



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

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AGENDA

FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

February 11, 2025

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

Call to Order

Invocation

Pledge of Allegiance

Approval of December 10, 2024, Meeting Minutes

Adoption of Agenda

Old Business

None

New Business

1. Election of Officers

Dennis Grubbs

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. Cedar Meadows request for trail
2. Abrams Creek Trail landowner response

Information Items

Adjournment



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FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

December 10, 2024

Board Room of Frederick County Administration Building

107 North Kent Street, Winchester, VA 226001

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

Visitors: Mr. John Jewell

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

Call to Order

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

Invocation

Pledge of Allegiance

Approval of November 12, 2024, Meeting Minutes

Mr. Stottlemeyer moved to approve the minutes as submitted, second by Mr. Madagan, approved (8-0).

Adoption of Agenda

Mrs. Myers moved to approve the minutes as submitted, second by Mr. Stottlemeyer, carried unanimously (8-0).

Old Business

None

New Business

1. Staff provided an overview of the 2025 Youth Sports Partner Agreements with Blue Ridge United, Frederick County American Little League, Frederick County National Little League, Top of Virginia Hockey Alliance, and Area 13 Special Olympics. Questions were asked regarding background checks for the organization's volunteers. Mr. Madagan made a motion to approve all agreements as presented, seconded by Mr. Stottlemeyer, carried unanimously (8-0).
2. Staff provided an overview of the draft FY 2026 Operating and Capital Budget request for the Department. Mr. Madagan made a motion to approve the FY 2026 Budget as presented, seconded by Mrs. Myers, carried unanimously (8-0).

Monthly Reports

Staff provided reports on past and upcoming park projects, maintenance upgrades, recreation programs, marketing, and special events.

Standing Committee Reports

None

Information Items

Mr. Stottlemeyer requested we look into having a religious display as part of the Winter Wonderland Light Show.

Adjournment

Mr. Grubbs adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Dennis Grubbs, Chairman

Stacy Herbaugh, Director



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Memo

TO: Parks and Recreation Commission
FROM: Stacy Herbaugh, Director
SUBJ: Staff Report
DATE: February 3, 2025

Attached please find updates from the staff.

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

Parks and Recreation Staff Report

February 2025

Parks: Cory Smith

Sherando Park

- Bathroom upgrades completed, replacement of heaters, fans, mirrors, soap dispensers, shelves, and hand dryers
- Received the spring seed and fertilizer bulk shipments
- Renovated old disc golf baskets to be repurposed for a “short course” option for players
- Tree canopy/under story clean up started for fire prevention and aesthetics
- Off season preventive maintenance and repairs

Clearbrook Park

- Purchased and assembled 6 large carts for patron use
- Interiors of bathrooms painted
- Removed split rail fence on the dam for planned safety and aesthetic upgrades along the shoreline
- Removal and storage of Winter Wonderland amenities and features
- Tree canopy/under story clean up started for fire prevention and aesthetics
- Off season preventive maintenance and repairs

Administrative

- Sherry Flook earned the Certified Playground Safety Inspector Certification
- Inspection and assessment of the old pump house in Sherando Park rescheduled due to weather conditions
- In process of editing the Sherando site plan (w/Jon) for the soccer and ballfield improvements
- Met with FCPS for review of the Cooperative Use Agreement

Recreation: Andrew Keefauver

basicREC:

- 811 full-time basicREC participants

Run at the Top:

- Registration is open for our spring races: The Valor 5K on April 5th, the Kid’s Bloomin Mile and Apple Blossom 10K on May 2nd and 3rd, and the Loudoun Street Mile on May 26th
- Spring season running clubs will start on April 7th and we are looking for a new coach

Trips:

- Active Adult Mystery Trips are full through June 2025 are almost full

- The Grand Shanghai Circus for 2/22 is full
- The National Aquarium trip on 3/15 has 11 registrants and room for more
- The Potomac River Lunch Cruise on 4/24 has 20 registrants and room for more
- Upcoming trips include: the Overnight Trip to Annapolis, Skydiving with Skydive Shenandoah, and The Beach Boys at the American Music Theater

Youth/Adult Recreation:

- The Someone Special Dance will be held on Saturday, February 8th at West Oaks. At this time, we have 180 participants registered
- The Young Artist Series had 6 participants for January
- We are offering 3 Little's Basketball Clinics this month and all are sold out
- Little's Soccer has 9 participants enrolled
- Little's Obstacle and Agility Course has 9 participants enrolled
- There are 12 teams competing in the Adult Winter Volleyball League
- The Pickleball League has 57 people participating
- Registration for the Spring and Summer Adult Softball Leagues has opened. For the Recreational Division, FCPRD will be providing the bats, the Competitive League is available for those who wish to use their own equipment
- The Adult Golf League will start next month
- The Youth Trout Derby scheduled for May 9th is open for registration; so far, we have 61 youth signed up

Facility Rentals:

- Registration for Outdoor Pool Rentals opened on February 1st
- We had 26 Community Center rentals for the month of January
- Outdoor Fields will open on March 10th; to date we have 135 private rentals (this does not include our Youth Sports Partner reservations)

Park Planning & Development/Marketing: Jon Turkel

Planning and Development:

- Old Charlestown Road Park LWCF Grant-awaiting DCR response to NEPA submission
- Abrams Creek Trail – Finalizing FEMA floodplain study for 90% submission
- Frederick Heights Exercise Equipment – equipment has arrived
- Spray ground Installation-Design work is finishing up, site work has begun with the installation of a water table meter
- Sherando Softball complex and Soccer field addition site plan design is out for agency review comments. FCPRD is providing comments and supplementary design details.
- Rose Hill Park-Kernstown Battlefield association has informed Parks and Recreation that the Shenandoah Valley Battlefields Foundation will be purchasing the land between Rose Hill Park and Sandy Ridge-providing the opportunity for expanding Rose Hill hiking trails and removing the need for the planned fence

Marketing:

- The Spring Activity Guide is available online and printed copies will be delivered this week
- Facebook Insight report for the past 90 days-341 new followers, 199 new posts, and 2,040 reactions
- Peach Jar went out to all FCPS students/parents informing of the Spring Guide, Cabin rentals at Clearbrook, Kite Fest, Spring Races, and Spring Trips
- Created comcast advertisement that covers a year-round scope of FCPRD offerings
- Completed designs for Apple Blossom 10K and Bloomin Mile medals, ribbons, and trophies
- Completed designs for Valor 5K medals, ribbons, and trophies
- Added Active Health as a Race Series Sponsor

Administration: Stacy Herbaugh

- Staff presented the FY 26 Budget Request to the Board of Supervisors at one of their recent work sessions
- Staff have been busy with summer planning; registration will open on April 7th for Camp basicREC for current program enrollees, registration for all others and all Summer Camps will begin on April 16th
- The Department will be represented at the Valley Health Wellness Expo held at Apple Blossom Mall on February 22nd
- Staff will be speaking to James Wood HS students on February 25th on Workplace Readiness Skills



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MEMO

To: Parks and Recreation Commission
From: Jon Turkel, Assistant Director
Subject: Buildings and Grounds Committee Meeting
Date: February 4, 2025

The Buildings and Grounds Committee met at 10am on Tuesday February 4, 2024, in the Parks and Recreation Conference Room. Members present: Ron Madagan, Gary Longerbeam, and Randy Carter. Others present: Vaughn Whitacre and Josh Ludwig. Staff present: Jon Turkel, Stacy Herbaugh.

Action Items:
None

Information items:

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

Other Business

1. The committee responded to a request from Cedar Meadows for a trail to connect the subdivision to Sherando Park. The committee rejected the request, but provided guidance suggestions/criteria for a trail facility it might favorably consider.
2. Staff presented a request from an adjoining landowner to the Abrams Creek Trail. The committee rejected the request, informing staff that the proposed solution was inconsistent with how park / residential property separations exist in other comparable situations.