

Winchester Parks and Recreation  
Advisory Board Meeting  
Monday, January 28, 2013  
6:30pm

Meeting Location: Lord Fairfax Room

**Present:** Krista Farris (Chair), John Elliott, (Vice-Chair), Jules Bacha, Kyle Homan, Matt Mintschenko, John Bentley, Catherine Mattens and Brian Wigley

**Absent: None**

**City Staff:** Brad Veach (Director) and Lisa Hamaker (Assistant Director)

**Council:** Milt McInturff

**Media:** Vic Bradshaw, Winchester Star

**Guests:** Tim Painter

Krista Farris called the meeting to order at 6:30pm. John Elliott, Vice-Chair conducted the meeting after 7:00pm.

**Approval of November 2012 Minutes**

A motion made by John Elliott and a second by Matt Mintschenko to approve the November 2012 minutes was carried.

**Public Comments:**

**Racy Meadows Master Plan Presentation- Mr. Tim Painter**

Mr. Painter brought before the Park Advisory Board the Racy Meadows Master Plan and the concept of a developer maintained public green space with amenities.

The developer (Valley View Management) is proposing a bike trail connector, tennis and ½ basketball court, some dedicated parking spaces and the idea of making the recreational area within the development open to the public. The developer is also committing that the maintenance plan remain as part of his responsibility and not the park system's. Estimated annual maintenance and amenities repair/replacement costs were handed out to Advisory Board members as costs the developer will incur based on other park system areas.

**Chair's Report: Krista Farris**

No report this month.

**Director's Report: Brad Veach**

**City Board Consolidation Discussion:**

As part of the City's strategic plan; City Council is reviewing various boards and commissions that serve within the City. There are currently approximately 30 vacancies on boards and commissions. The Parks and Recreation Advisory Board is a board that is mandated by state code. City Council has started discussions of possible consolidations which include the consolidation of the Park Advisory Board, Tree Commission and the Natural Resources Advisory Board into one body.

Krista Farris submitted her written comments to the Park Advisory Board and asked for her document to become part of the meeting minutes pertaining to the proposed consolidation of these boards. Her comments included citizens with expertise having a voice on the board or

commission they serve on, the countless hours spent talking with citizens, a job vacancy lasting 3 months or more versus a board vacancy with no outlet for a citizen to communicate and the importance of citizen opinions.

Mr. Wigley asked if a citizen had to be a resident of the City to serve on such boards and commissions. Currently they have to be a resident of the City or own a business in the City.

Mrs. Mattens asked if there were reasons for not currently interviewing every application. Mr. McInturff addressed the question that the application process is being placed on hold due to the fact they are looking at the whole board and commission subject matter, the code of ethics, legal training and the legislative items that need to be determined before moving forward.

If consolidation moves forward the Park Advisory Board will not expand. The City currently has a City Arborist that provides recommendations to the City Manager concerning City trees. The Tree Commission's position on tree decisions has changed since the City Code changed in September 2011, the tree decisions are made solely by the City Arborist and the Tree Commission has become a body to handle legislative requirements, such as pre-approval of grants. The Naturalist Resource Advisory Board has not been in action for a while now.

No recommendation will be necessary as the decision will be City Councils.

#### **Park Facilities CIP Fund Options:**

City Council has requested that City Staff and the Parks and Recreation Advisory Board provide alternatives to the concept of incorporating a mandatory CIP fee within the new park user group fee formula.

Three options were presented to the Advisory Board to review with considerations to budgetary impacts on the park system if projects are approved, a comprehensive review of the citizen benefit with the project and private contributions towards projects not accounting for the user groups operational costs responsibilities.

- 1) Do not charge groups the CIP fee but instead require they retain the funds in their private accounts for future capital projects.
- 2) Require the user groups to place CIP funds collected from their use in the Winchester Parks Foundation for future capital projects.
- 3) The City collects the CIP fee and places funds into an established CIP budget allowing funds to be carried forward each year for projects.

Mrs. Mattens asked if the fees could be placed in the Foundation since it was a 501-C3. Brad stated he would contact the City Attorney.

A motion was made by John Elliott and seconded by Brian Wigley to request a first and second choice for the CIP component fund options. Motion carried 7-0.

A motion to approve option 2 as the first choice; (allowing funds to be placed in the Parks Foundation) was made by John Bentley and seconded by Kyle Homan, the motion carried by a 6-1 vote with Jules Bacha in opposition. Option 3 as the second choice; (allowing the funds to be placed in an established Park budget CIP fund) was carried by a vote of 6-1 with John Bentley in opposition.

### **Racy Meadows Plan Discussion**

Questions and comments such as citizens being informed of the public area, signage, MOU's, the developer's promise to maintain the land and amenities and the Advisory's Boards advice for amenities were discussed.

A motion to endorse the concept of a private landowner placing and maintaining a park for public use in Racy Meadows was made by Kyle Homan, seconded by Jules Bacha with Catherine Mattens abstaining, the motion carried 6-1.

### **Park Master Plan Updated Timeline & Discussion:**

Based on previous discussions a new timeline and revised responsibilities plan was handed out for review.

The new timeline was pushed back some and now includes 3 areas of responsibility: staff and board, staff and board with a consultant, and work being done solely by a consultant.

Any consultant work would not begin until FY14 budget if City Council approves the funding.

### **Assistant Director's Report: Lisa Hamaker**

#### **Quarterly Reports:**

Mrs. Hamaker handed out quarterly facility and program reports noting some differences from 2011 to 2012.

She also told the Park Advisory Board that the department responded to 156 Santa letters and the December Candlelight Ball had 175 people in attendance.

A Park Advisory Board member's contact listing was handed out for their review; updates and or corrections are to be made.

#### **Advisory Board Meeting Dates:**

**Advisory Board Meeting:** Monday, February 25, 2012 @ 6:30pm

#### **Board Comments: None**

**Adjournment:** With no further business to discuss John Elliott asked for a motion to adjourn the meeting; Brian Wigley made the motion and it was seconded by John Bentley. The motion was approved and the meeting was adjourned at 7:55pm.

Respectfully submitted; Jennifer Stotler; Park Administration Coordinator, February 18, 2013.