



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

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AGENDA

FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

June 10, 2025

Brill Shelter, Clearbrook Park
129 Clearbrook Drive, Clearbrook, VA 22624

Call to Order

Invocation

Pledge of Allegiance

Approval of May 13, 2025, Meeting Minutes

Adoption of Agenda

Old Business

None

New Business

1. Commission By-Law Revision

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. Project Updates
2. Electric Powered Device Use in the Parks

Information Items

Adjournment



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FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

May 13, 2025

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, and Randy Carter, non-voting Board Liaison, Mr. Josh Ludwig (remote participation).

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

Call to Order

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

Invocation

Pledge of Allegiance

Approval of March 11, 2025, Meeting Minutes

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

Adoption of Agenda

Mr. Longerbeam moved to approve the minutes as submitted, second by Mr. Carter, carried unanimously (8-0).

Old Business

None

New Business

1. By-Law Revision: Mr. Madagan made a motion to table the By-Law Discussion to a future date so additional suggested edits could be incorporated into a draft document, seconded by Mr. Carter, carried unanimously (8-0).
2. Program Supervisor Onna Keller presented an overview of the upcoming Showcase Series

to be held at the Bowman Library Amphitheatre starting June 5th as well as the July 4th celebration to be held at Sherando Park.

3. Recreation Superintendent Andrew Keefauver presented an overview of summer camps, programs, and trips.

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 raised a concern with motorized scooters being used on the trails with pedestrians. Mr. Whitacre asked about selling ads in the Calendar of Events Publication. Mr. Ludwig mentioned Transportation Alternative Applications that were discussed at the Transportation Committee meeting that pertains to a connector trail between Westminster Canterbury and Sunnyside along with a trail portion along Tasker Road.

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 and Recreation Commission

From: Stacy Herbaugh, Director

Subj: By-Law Revision

Date: June 5, 2025

Attached, please find a draft of the revised by-law changes which are highlighted in yellow.

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

BYLAWS FOR FREDERICK COUNTY PARKS AND RECREATION ADVISORY COMMISSION

The Frederick County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.2-1806, and the ordinances of the County of Frederick, Virginia.

ARTICLE 1

That there is hereby created a Commission to be known as the Frederick County Parks and Recreation Commission, hereinafter referred to as "the Commission."

ARTICLE 2

Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body to the Frederick County Board of Supervisors. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Parks and Recreation Director, and the Board of Supervisors in matters affecting recreation policies, policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

ARTICLE 3

Membership

Section 1. There shall be eight (8) members on the Commission. One from each County Magisterial District, appointed by the Board of Supervisors to serve for four (4) year terms, and two (2) at large members recommended by the Commission and approved and/or appointed by the Board to serve for four (4) years on a staggered basis.

Section 2. The Chairperson of the Board of Supervisors ~~may by and with the consent of the Commission, or the~~ recommendation of the Commission may remove any member of the Commission for misconduct or neglect of duty.

Section 3. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.

Section 4. Commission members shall be compensated monthly and such reimbursement being made in compliance with the general policies of Frederick County.

Section 5. Commission members are required to attend 75% of the Commission meetings per calendar year. A member may attend a subcommittee meeting in lieu of a Commission meeting to satisfy this requirement. Members that have not fulfilled this requirement will be notified by the chairperson.

ARTICLE 4

Officers

Section 1. The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary (who is the Parks and Recreation director). The officers chair and vice-chair shall be elected from among the members who have served for more than one (1) year at the organizational meeting, which is the first meeting of the calendar year (typically in January) to serve for (1) year or until a successor shall be elected. No elected officer shall serve more than two consecutive terms.

Section 2. The Commission shall adopt bylaws, rules, and regulations governing its procedure and not inconsistent with the provisions of the State laws and the approved ordinance as set forth by the Frederick County Board of Supervisors.

ARTICLE 5

Meetings

Section 1. Regular meetings shall be held once per month during the year. The meeting day shall be determined by the Commission.

Section 2. Special meetings may be called by the Chairperson or on the written request of at least two (2) members, the time and place to be designated in the notice of such call.

Section 3. The time and place for the meetings shall be designated by the Chairperson.

Section 4. The first regular meeting of each calendar year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, and other business that may need to come before such meetings.

Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that over fifty percent (50%) of the members may constitute a quorum. ~~Members failing to attend 75% of a combination of held Commission or committee meetings will be notified by the chairperson regarding their lack of attendance. Consideration of attendance will be determined by the Executive Committee.~~

Section 6. All meetings are open to the public.

Any citizen of Frederick County may speak at a Parks and Recreation meeting if the topic spoken on is relevant to Parks and Recreation. Comments will be limited to three minutes and ~~feedback will not be provided from the~~ Commission members are not obligated to provide feedback.

Public comments will be handled at the conclusion of the adoption of the agenda. If a Commission member wishes to comment, such comments would be made at the information items portions of the meeting.

Requests for public comments must be received by the director two weeks prior to the scheduled meeting. Requests must include name, address, magisterial district, and topic. Requests can be made by electronic mail or telephone. The director will confirm receipt of your request and the meeting agenda one week prior to the meeting. If the meeting is cancelled due to lack of agenda items requiring action, requested comments will be scheduled for the next Commission meeting.

Section 7. Meetings shall be conducted in accordance with the procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 8. Members may participate in public meetings via electronic communication means pursuant to Virginia Code 2.2-3708.2. The following constitutes the policy of the Parks and Recreation Commission regarding electronic attendance at meetings, and such policy shall apply to all members without regard to identity, and without regard to the matters that will be considered or voted on at the meeting(s) in question.

- a. A member may request to attend a public meeting via electronic means due to a personal matter, emergency, disability, or other medical condition that prevents him or her from physically attending the meeting. Request for electronic attendance must be made to the Chairperson or Director on or before the day of the meeting for which electronic participation is requested.
- b. Electronic attendance of Commission and subcommittee meetings due to a personal matter that prevents attendance is limited to two (2) meetings per calendar year. Not such limit applies to attendance due to a medical condition or disability.
- c. A quorum must be physically assembled at the primary location in order for the meeting to be held.

- d. If the request for electronic attendance is approved, arrangements will be made for all people at the primary location to hear the voice of the remote participant.
- e. The physical location of any member participating by electronic means shall be recorded in the minutes. The minutes of the meeting(s) in question shall further reflect that the members participated through electronic means, and the reason for such participation. In the case of a disability or other medical condition, the minutes shall reflect that the member has a temporary or permanent disability or medical condition that prevented them from physically attending the meeting, though the specific medical condition or disability need to be identified. When electronic attendance is due to a personal matter or emergency, the nature of the personal matter or emergency must be identified and recorded in the minutes.
- f. Individual member participation from a remote location shall be approved unless such participation violates this policy or the provisions of the Freedom of Information Act.
- g. If a member's participation from a remote location is challenged, then the Commission shall vote whether to allow such participation. If the Commission votes to disapprove the members participation because participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Section 9. The following shall be the order of business of the Commission, but the Rules of Order may be suspended, and any matters considered or postponed by action of the Commission.

Section 10. Order of Business

- a. Call to Order.
- b. Consideration of the minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
- c. Adoption of Agenda
- d. Public Comment
- e. Unfinished business.
- f. New Business
- g. Monthly Reports
- h. Reports of standing committees.
- i. Information Items
- j. Adjournment.

ARTICLE 6

Duties and Responsibilities of the Commission

- Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, and lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.
- Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes, and which is judged to be of present or possible future use for recreation or parks.
- Section 3. The Commission shall recommend to the Frederick County Board of Supervisors a Parks and Recreation director who possesses the necessary foundation training and who demonstrates by actual work his/her the ability to organize and direct a community recreation system. Additional personnel will be added by the director, contingent upon appropriate funding in the budget.
- Section 4. Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- Section 5. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- Section 6. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Frederick County.

- a. The Commission and the Parks and Recreation director shall prepare and submit recommend to the County administrator a recommended annual budget sufficient to finance the program of Parks and Recreation that the Commission feels is necessary for the welfare of the residents of the County of Frederick. The budget shall be submitted to the County Administrator to hear the requests.

- b. The Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

Section 7. Planning Duties and Responsibilities

- a. Advise in the preparation of a Master Plan in cooperation with the Planning Commission for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Frederick and update same yearly, consistent with the County's Master Plan.
- b. Investigate and determine the needs and interests of the community for recreation facilities and programs.
- c. Schedule public hearings as needed.

ARTICLE 7

Section 1. Director's Relationship. The director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission. This includes explain program objectives, details of the organization, and assist in all matters related to a good organization. The director shall work closely with the Commission in matters of interest to the operation of the efficient program. The director is an ex officio member and secretary of the Commission (by virtue of the his office) and attends committee meetings. The Director keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2. Chairperson. The chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself and shall be elected from among the members who have served for more than one (1) year.

Section 3. Vice-Chairperson. The vice-chairperson of the Commission, in the absence of the chairperson shall perform all the duties of the chairperson. In the absence of both the chairperson and the vice-chairperson, the Commission shall elect chair pro tempore Chairperson Pro Tempore who shall perform the duties of Chairperson.

The vice-chair shall be charged with the responsibility to see that all standing and temporary committees' function as planned by the Commission.

Section 4. Secretary. The secretary shall perform the usual duties pertaining to the office. The secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all committed documents ~~committed to his/her care~~. The secretary shall issue or cause to be issued notices of regular and special meetings. Also, the secretary must issue minutes of the previous meeting to the Commission members prior to the meetings.

ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

ARTICLE 9

Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon the concurrence of the Frederick County Board of Supervisors.

APPROVED BY:

Date

Chairperson, Board of Supervisors

Date

Chairperson, Parks & Recreation
Commission



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Memo

TO: Parks and Recreation Commission
FROM: Stacy Herbaugh, Director
SUBJ: Staff Report
DATE: June 4, 2025

Attached please find updates from the staff.

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

Parks and Recreation Staff Report

June 2025

Parks: Cory Smith

Sherando Park

- Sherando HS Graduation prep work completed
- Opened the pool for the 2025 season
- Replaced the pool slide pump and new signage at the pool complex
- Received sunscreen for the Bowman Amphitheater, plan to install within the next week
- Brush cutting at the Bowman Amphitheater to connect the pedestrian bridge to the amphitheater path
- Athletic field prep and grounds maintenance at peak capacity

Clearbrook Park

- Opened pool for the 2025 summer season
- Millbrook and James Wood graduation prep work completed
- Assisted the Recreation Division with Apple Blossom race events
- Assisted with Splashpad prep work prior to contractors arrival
- Removed old declining shrubbery and seed grass around satellite power stations for Winter Wonderland and other electrical needs
- Springtime FCPS grounds maintenance and athletic field prep at peak demand

Administrative

- Staff attended pesticide and fertilizer training in Harrisonburg
- Deployed rain reels at the high school athletic fields
- Helping to facilitate the possibility of automatic irrigation system at JWHS stadium
- Carroll Construction will be awarded bid for asphalt work at Clearbrook and Rose Hill
- Instituted a new uniform program for full-time staff
- Working with Jon on IFB (Invitation to Bid) for Sherando Park soccer field #5

Recreation: Andrew Keefauver

basicREC

- Camp basicREC has 807 participants; 385 full-time students and 422 Pick-A-Week students
- Registration for the 2025-2026 School Year will open on July 1

Runatthetop

- The Loudon Street Mile was held on Memorial Day; we had 598 participants
- The Glow All Out 5K will be held on July 18th, we have 73 registrants to date
- The Sherando Youth Triathlon Workshop will be held on June 29th

- The Sherando Youth Triathlon will be held on August 10th at Sherando Pool and Park; we have 26 registered so far
- The Summer Youth Running Camp will be held the week of July 21st

Programming

- The Your Night to Shine Dance was a success! Participants and their families had a wonderful time; the ballroom, DJ, Photobooth, decorations, and Swag Bags were all donated by local businesses
- The Sunset Series will kick off on June 5th and run for 12 weeks concluding on August 25th
- The James Wood HS Service-Learning Class in collaboration with FCPS will host a pool party on Friday June 6th at Clearbrook Pool for rising 12th grade students and 2025 high school graduates. A DJ, Photobooth, and Food Vendors will be available for the students to enjoy
- The Moonlit Movie Series kicks off on Friday June 6th, movies and popcorn are free, a sweet food vendor will be on hand as well
- We have 30 teams competing in the Summer Softball Leagues
- The Golf League has 66 members
- The BRVA Beach Volleyball camp has 52 enrolled
- The BRVA Indoor Volleyball camp has 51 enrolled
- The first week of Kids on Golf is maxed out with 20 participants
- There are 18 teams participating in the Youth Summer Basketball League

Facilities

- We have 38 private pool rentals to date
- Clearbrook Swim Team has 108 participants
- The Sherando Swim Team has 131 participants
- Swim lessons for the month of June; 239 enrolled
- We have sold 17 Family Pool Pass Memberships, and 3 Single Pool Passes
- The Woolen Mill Cabin has 11 rentals for June

Trips

- The first edition of the Adult Mystery Trips will begin this month
- The Baltimore Orioles game on May 18th sold out with 18 participants
- The overnight trip to Annapolis over Memorial Day Weekend has 12 participants
- The Beach Boys trip on May 31st sold out with 19 participants
- The Hillwood Estate, Museum & Garden Tour on June 10th has 40 participants

Upcoming

- The Senior Picnic will be held on Friday June 13th at the Brill Shelter in Clearbrook
- The July 4th Celebration at Sherando Park will feature the band Train Wreck. We will have 12 food vendors on hand along with a photobooth, yard games, and bounce houses. Fireworks will start at dusk

Park Planning & Development/Marketing: Jon Turkel

Planning and Development:

- Old Charlestown Road Park LWCF Grant – the latest update from DCR is that grant approvals at state and federal levels are met, DOGE review is now required for LWCF awards and will add 1-3 months to notification timeline
- Abrams Creek Trail-Phase II VDOT Transportation Alternatives grant application has been made through the Planning Department
- Clearbrook Sprayground Installation-Continuing to finish mechanical room, work on pad grading will be next
- Viola Engineering report on Clearbrook Lake resistivity testing anticipated soon
- Replacement small playground at Clearbrook has been ordered with installation anticipated in the fall
- The Sherando Pickleball Court painting-courts have been repainted to our satisfaction

Marketing:

- Summer Guide has been printed and mailed
- FPCRD was awarded the 2025 Star Award in BEST After School Activities
- Completed signage for parks to include Ballfield Rules, new menu boards for concession stands, various park directional signs, and No Dumping along park property lines
- New rotating banner graphic on Parks Page on the FCVA.us website
- Marketing for the Glow All Out 5K has been initiated

Administration: Stacy Herbaugh

- We have purchased a shade structure for the concrete pad at Sherando Pool
- Staff is awaiting the approved FY 26 Budget documents; we will provide an update on approved project funding requests when those documents are received
- Customer Service Technician Amber Wooldridge left to pursue an opportunity at Warren County Parks and Recreation, we are accepting applications for her position until June 19th with the anticipation of a new candidate starting July 16th



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MEMO

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

The Buildings and Grounds Committee will meet at 10am on Wednesday June 4, 2025, in the Parks and Recreation Conference Room, 107 N. Kent Street, Winchester, VA 22601. Members present: Ron Madagan, Gary Longerbeam. Absent: Randy Carter. Also present: Vaughn Whitacre. Staff present: Stacy Herbaugh, Jon Turkel, Cory Smith

Action Items:

None

Information items:

1. Project Updates
 - Staff provided updates on current and planned projects.
 - Staff provided an update on the Parks and Recreation proffer account.

Other Business

1. Discussion of electric powered devices in the parks
 - From the concern raised by Mr. Stottlemeyer at the last commission meeting, the committee discussed the use of electric powered devices in the parks and current state law. A recommendation to staff was to post 'reminder' signage at Clearbrook that users of 'mechanized' transportation devices at the park are the responsibility of the operator.