

Winchester Parks and Recreation
Advisory Board Meeting
Monday, June 23, 2014
6:30pm

Meeting Location: Lord Fairfax Room, War Memorial Building

Present: John Bentley (Chairman), Shelly Lee (Vice-Chairman), Jules Bacha, Kyle Homan, Brian Wigley and Rosie Schiavone

Absent: Matt Mintschenko

City Staff: Jennifer Jones, Lisa Hamaker

Media: None

Guests: Vivian Walker, President; Terry Walker, Treasurer and Melissa Turner, Event Coordinator of Douglass Park Organization

John Bentley called the meeting to order at 6:37pm.

Approval of May 2014 Minutes:

A motion was made by Brian Wigley to approve the June 23, 2014, minutes as presented; Kyle Homan seconded the motion. The motion carried.

Public Comments:

Family Day Frederick Douglass Park

Vivian Walker spoke to the Park Advisory Board about Family Day at Frederick Douglass Park. She informed the board the event has been an annual event for approximately 43 years and is held the 1st Sunday in August. In the 1970's and 1980's the Parks and Recreation Department paid an employee to oversee the event. The event has expanded over the course of time with the addition of a health & resource fair, games, and a DJ.

Mrs. Walker extended an invitation to the Park Advisory Board to reevaluate the recognition of the event. Parks and Recreation helped, in the past, to sponsor \$2,000 for amusements and the free lunch program but in 2009-2010 the Park monetary funds were deleted from their department budget. Mrs. Walker is asking for assistance to the Douglass Park Organization for anything the Park can do to help or add to the event.

Shelly Lee inquired if she had reached out to City Councilmen? Mrs. Walker commented that two Councilmen are definite supporters of the event.

Jennifer Jones commented that the department could help to Co-Sponsor the event by placing their Special Event Coordinator on the Committee. The department can provide support through their program brochure, face-book posts, and volunteers. Money can be requested in the FY15 budgeting process to help co-sponsor the event.

Kyle Homan inquired how the Organization's budgeting was determined. Mrs. Walker commented the majority was in donations, selling of sodas, pizza and food vendor fees.

Chairman Comments: John Bentley

No comments.

Jim Barnett Park Preservation- Jennifer Jones

Jim Barnett Park Preservation was the #1 topic from the Needs Assessment Focus Group interviews and Stakeholder meetings held recently by consulting firm; GreenPlay, LLC.

Since encroachment may become an issue a recommendation can be made to City Council asking for a resolution to secure the boundaries of Jim Barnett Park.

In 1994 Dennis Lee, then Director of Parks and Recreation received a letter from Jerry Cassidy at the Department of Conservation and Recreation stating that Jim Barnett had submitted a 6-F Boundary Map for Jim Barnett Park as part of grant requirements for the lake, courts and Familyland constructions. Jennifer Jones is seeking clarification from DCR for the map and the details.

Kyle Homan suggested checking if there was a conservation easement on file with City Hall. The discussion was tabled until Park Staff could obtain more information.

FY 2015 Park Board Meeting Schedule Adopted

The official Park Advisory Board meeting calendar for FY15 was handed out and Kyle Homan made a motion to accept the calendar, as presented, with a second from Jules Bacha. The motion was approved.

Director's Report: Jennifer Jones

• Winterkill Bermudagrass

According to 2 expert opinions, all 5 fields in Jim Barnett Park experienced winterkill to the bermudagrass. Yost Field has been re-sodded for the World Series event. Bodie Grim Field was seeded two weeks ago with Yukon seed and Friendship Field is next. Rotary Field will be seeded at the end of the season. Preston will be planted with cool season grass in October.

• Skate Pavilion

The equipment has been delivered and phase 1 is being installed. A site plan is being constructed and fundraising will need to happen for before phase 3 can begin.

• Needs Assessment Focus Group and Stakeholder Meetings

The survey questionnaire is at the printers and will be mailed out to 3000 people around June 30th. A press release will be sent out and the online forum "Mindmixer" will be up and running.

• Park Maintenance Understaffing

Jennifer Jones has attended several speaking engagements at local Civic Organizations asking for volunteers. Several good leads have come out of the meetings. The City hiring freeze has been lifted so 1 Fulltime Maintenance Tech can be hired during FY15. The Park Project Coordinator interviews will begin soon.

• Bridgeforth Field Progress

1) ADA

The paint on the ticket booth is 98% complete, restrooms are finished and the souvenir stand is being constructed. A new scoreboard was purchased along with a new sign.

2) Artificial Turf

A stipulation in the CIP stated the turf infield and outfield to be graded together was the plan adopted by City Council so that was how the project was bid. All bids were rejected since there is a \$300,000 shortfall, the City CIP money was carried forward and the timeframe to raise more funds is a year.

If the department wants to "gear down" the original plan, that will have to be proposed back to City Council. Jennifer Jones will speak to the City Manager.

- **FY 2015 Budget Highlights**

- 1) \$20,000 Needs Assessment
- 2) World Series expenses
- 3) Trolley funding
- 4) Part-time Salaries
- 5) Staff trainings
- 6) Equipment (2 Zero-turn mowers)
- 7) War Memorial Brick Wall repaired
- 8) WebTrac-online registrations

Some of the end of the year FY14 purchases: Yost Field sod, bermudagrass seed, Bridgeforth Field scoreboard and sign, a ball sanitizer, PB&J equipment, Outdoor Pool countertops, chemical controllers, cabinets for childcare, tables and chairs for the War Memorial Building and mowing service for 2 weeks.

- **Abrams Creek Wetlands Preserve**

Private property encroachment onto the wetlands has become a City concern. Three educational tours with question and answer sessions will be conducted during the months of July and August. Invitations will be sent to the surrounding residents.

- **Shawnee Spring Trail Update**

Jennifer Jones met with professional trail builders and they will be in the Winchester area during the month of July to start the Shawnee Springs Healing Trail. The cost for them to dig the bed and grade will be under \$5,000.

- **Interim City Manager**

Craig Gerhart is currently filling the role as Interim City Manager. The new City Manager will be announced on June 25th.

- **Celebrating Patsy Cline Plans**

The plan for creating events like this one was recommended by City Council and Sally Coates, Tourism Director will be organizing the first event; the "Patsy Cline Music Festival" at Bridgeforth Field Stadium on Saturday, August 30, 2014.

Assistant Director's Report- Lisa Hamaker

- **World Series 2014**

- 1) Two new in-kind sponsors; Pifer Office Supply and Papa Johns Pizza
- 2) Banquet – everything is in order
- 3) Starting to sell passes this week
- 4) Souvenirs have been ordered
- 5) Volunteers still needed

- **Program/Special Events Update**

- 1) The fireworks are being planned for July 3rd and will be set off in the downtown East Lane location. Three Park staff will be working the event.
- 2) The Liberty 5-K race will be Friday, July 4. Shenandoah Valley Runners organize and run the event. They are seeking volunteers.
- 3) The Nationals Game bus trip will also be on July 4.

- **Aquatics Update**

- 1) The first summer exercise therapy pool has started the water temp is 88 degrees. So far the results have been positive.
- 2) The swim program numbers have increased.
- 3) Winchester Swim Team has inquired about starting water polo at the Outdoor Pool
- 4) The Outdoor Pool has new signage.

Lisa Hamaker presented some changes in the existing Indoor Pool Schedule: Move the lap swim to a later time and have it on Tuesday and Thursday instead of Mondays and Wednesdays. Move Winchester Swim Team practices to 4:30pm; allows for early am practices. The Fall schedule decreases the amount of the general public swim times. High School Swim Teams will be able to have 1 hour practices allowing them to be done by 9:30pm.

Brian Wigley made a recommendation to accept the proposed change in the Indoor Pool schedule; seconded by John Bentley and the motion was approved.

- **User Group MOU Updates**

The Athletic division and Lisa Hamaker have been meeting with the Park User Groups to review their agreements. FY15 implements the 2nd tier of the phased in fee plan, now a 25% discount off hourly rates instead of 50% as in tier 1. Some User Groups have asked to be mailed monthly statements.

Board Comments and Idea Sharing:

Shelly Lee commented everything went well at the Long Course Swim Meet. Approximately 500 swimmers competed during the event. Shelly also said she had attended a Royals Game and everything looked very nice on Bridgeforth Field.

Advisory Board Meeting Dates:

Advisory Board Meeting: Monday, July 28, 2014 @ 6:30pm

Adjournment: With no further business to discuss John Bentley asked for a motion to adjourn the meeting; Kyle Homan made the motion and it was seconded by Brian Wigley. The motion was approved and the meeting was adjourned at 9:00pm.

Respectfully submitted; Jennifer Stotler; Park Administrative Coordinator