



## COUNTY of FREDERICK

Parks and Recreation Department

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### AGENDA

#### FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

March 12, 2019 – 7:00 p.m.

Gainesboro Elementary Community Center

#### Call to Order

#### Approval of January 29, 2019 Meeting Minutes

#### Adoption of Agenda

#### Unfinished Business

1. Bylaw Clarification

Jason Roberston

#### Monthly Report

Jason Robertson

#### Standing Committee Reports

#### Finance Committee

1. Rental of former tot pool area
2. Sand Volleyball Rental

Amy Strosnider

Amy Strosnider

#### Promotion/Appeals/YSP Committee

1. New Program/Great American Campout

Natalie Gerometta

#### Information Items

None

#### Adjournment



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### FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

January 30, 2019

Sherando Multi-Purpose Room

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

**Members Absent:** Natalie Gerometta

**Staff:** Jason Robertson, Jon Turkel, Stacy Herbaugh

#### Call to Order

The meeting was called to order at 7:01 p.m. by Mr. Charles Sandy.

#### Approval of January 8, 2019 Meeting Minutes

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

#### Adoption of Agenda

Mr. Morrison moved to approve the agenda, second by Mr. Longerbeam carried unanimously (7-0).

#### Unfinished Business

1. Ms. Herbaugh updated the Commission on the amended Youth Sports Partner Policy (500.02). Following the advice of legal counsel, the portion of the policy pertaining to advertising for community recreation activities not associated with the Department has been removed.

#### New Business

1. Mr. Sandy announced the committee appointments for 2019: Finance Committee; Amy Strosnider (chair), Christopher Fordney, Natalie Gerometta. Buildings and Grounds Committee; Ron Madagan (chair), Gary Longerbeam, Randy Carter. Appeals/Youth Sports Partners; Natalie Gerometta (chair), Ron Madagan, Guss Morrison. Later in the year there

could be sub committees formed to address some special projects.

2. Mr. Robertson presented revisions to the current Parks and Recreation Bylaws.
  - State corrected section of Virginia Code in paragraph 1 to 15.2-1806
  - Article 3 Sec 1-Commission members are now reimbursed
  - Article 5 Sec 5-Quorum-recommend no fewer than 50%
  - Article 5 Sec 8- Electronic Communication

Mr. Madagan made a motion to vote on all changes together, seconded by Mrs. Strosnider. The floor opened for discussion: Mr. Longerbeam suggested quorum remain at 5 members versus 4, Mr. Sandy mentioned a situation if a voting district was absent of a Commission appointment. Mr. Robertson will look into this situation.

Mr. Madagan moved to rescind his motion to omit the Article 5 Sec 5 from vote until the next meeting, carried forward (6-1).

### Monthly Reports

#### Staff Report-Mr. Turkel reported as follows:

Northwest Sherando Park construction is underway.

Clearbrook Park Parking lot waiting on agency comments.

#### Mr. Robertson reported as follows:

There was a good turnout for the Jan 23, 2019 grand opening of Frederick Heights Park.

The donation for the sand volleyball court has come in.

The bench donated by the Bank of Clarke County as been installed at Clearbrook. That makes a total of 7 donated benches. A handout detailing how to donate for future benches is being finalized.

FCPS is wrapping of the Sherando Field #8 project.

We will be sending out bids for pool concessions within the next week.

There may be an opportunity to base a mowing crew out of the bus shop garage location.

The Father/Daughter Dance will be held on February 16<sup>th</sup>.

Special Olympic Bowling and Basketball have over 120 athletes participating this winter.

Sarah Young attended the NRPA Event Management School.  
Hannah Malone has been hired as a full-time Recreation Technician.

Applications for the Park Caretaker position will be taken until February 11, 2019.

Mr. Robertson will be reaching out to the Committee Chairs to establish standard times for monthly meetings.

Standing Committee Reports:

Building and Grounds Committee-January 25, 2019:

1. Mr. Madagan made a motion recommending the retention of Old Frederick County Middle School for use as a community recreation complex, seconded by Mr. Carter, carried unanimously (7-0).

Youth Sports Partners-January 30, 2019:

1. Mr. Madagan made a motion to accept the Youth Sports Partner contracts as written, seconded by Mr. Longerbeam, carried unanimously (7-0).

Information Items


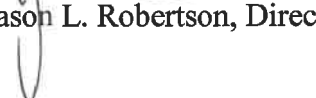
Mr. Sandy thanked everyone for coming out in the bad weather and let everyone know he will be out of town for the next several weeks but available by cell phone.

Adjournment

Mr. Sandy adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Charles R. Sandy, Chairman

Jason L. Robertson, Director



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# MEMO

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**To:** Parks & Recreation Commission  
**From:** Jason Robertson, Director  
**Subject:** Bylaws  
**Date:** March 7, 2019

The Parks and Recreation Commission requested more information on whether to keep the quorum for holding a meeting at over 50% as opposed to 50%. Currently the quorum is five in attendance with a Commission of eight active members. Staff clarified with County Administration that the percentage is based on the number of active Commission members. Should there be a vacancy, the quorum would be four based on seven active members as written.

There was a question regarding meeting attendance. The bylaws were amended in December 2016 to include sub-committee attendance. This amendment was not in the bylaws reviewed last meeting. The attached bylaws have the correct version which can be found in Article 5, Section 5, page 2.

Please call me at 722-8294 should you have any questions prior to our meeting.

Enclosure: Current bylaws.

**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 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 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 year.

#### 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. 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. 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. 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 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 person 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 member 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 would violate 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 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



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# MEMO

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**To:** Parks & Recreation Commission  
**From:** Stacy Herbaugh, Superintendent of Operations  
**Subject:** Finance Committee Meeting Report  
**Date:** March 7, 2019

The Frederick County Parks and Recreation Finance Committee met on March 6, 2019 at the Parks and Recreation Conference room at 107 North Kent Street, Winchester, VA 22601. Members present: Natalie Gerometta, Amy Strosnider, and Chris Fordney. Staff present: Jon Turkel, Cory Smith, and Stacy Herbaugh. Items discussed included:

Items Requiring Commission Action:

1. Staff is proposing to offer the former tot pool area as a rental option for the community.
  - a. Rentals would occur during normal pool operations
  - b. Fee would be \$50/day and would include exclusive use of the fenced in former tot pool area along with 10 pool admissions
    - i. Additional patrons would pay the regular admission rate
  - c. Area wouldn't be open for anyone to use on days area not reserved
2. Staff is proposing a rental fee of \$10/hour per court for the Clearbrook Park Sand Volleyball complex. A two-hour minimum rental would be required.

Please call me at 722-8304 should you have any questions prior to our meeting.



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# MEMO

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**To:** Parks & Recreation Commission  
**From:** Stacy Herbaugh, Superintendent of Operations  
**Subject:** Youth Sports Partners/Appeal/Public Relations Committee Report  
**Date:** March 7, 2019

The Frederick County Parks and Recreation YSP Committee met on March 6, 2019 at the Parks and Recreation Conference room at 107 North Kent Street, Winchester, VA 22601. Members present: Natalie Gerometta and Ronald Madagan. Other members present include Chris Fordney. Staff present: Jon Turkel, Cory Smith, Sarah Young and Stacy Herbaugh. Items discussed included:

**Items Requiring Commission Action:**

1. Staff is proposing to participate in the National Wildlife Federations Great American Campout on June 21, 2019.
  - a. Campsites for up to 5 persons would be rented for \$20/area
  - b. Campsites would be limited to 25 areas around the Sherando Soccer Complex
  - c. Park and Recreation staff would be on-site all-night conducting activities and monitoring the area
  - d. Campers will be able to enjoy the pool until 8:30, watch a Disney movie, enjoy a bonfire, and other planned activities. Activities will end by 11 p.m.
  - e. Front park gates will remain closed but unlocked for emergency personnel if needed
  - f. Campers will clean up and exit by 8 a.m. on June 22<sup>nd</sup>

Please call me at 722-8304 should you have any questions prior to our meeting.