



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

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AGENDA

FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

June 11, 2024, 7:00 p.m.

Board Room at Frederick County Administration Building
107 North Kent Street, Winchester, VA 22601

Call to Order

Approval of April 9, 2024, Meeting Minutes

Adoption of Agenda

Old Business

None

New Business

1. Criminal Background Check Policy (500.03)

Stacy Herbaugh

Monthly Reports

Staff Report

Parks Division
Recreation Division
Planning Projects
Administration

Cory Smith
Andrew Keefauver
Jon Turkel
Stacy Herbaugh

Standing Committee Reports

Buildings and Grounds Committee

Ron Madagan

1. Proffer Considerations
2. Other

Information Items

Adjournment



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FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

April 9, 2024

Board Room of Frederick County Administration Building
107 North Kent Street, Winchester, VA 226001

Members Present: Gary Longerbeam, Dennis Grubbs, Jenny Myers, Ron Madagan, Randy Carter, Vaughn Whitacre, and non-voting Board Liaison, Mr. Robert Liero.

Members Absent: Guss Morrison, Zac Franz

Staff: Jon Turkel, Andrew Keefauver, Cory Smith, Stacy Herbaugh

Call to Order

The meeting was called to order at 7:00 p.m. by Mr. Dennis Grubbs.

Approval of March 12, 2024, Meeting Minutes

Mr. Madagan moved to approve the minutes as submitted, second by Mr. Longerbeam, carried unanimously (6-0).

Adoption of Agenda

Mrs. Myers made a motion to adopt the agenda as submitted, seconded by Mr. Carter, carried unanimously (6-0).

Old Business

None

New Business

1. Mr. Madagan made a motion to open the floor for discussion of a draft Plaque Recognition Policy (500.26), seconded by Mr. Carter. Staff presented the draft policy and recognition form, Mr. Madagan made a motion to amend the criteria for nominations to read "Nominations may be made by staff, Commission members, or long-time volunteers to the Department", seconded by Mr. Carter and carried unanimously (6-0). The definition of a long-time volunteer was not established.

Monthly Reports

Staff provided reports on past and upcoming park projects, maintenance upgrades, recreation programs, marketing, and special events. It was noted that the Department received a donation of a bench for Sherando Park by Pamela Kirlin in honor of the Kirlin, Simms, and Bucko families. Gary Oates donated a bench to Clearbrook Park from the log of a cedar tree removed from the park.

Standing Committee Report

Buildings and Grounds (April 1, 2024):

1. Mr. Madagan made a motion for the use of proffer funds in the amount of \$9,921.63 for the purchase and installation of an additional swing bay for the Sherando Park, Warriar Drive entrance playground, seconded by Mr. Longerbeam, carried unanimously (6-0).
2. Mr. Madagan made a motion for the use of proffer funds in the amount of \$49,000 for the installation of an irrigation well and rain reel at Sherando Park in the vicinity of the new practice field for the Warriar Drive entrance, seconded by Mr. Longerbeam, carried forward (5-1).
3. Mr. Madagan made a motion for the use of proffer funds in the amount of \$60,179.07 for the purchase and installation of 6 pieces of outdoor exercise equipment for Rose Hill Park, provided the project is approved by the MSV, carried forward (4-1, 1 Abstain).

Information Items

1. Mr. Liero provided an update on the status of the FY 2025 Budget process.

Adjournment

Mr. Grubbs adjourned the meeting at 7:52 p.m.

Respectfully submitted,

Dennis Grubbs, Chairman

Stacy Herbaugh, Director



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MEMO

To: Parks & Recreation Commission
From: Stacy Herbaugh, Director
Subject: Policy Change
Date: June 5, 2024

Staff is proposing to update the attached Criminal Background Check Policy (500.03) to align with updated criminal background check guidelines provided by the National Recreation and Park Association.

Attached is the revised policy with the changes highlighted.

CRIMINAL BACKGROUND CHECK

500.03

PURPOSE:

To examine the criminal background of individuals interested in paid and volunteer positions that have direct contact with FCPRD sponsored and cosponsored activities.

GOAL:

To make activities as safe as possible for participants and to maintain public confidence in the county parks and recreation sponsored and cosponsored events.

POLICY:

All Frederick County Parks and Recreation Department staff will be subject to a national criminal background check for crimes listed in Appendix "A". All Frederick County Parks and Recreation Department volunteers who will have direct contact with the youth must have completed a national criminal background check for crimes listed in Appendix "A".

All volunteers who will have direct contact with youth as outlined in the Youth Sports Partners Policy (500.02) will need to complete a national criminal background check for the crimes listed in Appendix "A".

The employee or volunteer will not commence with responsibilities until the background check is reviewed and the employee is determined eligible. All staff and volunteers must have a background check conducted every 12 months from the receipt of the previous background check. If a volunteer is exclusively involved in an activity conducted over a six-month period or less, the volunteer must have had a background check within the twelve months prior to the beginning of the activity.

If a report comes back with an offense, the standards listed in Appendix "A" will be used as a benchmark for denying employment or volunteer services.

Any full-time employee or part-time employee responsible for cash handling will be subject to a background check that will also include crimes against property. If a report comes back with an offense, the standards listed in Appendix "A" and Appendix "B" will be used as a benchmark for denying employment. Appendix "C" lists the positions required to be checked for crimes against property.

If the staff member or volunteer has a crime listed in the background check that precludes their participation in activities with children or employment and they disagree with the results of the investigation, they are responsible for investigating further any information received from the national search they claim is erroneous.

The confidentiality of all information submitted and/or received by FCPRD in the application of this policy will be maintained in locked filing storage areas.

Appendix “A”

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR WORKING WITH YOUTH THROUGH FCPRD SPONSORED OR YOUTH SPORTS PARTNERS PROGRAMS

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed by or volunteer with Frederick County Parks and Recreation Department (FCPRD) or FCPRD cosponsored activities. This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case-by-case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

ALL SEX OFFENSES OR CASES INVOLVING THE CARE OF CHILDREN, FELONIES OR MISDEMEANOR

Examples: child molestation, rape, sexual assault, sexual battery, sodomy prostitution, solicitation, indecent exposure, child endangerment etc.

FELONIES

All felony violence regardless of the amount of time since offense.

Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses other than violence or sex within the past ten years.

Examples: drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past seven years.

Examples: simple assault, battery, hit and run, protective order violations etc.

All misdemeanor drug and alcohol offenses within the past five years, or multiple drug and alcohol related offenses within the past 10 years.

Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that volunteer

Examples: contributing to the delinquency of a minor, providing alcohol to a minor theft

PENDING CASES

Anyone charged for any of the disqualifying offenses or for cases pending in court is disqualified until the official adjudication of the case.

In addition, applicants will be disqualified if they have been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, been subject to any court order involving sexual abuse or physical abuse of a minor, or had their parental rights terminated.

Appendix “B”

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR EMPLOYEES HANDLING CASH OR CUSTOMER ACCOUNT INFORMATION WITH FCPRD

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed with Frederick County Parks and Recreation Department (FCPRD). This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

CRIMES AGAINST PROPERTY FELONIES WITHIN THE PAST TEN YEARS, MISDEMEANORS WITHIN THE LAST SEVEN YEARS

Examples: Theft, Grand Larceny, Stealing, Conversion, Theft by Deception, Shoplifting, Breaking and Entering, Burglary, Attempted Burglary, Theft by Check, Bad Check, Forgery, Uttering, Criminal Mischief, Possession of Stolen Property, Fraud, Credit Card Crimes, Embezzlement, Arson, Failure to Return Rental Property, Unauthorized use of Automobile, Car Theft.

Appendix “C”

Positions requiring crimes against property background check

Director
Assistant Director
Superintendent of Recreation
Superintendent of Parks
Park Manager
Assistant Park Manager
Park Ranger
basicREC Manager
Marketing Manager
Operations Manager
Program Supervisor
Recreation Technician
Administrative Assistant
Customer Service Technician
Marketing Assistant
Cashier
Pool Manager
Aquatic Supervisor
Center Supervisor
Center Director
Courier

Positions not listed above may be required to a background check for crimes against property if the position handles cash or other sensitive information

Approved: January 2024



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Memo

TO: Parks and Recreation Commission
FROM: Stacy Herbaugh, Director
SUBJ: Staff Report
DATE: June 11, 2024

Please find attached the staff report.

Please contact me should you have any questions, (540) 722-8304.

Parks and Recreation Staff Report

June 2024

Parks: Cory Smith

Clearbrook Park-

- Finished grading and seeding along new asphalt path
- Raised asphalt path to the Kiwanis I shelter
- Opened pool complex with new slides and umbrellas
- Prepared Millbrook and James Wood HS grounds for graduation

Sherando Park-

- Opened pool complex with new slides and umbrellas
- Pool tile and electrical issues repaired
- Renovated pool concession area
- Aerated and re-seeded Aylor football field
- All irrigation systems started up in parks and school athletic fields with repairs completed
- Re-seeded all park soccer fields
- Prepared Sherando HS grounds for graduation

Parks Division-

- Clearbrook Park cabin renovation on scheduled for late June completion
- Pool bath house siding bids under review
- Sherando parking lot asphalt bids under review
- Dead tree removal plan under review
- Working with VDOT on Frederick Heights Park sign replacement
- Three part-time parks maintenance staff have been hired

Recreation: Andrew Keefauver

Camp basicREC:

- 439 full-time campers
- Pick-a-Weeks: 355 campers

Run at the Top:

- The 37th Annual Loudoun Street Mile was held on Monday, May 27th. Total registrations were 555 and proceeds will benefit the Laurel Center
- Spring Running Club competed in a track meet at Shenandoah University in conjunction with Winchester Parks and Recreation. A total of 55 youth participated in the event
- The Glow Run 5K to benefit the Winchester/Frederick County Bright Futures program will be held on Friday July 19th
- Summer Youth Running Camp will be held July 22nd-26th

- The Sherando Youth Triathlon will be held on Sunday, August 4th

Trips:

- Active Adult Mystery Trips are full thru September with 20+ on the waiting list
- We have offered 20 trips total in 2024 with 230 participants, last year we offered 19 trips with 202 participants, in 2022 we offered 2 trips with 122 participants

Youth/Adult Recreation:

- The Youth Trout Derby was held on Friday May 10th and had 372 participants
- A new Story Walk has been installed at the Bowman Library Trail
- We are working to secure a donation to purchase Story Walk signs for Rose Hill Park
- The Golf League at Blue Ridge Shadows has 32 members
- Kids on Golf has 38 registered
- Summer Archery on Demand has 23 registered
- Summer Softball has 37 teams across all divisions
- Summer Little's Sports has over 35 registered across all programs
- The current Pickleball session has 20 enrolled
- The current Tennis Lesson session has 45 enrolled
- Art programs currently have 15 enrolled
- Summer basketball league has 68 participating
- One Source will be the Title Sponsor for the Annual Golf Tournament (August 16th), Chick-Fil-A will be the lunch sponsor, and Chem Clean PowerWash will be the beverage sponsor

Aquatics:

- Group swim lesson registrants: 1082
- Private swim lessons: 190
- Jr. Lifeguard Camp: 11
- Swim Teams: Clearbrook has 64 swimmers, Sherando has 94
- Pool Rentals: Clearbrook has 20 rentals, Sherando has 18
- Memorial Day weekend had 1,279 visitors (\$6,398) and the concession stands had \$3,311 in sales

Park Planning & Development/Marketing: Jon Turkel

Planning and Development:

- SH Pickleball court painting and tree screening anticipated in June
- SH Shelter installation underway, completion anticipated in June
- Old Charlestown Road Park LWCF Grant application forwarded to National Park Service from VA Department of Conservation and Recreation with a recommendation for funding, a NPS decision anticipated in June

- CB Park parking expansion design continues with Stormwater Management design underway
- Abrams Creek Trail public hearing (required) scheduled for the July 10th Board of Supervisors meeting. Design engineer Bill Shelton with ZMM will present the trail concept and accept public comments on the project. NEPA environmental review and plan documents available for review under the BOS July 20th agenda webpage
- Rose Hill Park MOU Addendum anticipated final draft after the week of July 10th
- Sherando Park Warrior entrance playground swing set installation anticipated early July
- CB Park Sprayground-staff working with an installer to make sure total cost is within budget based off of the general design

Marketing

- Summer Guide printed and mailed to those who requested a hard copy
- Promotional give aways have been ordered
- Renewed sum radio and advertising to promote July 4th Celebration, the Sunset Series, and the Moonlit Movie Series
- Created signage for the pools, including concession menus and rules for the pool slides and diving boards
- Banners and signage for the Sunset Series installed
- Promoting the new Glow All Out 5K via Facebook
- Created new design and ordered medals for the Youth Triathlon

Administration: Stacy Herbaugh

- Amber Wooldrige transferred from basicREC Technician to Customer Service Technician on June 3rd. She will be assisting Bernie at the front desk
- Kai Adams has returned to the Department as a Recreation Technician
- Karissa Finely (former lifeguard) and Andrew Stewart have also been hired as Recreation Technicians
- Staff is working with the HR Department to create a park landscape position that does not require the ability to be able to drive equipment in hopes to secure part-time labor to help
- The Department was the recipient of a Winchester Star, Star Award for Best Afterschool Activities



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MEMO

To: Parks and Recreation Parks and Recreation Commission
From: Jon Turkel, Assistant Director
Subject: Buildings and Grounds Committee Meeting
Date: June 5, 2024

The Buildings and Grounds Committee met at 10am on Tuesday June 4, 2024, in the Parks and Recreation Conference Room, 107 N. Kent Street, Winchester, VA 22601. Members Present: Ron Madagan, Gary Longerbeam. Absent: Randy Carter. Staff present: Stacy Herbaugh, Jon Turkel, Cory Smith, Andrew Keefauver.

Action Items:

1. Proffer Considerations. The following projects were recommended for proffer funding: (2,0)
 - Rose Hill Park Parking Expansion. Adding approximately 20 parking spaces to Rose Hill Park. Anticipated cost: \$20,000
 - Rose Hill Park / Sandy Ridge Connector Trail Fence. Installing the required fence at Rose Hill Park to allow for a connector trail to be installed between the Rose Hill Park trails and Sandy Ridge (property owned by the Kernstown Battlefield Association). Anticipated cost: \$12,000
 - Frederick Heights Park Fitness Equipment. Adding approximately 6 fitness equipment pieces for the Frederick Heights Park walking trail loop. Anticipated cost: \$25,000

Information items:

1. Project Updates
 - Staff updated the committee on current projects

Other Business

- Staff requested the committee consider names for the new Sherando Park shelter at the Warrior Drive entrance.