

Winchester Parks and Recreation
Park Advisory Board Meeting
Monday, February 27, 2017
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, Regina Coates and Hector Robertson

Absent: Bill Stewart

City Staff: Lynn Miller, Matt Little, Eden Freeman (City Manager) and Jennifer Stotler

Media: Winchester Star, Katiann Marshall

Guests: Joy White (Blue Ridge Volleyball Association) and Bill Pifer
Caz Zuckerman & Laura Frappollo (Winchester Host Lions Club)

December 19, 2016 Minutes Approval-

A motion was made by Jules Bacha to approve the December 19, 2016 minutes, seconded by Cal Allen, Jr.; the motion was approved.

Public Comments-

Sensory Trail Proposal Update- Winchester Host Lions Club; Caz Zuckerman and Laura Frappollo Mrs. Caz Zuckerman and Mrs. Laura Frappollo reviewed with the Park Advisory Board, their proposal for the Winchester Host Lions Club to build a visually impaired trail called a "Sensory Trail" in the Arboretum within Jim Barnett Park. The project is a "Legacy Project" the club has been asked to implement in celebration of the 100th year Lions Club International.

By constructing the sensory trail, the club hopes to attract all people, including the visually impaired. The trail is proposed to be about a quarter of a mile in length. The proposed entrance access to the trail has been granted by Jones Funeral Home. The club is seeking donations for building materials and help from park staff with the ground construction. They envision guide posts with signage every 10-15 feet and a type of guide rope, the signage would be both written and braille text, indicating a type tree, bird or any other feature of the Arboretum. Jim Smith, Shenandoah Valley Audubon Society, has agreed to help with the signage. They also hope to secure a sponsor for each post. The club desires to have the trail completed by June or July 2017.

They are seeking approval from the Park Advisory Board to endorse a recommendation for their project.

John Bentley forwarded the project to the Projects and Programs Committee so more details could be obtained and brought back to the board.

Sand Volleyball Courts Revised Proposal- Joy White and Bill Pifer

Mrs. Joy White presented the revised proposal for Blue Ridge Volleyball Association (BRVA) to fund and construct 4 sand volleyball courts in the northeast part of Jim Barnett Park. The proposed revision was funding for the total project that had increased now to \$100,000 and includes plans for parking, site plan, and ADA standards. BRVA hopes to receive 7 years or (7 full seasons) of waived fees to be included within the MOU between BRVA and the City of Winchester, Parks and Recreation Department.

The Projects and Programs Committee met in February to discuss the consistency in terms, support of 7 years and the increased amount of funding due to the site plan and construction.

BRVA was seeking a recommendation from to Park Advisory Board to move the proposal forward to City Council.

A few questions were arrived from the Park Advisory Board members including parking concerns at the BMX, having a conversation with BMX, concern that the locked fence around the courts may not allow the courts to be open to the public, type of maintenance involved with the facility, and the usage (if the courts can be overplayed, such as fields).

Casey Stine made a motion to recommend the proposal be forwarded to City Council, Shelly Lee seconded the motion and the motion carried.

Projects and Programs Committee- No comments

Chairman's Report- No comments

City Manager Comments- Eden Freeman-

Ms. Freeman spoke of the new budget season for the City and a lot of new costs to fit within the budget. She commented that Parks and Recreation would meet with her on February 28, 2017 to discuss their FY18 Budget requests.

John Bentley commented about the Park Advisory Board being able to seek outside sources to help with funding some of the Parks and Recreation projects.

Park Director's Report- Lynn Miller

FY17 Projects-

- 1) **Park Maintenance Shop-** Painter and Lewis has submitted an initial design and met with park staff. The initial design plans have been reviewed and staff is now awaiting the next rendition of plans. Staff is hoping to break ground in July.

Park Projects Update-

- 1) **Locker Room Flooring-** A suitable material has been found for the replacement flooring in the locker rooms and the recreation complex hallway corridor. Quotes have been obtained and a vendor was selected. A purchase order has been requisitioned.
- 2) **Winter & Spring Projects-** All divisions within the department have projects listed for completion.

FY18 Budget Planning- Park Staff will meet with the City Manager to review the FY18 Park Budget requests on February 28, 2017.

Personnel Update-

- 1) **Full Time Maintenance Tech 1-** Interviews completed and the selected applicant is in the hiring process.
- 2) **Community Rec Specialist-** Accepting applications until March 10, 2017.
- 3) **Part Time Custodian-** Position filled.
- 4) **Part Time Rec Center Attendant-** Position filled and in training.

Parks and Recreation Advisory Board Retreat- Revisit after the budget process; partner with the Parks Foundation and establish either a retreat or a joint meeting.

Insight Academy Invitation- Mr. Miller extended an invitation to all Park Advisory Board members to attend on Thursday, March 23, 2017 at 6:00pm when Parks & Recreation host the City Insight Academy.

Assistant Park Director's Report- Matt Little

- 1) **Kids Triathlon-** The event is a new event being planned for August 26, 2017.
- 2) **Swinging Fore Sports Golf Tournament-** The 4th annual event is planned for May 11, 2017. The athletic division has taken the lead role with the event. Mr. Little asked the Advisory Board for help with fundraising and volunteering. He also indicated that both events benefit the programs scholarship fund.
- 3) **Customer Appreciation Day-** Mr. Little indicated that well over 200 people attended during the day. The event was very successful and well received.

Park Administrative Superintendent's Report- Jennifer Stotler Programs-

- 1) Swim- January 107 group lessons; 5-10 private lessons
- 2) Swim- February 188 group lessons; 5-10 private lessons
- 3) Lifeguard Training- 12 have enrolled for the March class
- 4) Kid's Cooking- Private Music-Kids Sewing- Aikido-Watercolors

5) Pee-Wee Basketball- Indoor Soccer -Field Hockey -Adult Wallyball- Adult Pickleball

Events- No new events for January and February but staff are preparing for Easter events.

Program Guide- 25M Design will be producing the Summer Activity Guide, staff will meet with the designers on March 2 for a preliminary review and first draft should be ready by March 8, 2017.

Next Monthly Park Advisory Board Meeting: Monday, March 27, 2017 @ 6:30pm.

Board Comments/Idea Sharing:

John Bentley commented that the impaired trail sounds really nice and he also looks forward to meeting Park Staff soon.

The Park Advisory Board suggested they would like to meet the Park Staff.

Adjournment- With no further business to discuss, a motion to adjourn the meeting was made by Cal Allen Jr., seconded by Jules Bacha and approved. The meeting adjourned at 7:54pm.

Respectively submitted by Jennifer Stotler; Park Administrative Superintendent