

Winchester Parks and Recreation
Advisory Board Meeting
Monday, March 24, 2014
6:30pm

Meeting Location: Lord Fairfax Room, War Memorial Building

Present: Krista Farris (Chairwoman), Jules Bacha, Matt Mintschenko, Shelly Lee and Rosie Schiavone

Absent: Brian Wigley, John Elliott, Kyle Homan and John Bentley (Vice-Chairman)

City Staff: Jennifer Jones, Lisa Hamaker and Doug Hewett

Media: Vic Bradshaw

Guests: None

Krista Farris called the meeting to order at 6:37pm.

Approval of February 24, 2014 Minutes:

A motion was made by Shelly Lee to approve the February 24, 2014, minutes as presented; Matt Mintschenko seconded the motion. The motion carried.

Public Comments:

No Public Comments.

Chairwoman Comments: Krista Farris

No Comments

Skate Pavilion Discussion:

Helmet Enforcement-

The Park Advisory Board's recommendation of "helmets are recommended verses required" at the Skate Pavilion was forwarded to City Council and reviewed. Doug Hewett, Assistant City Manager, relayed back to the Park Advisory Board that City Council was not inclined to reduce the "helmet required rule". City Council's primary goal is safety and Park staff will provide 100% enforcement of the rule.

Mr. Hewett thanked the Board for bringing up the topic to City Council.

Jennifer Jones gave an update on current efforts to enforce the helmet rule, those being; bringing in additional part-time staff, using light duty staff to monitor the pavilion, increasing the registered number of skaters from 21-50, sending signed copies of waivers to the parents of minors and keeping a monitor log that includes the number of users, helmets and attendance at any given check. Doug Hewett suggested officer spot enforcements too.

Fundraising Shortfall-

On Tuesday, March 18, 2014; Park Advisory Board member, Shelly Lee and Park Maintenance Coordinator, Mike Nail hosted an interest meeting at Daniel Morgan Middle School. Another meeting is scheduled for noon on Saturday, April 5, 2014 at the Skate Pavilion and the goal is to come up with some fundraising ideas. Ms. Lee mentioned one fundraising plan already in place is the "Chipotle Night" on Tuesday, May 13, 2014.

The current fundraising goal is \$21,500 and there is an urgency to raise the funds since a June 1, 2014 deadline has been set so, City matching funds can be procured and used by June 30, 2014.

Director's Report: Jennifer Jones

- **Bridgeforth Field Progress-**

- 1) **ADA-**

The concrete is complete and the restrooms will be open by April 1, 2014. The ticket booth is being framed.

- 2) **Artificial Turf**

A pre-bid meeting will be held on Friday, April 4, 2014. The entire bid package can be viewed on the City's website. The build date is August 20, 2014 with a completion date, for the project, around Thanksgiving.

- **Park Advisory Board Openings/Possible Board Retreat Dates-**

The Park Advisory Board will have (2) vacancies in April as Krista Farris and John Elliott's terms expire. Jennifer Jones encouraged members to think of anyone they feel may be interested in serving on the Advisory Board.

The Park Advisory Board retreat has been set tentatively for Saturday, June 21, 2014 from 1-5pm at the War Memorial Building. Saturday, July 26, 2014 was discussed as an alternate date.

- **Winchester Community Gardens @ Timbrook Park Update-**

Some local organizations such as Habitat for Humanity and Winchester Rotary have expressed an interest in larger garden plots to grow food for various community sponsored soup kitchens. Michael Neese, City Recycling Coordinator and Community Gardens Manager, has collected soil samples and should have the results back soon. A water source is a concern but Park staff feels it can easily be remedied. The Parks and Recreation staff contact person for the project is Robbie Garrett.

Krista Farris hopes that plots will still be available for individuals and Jules Bacha echoed the same thought.

- **Flag Retirement Ceremony- May 17, 2014, 3:00pm at the POW/MIA Memorial**

The itinerary is complete. Lisa Hamaker is handling volunteers if anyone from the Park Advisory Board is interested in helping with the reception.

- **Needs Assessment Proposals Award Update-**

The contract for the Needs Assessment project has been awarded to Green Play, LLC from Boulder, CO. The final contract price is \$47,744.00 and the project has been broken down into (2) phases; phase 1 in FY14 for \$27,744 and phase 2 in FY15 for the remaining \$20,000.

Jennifer Jones has a conference call with the firm soon and also hopes to have the consultant on-site at the April Park Advisory Board meeting.

- **Update of Fiscal Year 2015 Budget-**

Jennifer Jones relayed to the Advisory Board some information transpiring from the FY15 Budget proposals that the Parks and Recreation Department are not receiving any of the new positions requested but they may be in the running for some of the re-classification funding.

Two CIP (Capital Improvement Projects) still on the funding list are ADA Phase II and Park Roadway Re-surfacing. One very important CIP project not on the funding list is the War Memorial Building brick wall repair.

General Comments from Jennifer Jones-

Shenandoah University's Baseball is sending about 60 people to help Park maintenance staff with generalized Park cleanup.

The Shawnee Springs Trail clean-up scheduled April 26th and 27th will take place.

The City's Arbor Day Celebration is scheduled for Wednesday, April 23, 2014 in Jim Barnett Park at the Korean War Memorial. About 12-14 trees will be planted, in conjunction with Jen Jenkins, City Arborist, in the Park's Arboretum.

The City's Insight Academy night for Parks and Recreation and Tourism departments will be Thursday, March 27, 2014.

Jennifer Jones met with Dr. Davis, the department head of the Business School at Shenandoah University to discuss the possibility of doing a feasibility study on the McCormac Amphitheatre as a SU MBA Capstone Project in 2015.

The Parks and Recreation Staff are working on a modification to the current department's Refund Policy by adding "the director or designee will have discretion for determining unusual circumstances".

Assistant Director's Report- Lisa Hamaker

The Parks and Recreation Department's website is being updated to a more user friendly site by the addition of new display buttons and easier viewing options.

World Series 2014

- 1) The Executive Committee is still working to secure a "Title Sponsor".
- 2) New sponsors obtained recently are Berkeley Springs Water and Garber's Ice Cream.
- 3) A great article was published in the Winchester Star about volunteers.

Program Update

- 1) The new "Spring/Summer Program Guide" goes to print the first week of April.
- 2) Ongoing programs are Thai Cooking, Basic Cupcakes, Ballet, Scarf Making, and Sign Language.
- 3) A warm water "Therapy Pool" will be held at the Indoor Pool this summer.
- 4) The Cardboard Boat Regatta was a great success and Aquatics has 5 teams that are waiting to compete in the next one that is coming out in the new guide this spring.
- 5) The Arthritis Class has 12-14 people registered.
- 6) The "Hidden Gems of Winchester" Trolley Tour was fully booked and Tourism had approximately 15 more people wanting to attend. Another trip is being planned in the fall.

Upcoming Events

- 1) On Saturday, April 12, 2014, the department will be sponsoring three events; the Annual Easter Egg Hunt, an Egg Splash and an evening Spring Fling Middle School Dance.
- 2) The "Alice in Wonderland Tea" will be held on Saturday, May 24, 2014 at 10:30am.

Board Comments and Idea Sharing:

Jules Bacha asked for clarity that there was no current organized user group for the Skate Pavilion that could make a commitment to the project.

Advisory Board Meeting Dates:

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

Adjournment: With no further business to discuss Krista Farris asked for a motion to adjourn the meeting; Jules Bacha made the motion and it was seconded by Shelly Lee. The motion was approved and the meeting was adjourned at 8:00pm.

Respectfully submitted; Jennifer Stotler; Park Administrative Coordinator