

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, December 21, 2015  
6:30pm

6:30 pm- Lord Fairfax Room, War Memorial Building

**Present:** John Bentley (Chairman), Shelly Lee (Vice-Chairman), Michael Miller and Jules Bacha

**Absent:** Regina Coates, Hector Robertson, Rosie Schiavone and Bill Stewart

**City Staff:** Lynn Miller, Jennifer Stotler and Eden Freeman

**Media:** Winchester Star

**Guests:** Sarah Nelson, Shenandoah Valley Youth Lacrosse

John Bentley called the meeting to order at 6:34pm

**November 16, 2015 Minutes Approval:**

A motion was made by Shelly Lee to approve the November 16, 2015 minutes as presented and seconded by Michael Miller; the motion was approved.

**Public Comments:**

Shenandoah Valley Youth Lacrosse: Sarah Nelson spoke to the Park Advisory Board about her girls Lacrosse program and its expansion. Last year, the girls program played on Weaver Field with the boys. This spring they would like to find a location that allows them an expansion on their program. They have an 8 game schedule and approximately 15-20 girls ages 8-11 both county and city participants. Ms. Nelson is looking for an area that may be available. She will return to the Park Advisory Board in January with a formal proposal requesting a site.

**Chairman's Report – John Bentley**

No report at this time.

**City Manager Comments- Eden Freeman**

Ms. Freeman handed out the new 2016 City calendars to all of the Park Advisory Board members.

**Interim Director's Report- Lynn Miller**

**FY16 Capital Projects Update-**

- 1) **War Memorial Masonry Project-** The bid documents were received and bids were opened the week of December 14, 2015.
- 2) **Frederick Douglass Park Improvements-** The playground equipment for Frederick Douglass Park has been ordered and will be shipped in the spring for installation, at that time. A requisition was created for Consolidated Electric to install some additional lighting, per the Capital project plans, for FY16. The additional lighting will be installed near the basketball court and the playground.

**Henkel Harris, Bodie Grim and Yost Fields Update-**

Mr. Miller reported that Park Maintenance Staff and Park Partners (SU & Handley) have done an outstanding job in getting all 3 fields ready for the "spring" season. Bodie Grim field has had 150 ton of mix added to the infield to complete the project.

**Tennis Courts –** The City has released a partial payment to the vendor for the Tennis Court cracking repair since there are 2 sections that were not repaired correctly and the vendor will not be able to return until the spring to take care of those areas.

**Desert Air Dehumidifier System Repair**-The initial repair is complete but the control unit is outdated. The vendor is trying to get the software and see if they can update the unit from that. If not, other options will have to be reviewed.

#### **Skate Pavilion Equipment Sale-**

Mr. Miller reported to the Park Advisory Board that the Skate Pavilion equipment went up for auction and was eventually sold to a company in Texas. The equipment was loaded by truck and removed from the maintenance compound on Tuesday, December 15, 2015.

Park Advisory Board member Shelly Lee inquired where the money, collected from the sale of the equipment, will go. She inquired asking if money gave to the Skate Pavilion project will go back to that specific account. Ms. Lee asked for funds to be returned to the Skate Park project account.

Mr. Miller will follow up with the Park Foundation to see if funds are expected to be returned to a specific account. Ms. Freeman indicated that City Council had directed the proceeds go back to the Bridgeforth Field account.

#### **FY17 Budget Planning-**

Park staff is working to complete their FY17 Budget requests. The requests are due by December 31, 2015.

#### **Interim Assistant Director's Report- Jennifer Stotler**

**Programs-** The park staff have been busy with holiday programs; their Little Turkey Treats program had 12 enrolled and Cookies with Santa program had 33. As far as Community Rec programming, the numbers are still strong. Currently, the Aikido class has 14 enrolled and the New York City bus trip for Dec 5 sold out, with 40 seats. The children's swim lessons program continues to do well with the newest session having 111 children enrolled.

**Special Events-** On November 21, 2015 the Winchester Wheelman held their annual Applecross Race in Jim Barnett Park and they reported to staff that they had approximately 700 in attendance. The Christmas Parade was held on Monday, November 30 in Old Town. The weather hampered the participation numbers a bit but the parade went well.

**Next Monthly Park Advisory Board Meeting:** Monday, January 25, 2016 @ 6:30pm.

#### **Board Comments/Idea Sharing:**

Shelly Lee requested to the Park Advisory Board and staff that less of a fee be charged and reviewed when a Park Group asks to use the facility as a fundraiser, such as the Winchester Swim Team and its Long Course meet.

Mr. Miller commented that he has met with all, except 2, of the Partner Groups of the park and is currently doing some background research on the fees that Winchester Swim Team pay to the park. Park staff is in the process of evaluating the fee structure and would like to review the fees and make adjustment recommendations to the Park Advisory Board and City Manager, if necessary.

Mr. Bentley commented he appreciated everyone's attendance at the meeting and they would be starting as a group, to dig into the Park's Needs Assessment to prioritize items from the Needs Assessment results.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Michael Miller, seconded by Jules Bacha and approved. The meeting adjourned at 7:23pm.

Respectively submitted by Jennifer Stotler; Park Administration Coordinator