

Winchester Parks and Recreation
Advisory Board Meeting
Monday, December 5, 2011
Lord Fairfax Room
6:30pm

Present

Krista Farris (Chair), John Elliott (Vice-Chair), Catherine Mattens, Jules Bacha, Matt Mintschenko and Kyle Homan

Absent

Mark Miller, Brian Wigley and Councilman Milt McInturff

City Staff

Brad Veach (Director), Leslie Bowery and Amy Simmons

Media

Vic Bradshaw, Winchester Star

Krista Farris called the meeting to order at 6:36pm.

Public Comments

None

Department Division Presentations

During the next several months Parks & Recreation Department Divisional Coordinators will make presentations to the Advisory Board about their divisions and the role they play within the department. Two divisions presented during the meeting.

- 1) Leslie Bowery, Special Events Manager, gave an overview of events handled thru the Park system. She helps with events in Old Town and also plans special needs events. She holds NRPA, CPRP certifications and is also a certified CPSI playground inspector.
- 2) Amy Simmons, Marketing, gave an overview of her division explaining that she and her one staff provide marketing support for all City departments. They provide the City and citizens with press releases, banners, guides, pamphlets, flyers, etc. They also post the information on Facebook, Twitter and the City's new TV channel. Amy also organizes the Insight Citizen's Academy for the City.

Chairman's Report

Approval of October Minutes:

One correction to amend the minutes the October minutes; John Elliott is Vice-Chair and not Co-Chair to the Park Advisory Board.

Upon a motion by Matt Mintschenko and a second by Kyle Homan the October amended minutes were approved.

Jubal Early Drive property:

The Board Members agreed to delay a motion on the Jubal Early Drive property. Further information is forthcoming.

Action Items

Naming Rights Policy:

Upon a motion made by John Elliott and seconded by Matt Mintschenko the Naming Rights Policy was approved as presented.

Brad Veach will forward the policy onto the City Manager, City Attorney and City Council for review.

Director's Report

Park Board-Park Foundation Joint Meeting in January:

A joint meeting will be held in January between the Park Advisory Board and the Park Foundation during the regular monthly Park Advisory Board meeting. The goal of the meeting is to learn about the Park Foundation and to engage dialogue between the two. Debbie Lewis, Park Foundation Treasurer will be attending the meeting.

SAAA Request

City Council is considering a request from SAAA (Shenandoah Area Agency on Aging) to waive their facility rental fee of \$550.00 per month during the next 6 months. The Winchester Parks and Recreation Department provides the SAAA with space in the Active Living Center at a discounted rate for their local Senior Center program. Winchester City Council will look at the request next week and a vote will be taken.

Some members expressed concerns by setting a precedence for other organizations or groups by waiving fees but there were no objections of the request.

Park Maintenance Coordinator Retirement:

Larry Elliott, Park Maintenance Coordinator for the department retired on November 23, 2011. Crew Supervisors Mike Nail and Kevin Sine will be in charge of the Maintenance division.

Budget Overview Presentation:

The Park Advisory Board will have a chance to review the proposed FY2012 budget at January's meeting.

Quarterly Program Reports:

A follow up to the last quarterly program report was presented to the Board with a correction from September 2010 in Child Care numbers.

Dog Park Contribution:

The Elizabeth Clark Foundation donated \$4,000.00 to the Dog Park. A small dog area and waterline installation can be completed from the donation. Last year's donation from the Clark Foundation was used to install ADA parking spaces near the Dog Park.

Committee Reports

Skate Plaza Committee:

The main contact for the fundraising group has left the area and the group will no longer organize.

The Park Advisory Board will discuss at their regular January meeting a plan of action for a long-term plan for the facility. Brad Veach has asked the Board to consider endorsing the project in to the Park CIP (Capital Improvement Project) list as a goal to work toward. He also suggested

speaking with Frederick County Parks and Recreation to see what plans if any; the County may have for the same type of facility.

Park Utilization Committee:

No Committee meeting was held.

January Advisory Board Meeting Dates

(Both held at the War Memorial Building)

Park Utilization Committee- Monday, January 23, 2011 @ 5:30pm

Monthly Advisory Board with Joint Park Foundation meeting- Monday, January 23, 2011 @ 6:30pm

Board Comments

None

Adjournment

With no further business to discuss Krista Farris asked for a motion to adjourn; Kyle Homan made the motion, John Elliott seconded and the meeting was adjourned at 7:43pm.

Respectfully submitted; Jennifer Stotler, Park Administration Coordinator, January 12, 2012.