

Winchester Parks and Recreation  
Advisory Board Meeting  
Monday, March 26, 2012  
6:30pm

Meeting Location: Lord Fairfax Room

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

**Absent:** None

**City Staff:** Brad Veach (Director), Lisa Hamaker (Assistant Director), Jennifer Stotler, Mike Nail and Kevin Sine

**Council:** Milt McInturff

**Media:** Vic Bradshaw (Winchester Star)

**Guest:** Winchester Park Foundation Representatives- Ann Burkholder, President and Debbie Lewis, Treasurer; Korean War Veterans Chapter 313-Chuck Bachman, Commander, Edgar Tufts, Commander and Tim Machado from Design Concepts; Winchester Fire & Rescue Department-Chief Scott Cullers and Scott Kensinger, Operations Captain; Friendship Fire Co. Brian Bannister, President and Kimberly Wallace.

Krista Farris called the meeting to order at 6:34pm.

**Public Comments:**

**Proposed Korean War Veterans Memorial**

Commander Chuck Bachman thanked the Advisory Board for allowing Chapter 313 to present a proposal for constructing a "Korean War Veterans" memorial in Jim Barnett Park and introduced Commander Edgar Tufts.

Commander Tufts gave a brief overview of the Korean War Veterans Chapter 313. The proposed memorial would be in Honor and Memory of men and women who fought in the Korean War.

Financing of the proposed memorial would come through monetary "gifts in Kind" and donations. Local "in kind" labor and materials would be donated. The proposed cost of the memorial could be \$100,000.00.

The design of the memorial would require minimal maintenance with an estimated cost of \$300.00 annually paid for by the sale of pavers and the rental fees of the proposed shelter.

Chapter 313 would like to see the project complete for a dedication date of November 11, 2012 which marks the 60<sup>th</sup> anniversary of the signing of the Armistice between the United Nations and Korea.

Advisory Board member Farris asked the total footprint of the land and the memorial and also asked about a fund for maintenance. Commander Tufts replied the footprint is smaller than the current POW/MIA Memorial being about a 60' x 70' area and \$300.00 would be set aside annually for maintenance in a fund.

Advisory Board member Bacha asked if the pavilion would be adjacent to the memorial. Commander Tufts replied that yes it would be and a waterline would be installed to supply water the area.

The purpose of the presentation was for informational purposes and the topic will be placed on next month's agenda for discussion.

### **Friendship Fire Company/Park Land Swap**

Brad Veach spoke to the Advisory Board that the concept of a land swap between Friendship Fire Co. and Parks and Rec is not a new one. It was an idea that has been talked about for a while now.

Both the Park and the Fire Station are on land owned by the City of Winchester. Currently, Friendship Fire Co. has the 1.4 acre parcel and the Park has the 2.1 acres parcel. Friendship Fire Co. needs to expand their operations in the future and they would like to use the 2.1 acres of parkland to the south of their Station.

Staff recommendations are that the cost of surveying both parcels of land be shared between both entities and exchange the parcels. Surveying would not take place before July 1, 2012 but would be completed before December 31, 2012.

Both parties should establish a Memorandum of Understanding to ensure both parties has the access they need for their various activities. A list of advantages and disadvantages were presented to Advisory Board members.

Advisory Board members were encouraged by Veach to go out and look at both parcels being discussed. The land swap if determined would be taken before City Council.

Advisory Board member Bacha asked if the surveying could be done in house within the City. Veach replied the City's contract is with Painter-Lewis.

The concept will be placed on either April or May's Agenda as an agenda item.

### **Chairman's Report:**

#### **The Winchester Parks Foundation Discussion**

Ann Burkholder; President of the Foundation spoke to the Advisory Board that the Foundation is a private 501-C3 Foundation started by Dr. Tom Oliver with 100% of tax deductible contributions going directly to a Park item, project, or program.

The Foundation has held funds for various projects such as the Dog Park, Boy Scouts, and the Keenan Memorial. The Foundation is more of a facilitator of funds rather than a fundraising organization although they have participated in such events like Salsafest.

Debbie Lewis, Treasurer provided the Advisory Board members a document of the current balances within the funds in the Foundation.

The new pamphlet coming from the Park Utilization Committee identifies how the Foundation has helped for certain facilities. The launch date for the pamphlet is to be determined.

The creation of the Financial Aid fund through the Foundation has been very successful with funds being generated through the Foundation from such things as event alcohol sales, jeans day, and other fundraising ideas.

Burkholder would like to see purposeful meetings with organizations, letters to the editor and increase the vitality of the Parks and programs.

Advisory Board member Farris mentioned starting a friends of the Park initiative.

Farris asked what the Foundation would like to see from the Advisory Board. Signature Annual Event ideas were mentioned and Brad Veach expressed the Park was currently discussing the idea of a Triathlon or Corporate Challenge.

An annual meeting between the Parks Foundation and the Winchester Parks and Recreation Advisory Board would be important to set up.

Other members of the Parks Foundation include Gary Chrisman, Tim Painter and Kyle Homan as the liaison.

### **Approval of March 5, 2012 Minutes**

Upon a motion by Matt Mintschenko and a second by Kyle Homan the March 5, 2012 minutes were approved.

### **Jubal Early Drive (Powers') Property Update**

Preserving the integrity of the land and making it accessible to the public is important.

The land would not be given to the City of Winchester, but conveyed to a preservation group that has been in talks with the Powers'. The land would be maintained as public land. The preservation group is well versed in managing these types of properties.

A developed MOU between the Park and the group will be presented at the next Board meeting.

Brad Veach mentioned possibly cutting part of the Green Circle through the land and adding a picnic table and trash can. The Park's department would help with minor maintenance such as trash removal. Advisory Board member Mattens expressed concern in making the Green Circle accessible year round with ice and snow removal.

This level of service is not expected at this time as the Green Circle is City owned with risk of use assumed by individual users who are not forced to walk on the path.

### **Staff Presentations**

#### **Park Maintenance Division:**

Mike Nail and Kevin Sine both Crew Supervisors of the Park Maintenance Division gave a brief overview of their division from an operational standpoint.

Park Administration Division: Jennifer Stotler, Park Administration Coordinator; also gave an operational view of the Park Administration Division.

Next month the Advisory Board will visit the Athletic and Child Care Divisions.

### **Director's Report:**

#### **Park Board Leadership Nominations (April Vote)**

Brad Veach reminded all Advisory Board members that during the April meeting leadership nominations will be voted upon.

### **Preston Fieldhouse**

Advisory Board member, John Bentley has been active with this project.

Although Phase II has not secured funding, the ADA (Americans with Disabilities Act) accessibility required work is moving forward.

ADA mandates accessibility is gained throughout the park and the following ADA plans are being either designed or worked on

→ A Concrete trail from Cork Street to the War Memorial Building

→ Concrete pours at Familyland

→ ADA plan for Bridgeforth Field

→ ADA Plan for the BMX Track

→ ADA plan for Eagles and T-Ball fields

Phase 1 of the ADA Plan was funded this year in the CIP Projects.

### **Committee Requests**

#### a) Master Plan Committee

The objective is to sit down with several Advisory Board members interested in serving on the committee to discuss where to go with the plan. Brad Veach will be meeting with a professional group that develops Master Plans and will bring back full details to the committee.

#### b) Fees Committee

The objective of the committee formation is to provide expense data, explain where the Park is trying to go, and update the fee structure. A Company is currently looking at fees and will provide staff with recommendations. They will also do a fee comparison of other localities. The Committee members will be: Kyle Homan, John Elliott and John Bentley.

The current Park Utilization Committee would possibly reform under the Master Plan Committee as 3 individual committees would spread Advisory Board members too thin although the Park visits could still be carried out on a yearly basis by the Board.

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

#### **On-Line Satisfaction Survey Update**

Lisa Hamaker reported on several survey responses which included constructive comments. People are willing to fill out the forms and there have been some very positive responses.

At next month's Board meeting an analysis of the surveys will be handed out with the quarterly reports.

#### Visitor Card Update

The Visitor Card started in February 2012. A visitor will take a tour of the facility and be presented a visitor card where they can return with up to 4 people for a free visit.

To date; 64 cards have gone out with 10 cards being returned for a total 17 people using a free visit.

### **Committee Reports:**

#### **Park Utilization Plan Committee and Park Master Plan Committee**

Both Committees were previously discussed in the meeting.

**April Advisory Board Meeting Dates:**

(Both held at the War Memorial Building)

On-Site Athletic and Child Care Visit- Monday, April 23, 2012 @ 5:30pm

Park Utilization Committee- No Meeting set

Monthly Advisory Board -Monday, April 23, 2012 6:00 pm

**Board Comments:**

Clarification of a conservation easement was discussed. A conservation easement is formed generally in terms of privately owned land and not necessarily park land. Such an easement could bind park property in future years even limit or restrict the City from expanding its own recreational services and facilities. Moving forward with this type of easement would have to be carefully explored.

Advisory Board member Elliott stated the City of Radford has enacted such an easement in one of their parks.

A comment made about replacing the torn, tattered US flag a top of the former Valley Ave Diner currently known as the House of Liu. Advisory Board member Bacha will call Doug Butler for help with getting it replaced.

Advisory Board Member Bentley mentioned that a possible funding source for Preston Fieldhouse may be available.

**Adjournment:**

With no further business to discuss Krista Farris asked for a motion to adjourn; John Elliott made the motion; seconded by Jules Bacha, the meeting was adjourned at 8:55pm.

Respectfully submitted; Jennifer Stotler, Park Administration Coordinator, April 16, 2012