

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, March 27, 2017  
6:30pm

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

**Present:** Shelly Lee (Vice-Chairman), Jules Bacha, Casey Stine, Calvin Allen, Jr., Michael Miller and James "Hector" Robertson

**Absent:** Regina Coates and John Bentley (Chairman)

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

**Media:** None

**Guests:** None

**February 27, 2017 Minutes Approval-**

A motion was made by Michael Miller to approve the February 27, 2017 minutes, seconded by Cal Allen, Jr.; the motion was approved.

**Public Comments-** None

**Projects and Programs Committee-** Cal Allen, Jr. and Bill Stewart

Winchester Host Lions Club Sensory Trail Report and Recommendation:

Mr. Allen and Mr. Stewart indicated that the committee met with the Lions Club and had a discussion addressing some of the details of the project including adequate parking, an MOU agreement, the design of the rope that is proposed on the trail, benches and seating, and the Lions Club seeking written permission from the Jones Funeral Home and the Shenandoah Valley Audubon.

The Projects and Programs Committee made a motion to recommend the project proposal be forwarded to City Council, the motion was seconded by Shelly Lee and the motion passed.

**Chairman's Report-** No comments

**City Manager Comments- Eden Freeman-**

Ms. Freeman indicated the FY18 Budget options would be presented to City Council on March 28, 2017.

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

**Department Staff Overview-**

Special Events Coordinator, Leslie Bowery and Aquatics Coordinator, Hannah Stewart were introduced to the Park Advisory Board and they gave information about their positions and their divisions.

**Insight Academy-**

Mr. Miller thanked the members of the Advisory Board that were able to attend the Insight Academy evening the Parks and Rec Department hosted. He indicated approximately 27 participants attended.

**FY17 Projects-**

- 1) **Park Maintenance Shop-** A follow up with the vendor will take place soon.

**Park Projects Update-**

- 1) **Locker Room Floors-** A new type of slip resistant flooring should be installed and completed by April 29, 2017.
- 2) **Winter & Spring Projects-** Completing winter projects and beginning spring projects.

**FY18 Budget Planning-** Park Staff have met with the City Manager to review their FY18 Budget requests.

### **Personnel Update-**

- 1) **Full Time Maintenance Tech 1-** The department has one more full time position available in May 2017.
- 2) **Community Rec Specialist-** Interviews were completed, there were 98 applicants and 5 were interviewed.
- 3) **Lifeguards-** Still hiring.

**Parks and Recreation Advisory Board Retreat-** A date will be determined for the Park Advisory Board and the Parks Foundation to have a joint meeting.

### **Assistant Park Director's Report- Matt Little**

- 1) **Kids Triathlon-** The event is being planned for August 26 along with event maintenance, budget and the creation of a logo.
- 2) **Swinging Fore Sports Golf Tournament-** The upcoming event is being planned for May 11, 2017 and Mr. Little thanked the Park Advisory Board for helping to secure some of the donations.
- 3) **Sand Volleyball Courts Update-** Mr. Miller and Mr. Little met with the Planning and Zoning (Inspections) departments to discuss the parking and sidewalk aspects of the proposed project. It was determined that there are additional ADA requirements in the excess amount of \$50,000 for the improvements that need to be made to the site. Staff is meeting with BRVA to review their funding. Details of the MOU still need to be established. One question proposed in the initial meeting was the relationship between Sand Volleyball and BRVA.
- 4) **Dog Park Liaison Committee-** Mr. Little reported that staff and the members of the liaison committee had a good meeting and both were able to voice concerns, share ideas and discuss other topics. Staff is working to update the rules and the hours of operation have been changed to "dawn to dusk".

### **Park Administrative Superintendent's Report- Jennifer Stotler Programs-**

- 1) Swim- Approximately 100 children were enrolled for March.
- 2) PB&J has ended until the Fall- several athletic programs have completed including Jr and Sr Basketball, Pee Wee Basketball and Wallyball.

**Events-** Staff are preparing for several Easter events.

**Program Guide-** Staff are reviewing the final draft of the summer publication.

**Next Monthly Park Advisory Board Meeting:** Monday, April 24, 2017 @ 6:30pm.

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

Mr. Bacha commented that a concerned Citizen inquired with him about artificial turf being a cancer causing agent. Mr. Miller replied that the proposed artificial turf project was reviewed in detail and the project would not be funded. Natural turf will remain on the fields.

Mr. Bacha and Mr. Stewart both commented on the City Insight Academy. They indicated it was a great program overall for the City. Ms. Lee indicated that there were young adults commenting that they were interested in being on the board.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by James Robertson, seconded by Casey Stine and approved. The meeting adjourned at 7:25pm.

Respectively submitted by Jennifer Stotler; Park Administrative Superintendent