



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.montgomeryvillage.com

May 31, 2017

MEMORANDUM

TO: Recreation Committee Members

FROM: Peggy Mark, CMCA
Director of Recreation, Parks and Culture

SUBJECT: Next Meeting

The next meeting of the Recreation Committee will be held Monday June 5, at 7:30 p.m. in the North Creek Board Room. The agenda follows. If you are unable to attend, please notify me at 240-243-2337 or by e-mail.



Saturday June 3th is the openings of the Farmers' Market with reusable shopping bag give away!

Sunday June 4th starts the summer in South Valley Park concerts with the Montgomery Village Community Band in concert at the Gordon Bowie Pavilion in South Valley Park.

Wednesday June 21, at 6:30 p.m. is the Ribbon Cutting at the new Apple Ridge Pool. Please plan to come help cut the ribbon!



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MVF RECREATION COMMITTEE

Monday June 5, 2017
North Creek Board Room
7:30 p.m.

AGENDA

- I. Residents Time
 - Call meeting to order – Welcome new committee member
- II. Review and approve minutes of April 17, 2017 meeting. – enclosure II
- III. New Business
 - A. Consider proposals for replacement of McKendree Playground – enclosure IIIA.
 - B. Review Policy for Towing of Unauthorized Vehicles from MVF Owned Properties – Enclosure IIIB
- IV. Old Business
 - A. Update on re-opening of the Lake Whetstone natural play equipment boathouse operation.
 - B. Martin P. Roy Park surveys
 - C. Apple Ridge Pool Ribbon Cutting
 - D. Status of Apple Ridge Cricket Pitch
 - E. Update on Apple Ridge playground replacement
 - F. Update on July 4th, and recruit volunteers

Montgomery Village Foundation

MVF Recreation Committee

April 17, 2017

A regular meeting of the Montgomery Village Foundation Recreation Committee was held at 7:30 p.m. on Monday, April 17, 2017 at the Montgomery Village Foundation Office, Montgomery Village, Maryland.

Members Present

Karen Neilson, Chair
Linda Von Wernitz
Susan Young
Rovenia Manor

Members Absent

Laura Franke, Board Liaison

Others Present

Peggy Mark, MVF Director of Recreation, Parks and Culture
Cynthia Bangali, Recording Secretary

I. Residents' Time

No residents were present.

Call Meeting to Order.

Ms. Neilson called the meeting to order at 7:35 pm.

II. Review and Approve Minutes of the February 6, 2017 Meeting

Ms. Franke moved to accept the minutes of the February, 6, 2017 meeting as presented. The motion was seconded and passed unanimously.

III. Old Business

A. Discuss activities for 4th of July celebration, recruit volunteers

Ms. Mark provided an overview of the activities that will take place during the 4th of July Celebration. She shared that the race will begin in the morning and that the parade will start at

10 a.m. In addition, a rock band will provide live music. Ms. Mark discussed volunteer needs. Ms. Franke confirmed that she will be in the parade. Ms. Young will check her schedule to see if she is available to help out as well.

B. Update on camp promotion and registration

Ms. Mark provided an update on camp registrations. She noted that registration is up considerably compared to this same time last year; from 123 to 182. Ms. Mark provided specific enrollment data for each camp and highlighted camp Racing Wind as having the largest increase to date with 80 kids registered. She noted that by lowering the prices on average by about \$18/session and making changes based on feedback from parents, it had paid off. Staff anticipates more registrations right after Spring Break.

C. Status report on recommendation regarding overflow parking at North Creek Community

Ms. Mark gave a status report on recommendations from the Board regarding the overflow parking at North Creek Community request. She shared that it didn't pass due to multiple logistical concerns such as liability and how to manage it. It was suggested that the Board implement a committee to review parking options for the entire community since it is an issue across the Village.

D. Status on Apple Ridge Playground replacement

Ms. Mark briefed the committee that the Apple Ridge playground replacement project is being reevaluated in terms of the location on the site and funding and is on the Board agenda for the April meeting.

E. Martin P. Roy basketball court monitoring

It was noted that it was the consensus of the committee at the February meeting that monitoring of the court be done to gain better information on who was using the courts. Ms. Mark sought feedback from the committee on monitoring of the Martin P. Roy basketball court. The committee discussed the importance of a duration and frequency of monitoring to get an

adequate sense of how the court is being utilized. Ms. Mark suggested that security conduct the monitoring since, staff realized that it would not be a suitable project for student service learning. After further discussion, 2 weeks in the spring when school was in session and 2 weeks in the summer was identified as a good range. In addition, it was proposed to begin the monitoring after 3 p.m. until dark on school days and late morning until dark on other days. Ms. Manor suggested getting feedback from the community about the use of the court as well.

IV. New Business

A. Consider plans for the Apple Ridge Pool ribbon cutting

Ms. Mark provided an update to the committee. The Apple Ridge Pool is slated to open Memorial Day weekend. The pool will be open on Saturday and Sunday during the spring and six days a week during the summer. She shared that the ribbon cutting will be a community event with the Board, Recreation Committee and pool project team cutting the ribbon. The committee was asked if they thought a format similar to the ribbon cutting held for the reopening of the Whetstone pool, with sheet cake and ice cream, would be good. The committee was supportive of using the same format as for Whetstone. Wednesday, June 21st is currently being considered by the Board and Thursday, the 22nd as the rain date. Ms. Neilson noted that some swim meets are typically held on Wednesdays.

B. Whetstone Community Center Playground Replacement

Ms. Mark briefed the committee that the Whetstone Community Center playground had been slated for replacement last year, yet was deferred. There will be an announcement in the *Village News* for residents of Whetstone to be on the planning committee. Ms. Mark noted that a completion date for late fall would be ideal.

C. Discuss Recommendation for Committee Chair

The committee thanked Ms. Neilson for her service in chairing the group. Ms. Neilson expressed gratitude for the great teamwork of the committee and encouraged members to

consider stepping into the role of Chair. There was consensus amongst the group to recommend that Ms. Neilson remain as Chair.

Ms. Young moved to nominate Ms. Neilson as MVF Recreation Committee Chair. The motion was seconded and passed unanimously.

D. Discuss items for inclusion in the 2018 budget

Ms. Mark encouraged the committee to consider items for inclusion in the 2018 budget and to come prepared to discuss it during the next meeting.

E. Response to first Flashlight Egg Hunt at the Gordon Bowie Lawn Theatre

Ms. Mark shared that the first Flashlight Egg Hunt was very successful with 98 children participating. The event was divided into three different age categories to accommodate the skill level of each group. They did have an issue with some parents of the youngest group category attempting to participate on behalf of their child. As a result, they had parents go up on the stage for the older age categories. The event was also supported by student volunteers who earned SSL hours.

F. Review proposed changes to Procedures on the Private Use of Facilities

Ms. Mark provided an update to the committee on the proposed changes to Procedures on the Private Use of Facilities. She emphasized that some aspects needed further discussion. She shared that staff recommended the inclusion of a statement about the availability of Wi-Fi since it is not guaranteed that it will be available although the facilities are wired for it. In addition, staff recommended the date of the designated user requests submittal for winter be changed from Nov. 15 to Dec. 1 and NDU from November 29 to December 15, and that spring submittals be moved from February 15 to March 10 for designated users and to March 24 for non-designated users. Finally, staff recommended the inclusion of specific clean up expectations for renters after their use of the facility. Ms. Franke asked about the frequency of professional cleaning. Ms. Mark confirmed that the floors are cleaned twice a week.

Ms. Young moved to accept the proposed changes to the Procedures on the Private Use of Facilities to include a statement that Wi-Fi availability is not guaranteed; a change of dates for request submittal for winter to Dec. 1 for designated users and December 15 for non-designated users, and a change of spring dates to March 10 for designated users and March 24 for non-designated users; and the addition of specific expectations for clean-up of the facilities after usage by the renter. The motion was seconded and passed unanimously.

V. Information items: Arbor Day Celebration, Saturday April 22, 9 a.m. to 1 p.m., North Creek Nature Center AND MV Community Band Spring Concert, Sunday, April 30 at 3 p.m., Lake Marion Community Center

Ms. Mark reminded the committee that the Arbor Day Celebration will take place on Saturday, April 22nd and will be held at the Nature Center. In addition, she noted that the MV Community Band Spring Concert scheduled for April 30th will be held at Lake Marion Community Center. This is a change in location from what was indicated in the Recreation Guide.

VI. Set Next Meeting Date – June 5, 2017

The next meeting date was confirmed for June 5, 2017.

Adjournment

Ms. Manor moved to adjourn the meeting at 8:37 pm. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 8:37 p.m. The reports, authorizations, and other documents presented at the meeting have been initialed for identification and attached hereto or filed in the offices of the Montgomery Village Foundation.

_____/s/_____
Cynthia Bangali
Recording Secretary



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May 31, 2017

MEMORANDUM

TO: MVF Recreation Committee

FROM: Peggy Mark, Director of Recreation, Parks and Culture
Amy Roswurm, Assistant Parks and Property Manager

SUBJECT: McKendree Playground Replacement

Background: McKendree Playground is scheduled for replacement based on age and wear. Staff solicited proposals from representatives of seven playground companies asking for proposals to include swings for ages 2-12, play equipment for ages 5-12, new borders and required safety surfacing. New playground must meet ADA Standards. In order to meet ADA Standards some regrading of the playground footprint is required.

Representatives of six of the companies attended the pre-bid on site meeting or made appointments to see the site. All seven companies returned proposals, some submitting multiple designs. Of the twelve designs received, Montgomery Village staff narrowed the designs down to five for further consideration. **Because we are trying to clarify information pertaining to two of the proposals, we will bring the designs and the list of components to the meeting for review.** Those which were removed from consideration included several which were priced considerably higher than the target bid budget of \$45,000, others which were determined to have less play value including one which did not include swings as requested.

Staff advertised in the Village News for volunteers for a playground work group to provide resident and user input into the new playground designs. Unfortunately no residents attended the meeting, which was held on May 18 at 7:00pm. Peggy attended the May 9, Northgate Homes Corporation meeting where she discussed the project and asked for their input. This is the homes corporation which surrounds the playground.

Budgetary Impact: The approved 2017 Budgeted Reserves Expenditures include \$45,462 in the MVF Fund for McKendree Playground replacement.

Action Requested: Please visit the site prior to the Recreation Committee meeting to become familiar with the area of the playground. The playground is located on Shadow Oak Drive between Maple Leaf Court and Forestview Place. The front borders now sit 38 feet from the street. One of the contractors has asked if the location of the play equipment can be moved forward toward the street to where the site is flatter. After review of the site, it was agreed that the playground could be designed to have the borders moved 8 feet closer to the street.

Please let either of us know if you have any questions.



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May 31, 2017

MEMORANDUM

TO: MVF Recreation Committee

FROM: Peggy Mark, CMCA
Director of Recreation, Parks and Culture

SUBJECT: Proposed revisions to the MVF Towing Policy

Background: In 2015 Montgomery County changed the towing laws. MVF posted the newly required signs at the facilities, but staff held off proposing changes to the policy as it looked like County laws were about to be revised again. It now seems that we are at a point where the policy needs to be updated as information originally available to us regarding vehicle owners is no longer obtainable and to be consistent with the signage and current County laws.

Staff Recommendation: Attached is the policy with outdated language struck through and proposed new wording highlighted in green.

Action Needed: Please review the proposed changes and come prepared to discuss them.



DRAFT REVISIONS

**POLICY FOR TOWING UNAUTHORIZED VEHICLES
FROM MVF OWNED PROPERTIES**

Purpose:

1. To prevent continued parking of unauthorized vehicles on MVF property. An unauthorized vehicle is defined as one that does not have permission from MVF to park or whose owner/driver is not using the MVF facility.
2. To remove unauthorized vehicles from MVF property where the owner of the vehicle cannot be located or identified.

Implementation:

- ~~1. Abandoned or inoperable vehicles are towed by Montgomery County Police, according to their procedures, with authorization from MVF.~~

a. ~~The Montgomery County Police will be notified and its procedure for towing abandoned vehicles will be followed.~~

~~or~~

b. ~~A tow sticker stating that the vehicle removed within 72 hours is securely attached to the vehicle. The vehicle may be towed 72 hours after it is stickered by the private towing company.~~

- ~~2. Unauthorized vehicle owners of record are sent a "good neighbor letter" asking that they discontinue parking on MVF property. The letter will also inform that, if they continue to do so, it may become necessary to tow their vehicle.~~
- ~~3. If the vehicle remains, after 48 hours following the letter notification, a violation sticker will be securely attached to the windshield of the vehicle with the date and time of stickering noted.~~
- ~~4. Towing of the vehicle will be scheduled 72 hours after stickering, if the vehicle remains.~~

2. Unauthorized vehicle - Towing will not be used until after the following steps have been taken:
 - a. After the vehicle is seen once, a violation sticker is securely attached to the vehicle.
 - b. The date and time the sticker was attached is written on it.
 - c. The sticker informs the vehicle owner that the vehicle needs to be removed within 72 hours after the sticker is attached, or the vehicle may be towed at the vehicle owner's expense.
 - c. The vehicle may be towed 72 hours after it is stickered.
3. Vehicles found Parked in a fire lane marked by yellow curb or signage will be towed immediately and without warning.
4. The Montgomery Village Foundation shall post signs giving notice that illegally parked vehicles will be towed.
5. All instructions to the private towing company will come directly from MVF staff.

Approved by MVF Board of Directors - November 29, 1990
Reaffirmed by MVF Board of Directors - April 22, 1993