



MEMO

To: Roderick Williams, Interim County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: February 18, 2015

The Parks and Recreation Commission met on February 10, 2015. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr. Members absent were: Marty Cybulski, Greg Brondos, Jr. and Christopher Collins.

Items Requiring Board of Supervisors Action:

1. Proposed Bylaw Revision – Mr. Madagan moved to change Article 5, Section 5 of the bylaws to read: “The majority of 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”, second by Mr. Patrick Anderson, motion carried unanimously (5-0). Please see attached bylaws.

Proposed Bylaw Revision – Mr. Madagan moved to change Article 3, Section 5 of the bylaws to read: “Commission members are required to attend seventy-five percent (75%) of **held** commission meeting per year. **Members not meeting this requirement will be notified by written correspondence from the Chairman regarding their lack to attendance.**” second by Mr. Longerbeam, motion carried (4-2). Kevin Anderson and Patrick Anderson opposed None

Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
2. Election of Vice Chairperson – Mr. Carter moved to nominate Mr. Ronald Madagan as Vice-Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
3. Meeting Date, Time and Place – Tabled until next month’s meeting.
4. Youth Sports Partner Memorandum of Understanding – Mr. Patrick Anderson moved to accept the attached Youth Sports Partner’s Memorandum of Understanding as submitted, second by Mr.

Longerbeam, motion carried (6-0). Please see attached Memorandum of Understanding.

5. Finance Committee – Bulk Rental Discount Policy – Mr. Longerbeam moved to accept the Bulk Rental Discount as submitted, second by Mr. Madagan, motion carried unanimously (6-0). Please see attached policy.

6. Buildings and Grounds – Closed session: Mr. Madagan moved to convene into closed session pursuant to Virginia Code 2.2-3711A(3) Discussion of the acquisition and/or disposal of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Kevin Anderson, motion carried unanimously (6-0).

7. Buildings and Grounds – Closed session: Mr. Madagan moved to come out of closed session and reconvene in open session and certified that to the best of each member's knowledge they discussed only matters involving acquisition of real property for a public purpose, second by Mr. Carter, motion carried unanimously (6-0).

cc: Charles R. Sandy, Jr., Chairman
Christopher Collins, Board of Supervisors Liaison

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 15.1-271 and 15.1-272 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, 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 consent of the Commission, on recommendation of the Commission, 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 serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops, and such reimbursement being made in compliance with the general policies of Frederick County.

Section 5. Commission members are required to attend seventy-five (75%) of the held Commission meetings per year. Members not meeting this requirement will be notified by written correspondence from the Chairman regarding their lack of attendance.

ARTICLE 4

Officers

Section 1. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary (who is the Director of Parks and Recreation). The officers shall be elected at the organizational meeting, which is the first meeting of the calendar year (typically in January) to serve for one year or until a successor shall be elected. No 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 in January of each 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.

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

Requests for public comment 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 e-mail or phone. 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 procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 8. 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 9. Order of Business

- a. Call to Order.
- b. Consideration of 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 Director of Parks and Recreation who possesses the necessary foundation training and who demonstrates by actual work his/her 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 recommend to the County Administrator an annual budget sufficient to finance the program of Recreation and Parks 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, explain program objectives to them, assist them in details of 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. He is an ex-officio member and secretary of the Commission (by virtue of his office) and attends committee meetings. He 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 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 a Chairperson Pro Tempore who shall perform the duties of Chairperson. The Vice-Chairperson 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 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 concurrence of the Frederick County Board of Supervisors.

APPROVED BY:

Date

Chairperson, Board of Supervisors

Date

Chairperson, Parks & Recreation
Commission

Youth Sport Partner Agreement

Between

Frederick County Parks and Recreation And Frederick County American Little League

March 15 – June 15, 2015

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Frederick County American Little League (FCALL). This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

- A. FCPRD will provide FCALL the following fields including dimensions from March 15 through June 15, 2015:

1. Cole Field Monday - Saturday
2. Franklin Field Monday- Saturday
3. Frey and Roper Field Monday, Friday, Saturday
4. Frederick County Public School sites based on need and approval by FCPS
5. Fields after June 15 will be reserved for FCALL until June 1. FCALL must rent and pay for all fields after June 15.

FCPRD will provide lined fields beginning the first Saturday in April


- B. FCALL will provide a recreational youth baseball/softball program for Frederick County children living in their geographical boundaries.

FCALL will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. \$2497.50 for items 1-3 in section A above
3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.
8. Participation fee for upcoming season

9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth baseball meeting the standards set forth by Little League Baseball International.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Provide FCPRD lining request 1 business day prior to game — same day will be handled on a case by case basis depending on staff availability determined by the Superintendent of Parks or designee
15. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.01). Strictly enforce lightning and thunder safety outlined in the policy for all FCALL activities
16. Report all injuries and behavior incidents by the next business day to FCPRD
17. Establish safety and emergency procedures


Failure to abide by any term may result in the termination of this agreement.



Director
Frederick County Parks and Recreation

2/12/15

Date



President
Frederick County American Little League

1-5-15

Date

Youth Sport Partner Agreement
Between
Frederick County Parks and Recreation
And
Blue Ridge Youth Soccer Association, Inc.

March 15 – June 15, 2015

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Blue Ridge Youth Soccer Association (BRYSA), Inc. This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

A. FCPRD will provide BRYSA the following fields including dimensions (attachment A) from March 15 through March 27, 2015

1. Fields 1, 2, and 4 Tuesday, Wednesday, Thursday
2. Fields 6 and 7 Monday-Friday
3. Frederick County Public School (FCPS) fields if available and approved by FCPS
Monday-Sunday

B. FCPRD will provide BRYSA the following fields from March 28-June 15, 2015. Fields will be lined for games only.

1. Fields 1, 2, and 4 Tuesday, Wednesday, Thursday, Saturday
2. Fields 6 and 7 Monday-Saturday
3. Frederick County Public School (FCPS) fields if available and approved by FCPS
Monday-Sunday

Fields 1, 2, 6 and 7 will be held for BRYSA on Sundays starting April 12, 2015. Sunday fields will be open for private rental from March 15-April 12, 2015. Please reserve and pay for Sunday game fields by April 10, 2015. Un-rented fields will be opened for private rental use on April 13, 2015.

C. Field 3 will be available for use on Tuesday, Wednesday, Thursday, Saturday, and beginning May 4, 2015.

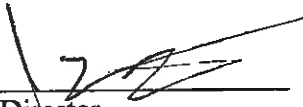
D. BRYSA will provide a recreational soccer program for Frederick County children.

BRYSA will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. Pay FCPRD \$ 4,382 for items 1 and 2 in section A above.

3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.
8. Participation fee for upcoming season
9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth soccer.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.1). Strictly enforce lightning and thunder safety outlined in the policy for all BRYSA activities
15. Report all injuries and behavior incidents by the next business day to FCPRD
16. Establish safety and emergency procedures

Failure to abide by any term may result in the termination of this agreement.



Director
Frederick County Parks and Recreation

2/12/15
Date



Printed Name



~~President~~ Commissioner
BRYSA

01/30/15
Date

J. Nathan Laing as Commissioner for BRYSA

Printed Name

Attachment A

Sherando Soccer Field
Lining Dimensions

Pad #1 – 2 fields-40x60 yd.- 7x21' goals

Pad #2- field 60 x110 yd. 8x24' goals.

Pad#3- closed through May 3-open May 4 – Field Dimensions 60x110 yd. goals 8x24'.

Pad#4 – field 65x120 yd. goals 8x24'.

Pad#6- field 50x80 yd. goals 6 ½ x 18'

Pad#7- field 50 x 80yd. goals 6 ½ x18'.

Youth Sport Partner Agreement
Between
Frederick County Parks and Recreation
And
Frederick County National Little League

March 15 – June 15, 2015

In an effort to provide quality recreational athletic programs for youth, it is beneficial for Frederick County Parks and Recreation (FCPRD) to provide facility space to Frederick County National Little League (FCNLL). This agreement outlines the expectations and outcomes required by Frederick County Parks and Recreation for such.

A. FCPRD will provide FCNLL the following fields including dimensions from March 15 through June 15, 2015:

- | | |
|--|-------------------------------------|
| 1. Field # 4 | Monday - Saturday |
| 2. Bennington | Monday- Saturday |
| 3. Field # 2 | Monday, Wednesday, Friday, Saturday |
| 4. Field # 1 | Monday and Saturday |
| 5. Frederick County Public School sites based on need and approval by FCPS | |
| 6. Fields after June 15 will be reserved for FCNLL until June 1. FCNLL must rent and pay for all fields after June 15. | |

FCPRD will provide lined fields beginning the first Saturday in April

B. FCNLL will provide a recreational youth baseball/softball program for Frederick County children living in their geographical boundaries.

FCNLL will provide by March 14:

1. The number of Frederick County youth that participated in their program during the previous year.
2. \$ 3,270 for items 1 through 4 in section A.
3. A certificate of insurance and endorsement listing Frederick County and Frederick County Public Schools additionally insured demonstrating \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$ 200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
4. A copy of their most recently filed IRS 990 form
5. A copy of current policies, league rules, and bylaws
6. A list of all current board members
7. Identify an individual to act on the agency's behalf in communicating league issues. This individual should be accessible during most business days.


8. Participation fee for upcoming season
9. Provide a list of all coaches. Each coach must be eligible per the standards established Criminal Background Check policy (#500.3)
10. Train all coaches and staff in best practices for providing youth baseball meeting the standards set forth by Little League Baseball International.
11. Be responsible for the conduct and behavior of all spectators and participants.
12. Abide by and enforce all FCPRD rules in ball field area
13. Accept all facilities as is
14. Provide FCPRD lining request 1 business day prior to game – same day will be handled on a case by case basis depending on staff availability determined by the Superintendent of Parks or designee
15. Abide by FCPRD's decision regarding field cancellations found in the Athletic Field Use Policy (#500.01). Strictly enforce lightning and thunder safety outlined in the policy for all FCNLL activities
16. Report all injuries and behavior incidents by the next business day to FCPRD
17. Establish safety and emergency procedures

Failure to abide by any term may result in the termination of this agreement.



Director
Frederick County Parks and Recreation

2/12/15
Date



President
Frederick County National Little League

01-08-2015
Date

BULK RENTAL DISCOUNT FOR YOUTH ACTIVITIES

500.04

PURPOSE:

To define and establish a rental discount for groups providing recreational youth activities.

GOAL:

To allow a fee reduction for organizations providing youth activities that annually rent fifty or more hours of indoor or outdoor space.

POLICY:

The Frederick County Parks and Recreation Department will make indoor or outdoor facilities available at a reduced rate to organizations providing a youth recreation activity needing a minimum of fifty hours.

Organizations must be non-profit and approved by the Parks and Recreation Commission prior to being eligible to receive the discount.

All approved organizations will receive a 20% discount of the facility reservation fee when reserving a minimum of fifty hours. Fees are recommended annually by the Parks and Recreation Commission and are subject to change. The entire fee must accompany the facility reservation.

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

Approved: February 2015