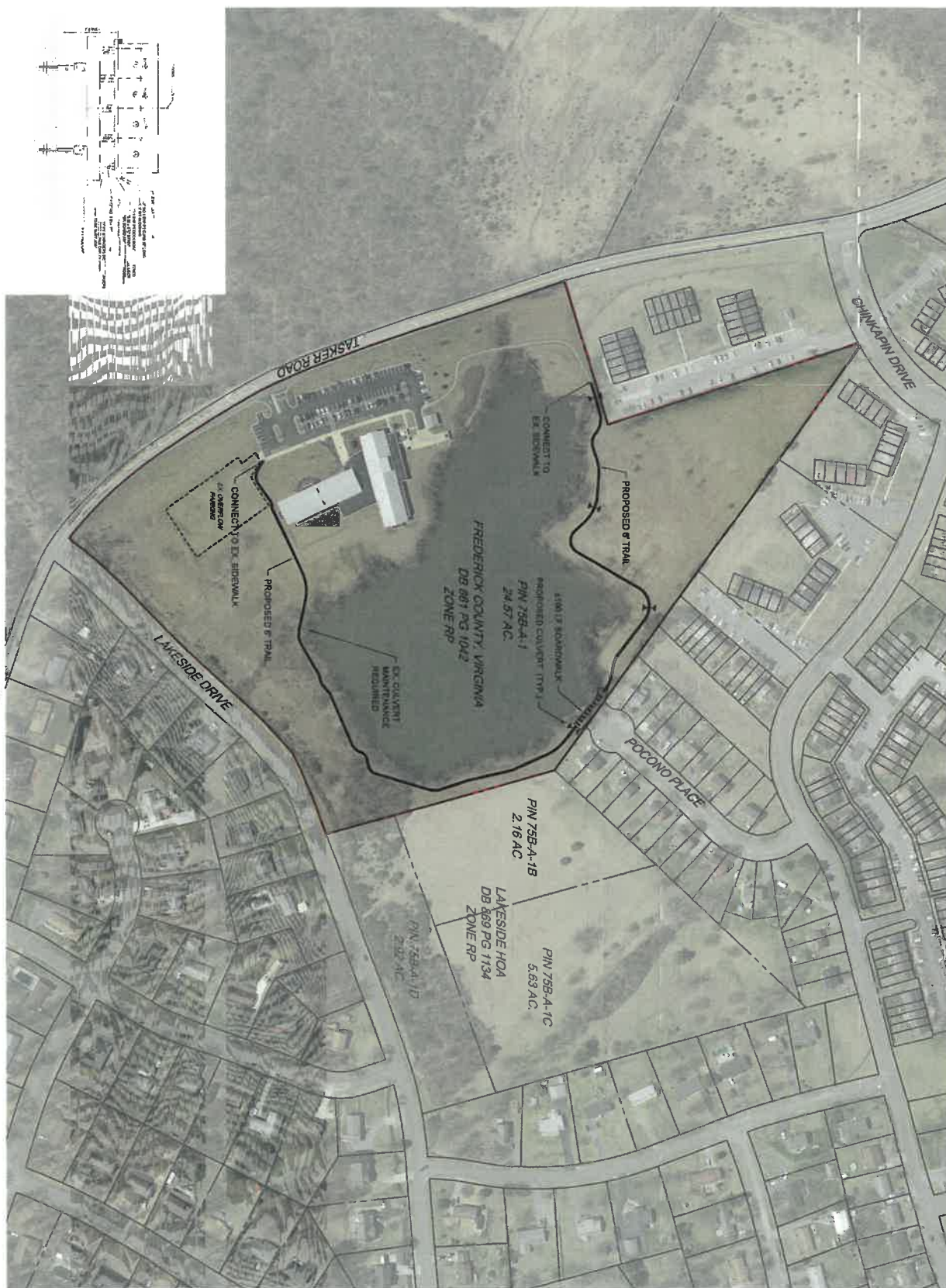
The Buildings and Grounds Committee met at 10am on May 7, 2019 in the Parks and Recreation Conference Room, 107 N. Kent St, Winchester, VA. Member present: Ron Madagan, Randy Carter, Gary Longerbeam. Chris Fordney was also in attendance. Staff present: Jason Robertson and Jon Turkel. Items discussed included:

Item requiring action:

1. Lake Trail at Bowman Library.
Staff presented a concept for a ½ mile trail around the lake near Bowman Library. **(Attachment 1)**. Public input is the next step and includes; seeking a letter of support from the Handley Regional Library Board, and a public input meeting. The Committee is recommending staff proceed with obtaining public input on the project. (3-0)
2. Closed Session
Pursuant to Virginia Code § 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Other items:

1. Other Business
 - The Committee discussed potential prioritization for use of available proffer funds
 - Staff provided updates on park development projects



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2015 GIS PARCEL DATA
CONTOUR INTERVAL = 2 FT

FREDERICK COUNTY PARKS & RECREATION
BOWMAN LIBRARY TRAIL
871 TASKER RD.
STEPHENS CITY, VA. 22855

CONCEPT PLAN

FREDERICK CO. PARKS & RECREATION
(540) 665-5978
107 N. KENT STREET
WINCHESTER, VA. 22601

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR
AND OWNER MUST BE NOTIFIED OF ANY
DISCREPANCIES BEFORE PROCEEDING WITH WORK.



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