

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, November 21, 2016  
6:30pm

6:36 pm- Lord Fairfax Room, War Memorial Building

**Present:** John Bentley (Chairman), Shelly Lee (Vice-Chairman), Jules Bacha, Casey Stine, Calvin Allen, Jr., Michael Miller and Bill Stewart

**Absent:** Regina Coates and Hector Robertson

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

**Media:** None

**Guests:** None

**September 26, 2016 Minutes Approval-**

A motion was made by Cal Allen, Jr. to approve the September 26, 2016 minutes, seconded by Michael Miller; the motion was approved.

**Public Comments-** None

**Projects and Programs Committee-** No Report

**Chairman's Report-** No comments

**City Manager Comments- Eden Freeman**

Happy Thanksgiving to everyone!

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

**FY17 Projects-**

- 1) **Park Maintenance Shop-** Park Staff are pleased to be working with the City Public Services Team and the City Engineer on the project. Painter-Lewis will be drafting the initial design price then the project will be put out for bid.
- 2) **Brick Façade Repair, War Memorial Building-** The vendor still has some wrapping of the duct work then the project will be complete.
- 3) **Frederick Douglass Park-** The tot lot is now installed and being enjoyed by everyone.

**Park Projects Update-**

- 1) **Outdoor Baby Pool Resurfacing-** The resurfacing has been completed and it has a 28 day curing cycle. The project should wrap up around December 5.
- 2) **Outdoor Pool Skimmer Test-** At least 3 skimmers have been identified to be leaking and some possible leaks in the pipes. Staff will obtain costs for the repairs.

**Community Gardens Article-** The article was written by Kimberly Fore, Virginia Department of Health, and it contained information about Community Garden success stories mentioning the community gardens located at Timbrook Park and the one off of Hollingsworth Drive, in the City of Winchester.

**Dog Park Member Meeting- Wednesday, December 14, 2016 at 6:30pm-** Park staff met with a few members of the Dog Park recently, a public open forum meeting has been established on Wednesday, December 14, 2016 at 6:30pm in the Social Hall of the Active Living Center.

**Sand Volleyball Courts Proposal-** Lynn Miller asked the Advisory Board Chairman if he would recommend the Projects and Programs Committee to meet with the individuals establishing the proposal and bring their report back to the board at the next regular meeting. Ms. Lee asked if Mr. Miller knew the proposed location and at the time of this meeting, he did not.

**Visually Impaired Walking Trail Update-** An aerial view of the proposed trail location was sent to the Winchester Host Lions Club.

**FY18 Budget Planning-** The FY18 proposed department budget is due to the City Finance Department by December 30, 2016.

**Veterans Day Appreciation Week- November 10-19-** A small program for Veterans was held in the Social Hall, at the Active Living Center on Thursday, November 10. The Chorus from Daniel Morgan sang and the Mayor and City Manager both spoke. The week long appreciation event is offering free daily visits to the rec center for all Veterans. The event concludes Saturday, November 19.

**Christmas Parade-**The Christmas Parade will be held Monday, November 28. The number of entries in the parade is currently at 53 units, up slightly from last year's event.

#### **Personnel Update-**

- 1) **Assistant Director-** Mr. Matt Little will start on Monday, November 28.
- 2) **Lifeguards and Aquatics Instructors-** Staff are seeking Lifeguards that may have daytime availability
- 3) **Community Rec Specialist-** This position is being filled on a part-time basis until December 5
- 4) **Full Time Maintenance Tech 1-** Taking applications for this position

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

**Programs-** Youth Basketball Leagues have started, afternoon Ballet has 10 enrolled, evening Yoga there are 10 enrolled. The new Water Yoga program has 15 enrolled. The PB&J Club has approximately 38 attend the program every other Wednesday.

**Special Events-** Staff participated in the Army Corp of Engineers Job Fair. They are also meeting with the Handley Library to visit spaces for programming in an effort to partner with the Library.

**Program Guide-**The Winter 2016-Spring 2017 Park Activity Guide is out in circulation.

**Next Monthly Park Advisory Board Meeting:** Monday, December 19, 2016 @ 6:30pm.

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

Mr. Bentley asked staff to obtain the program numbers for the Youth Basketball League. The Park Advisory Board members briefly discussed program participation numbers and ways to get the word out about programs for kids.

Mr. Allen mentioned benches on the Par-course Trail would be a good idea for an Eagle Scout Project.

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

Respectively submitted by Jennifer Stotler; Park Administration Coordinator