

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, April 24, 2017  
6:30pm

6:30 pm- Lord Fairfax Room, War Memorial Building

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

**Absent:** James "Hector" Robertson

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

**Media:** None

**Guests:** Vivian and Terry Walker, Frederick Douglass Family Day

**March 27, 2017 Minutes Approval-**

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

**Public Comments-**

Frederick Douglass Family Day

Vivian Walker presented a review of the Frederick Douglass Family Day 2016 event to the Park Advisory Board. Mrs. Walker is Chair and her husband Terry is Treasurer, of the event. She indicated that the event is approaching its 45<sup>th</sup> anniversary and is scheduled for the first Sunday in August 2017. The event is a partnership with the NAACP and many other organizations in the community. The event organizers are planning the same schedule as in 2016. Mrs. Walker showed the Park Advisory Board some slides from the 2016 event that included games, craft vendors, basketball, water slides, chess, local Police, Fire & Rescue, and food vendors.

She thanked the Park Advisory Board for their support and the donation the Winchester Parks and Recreation Department provides. She said the event organizers hope to add an obstacle course, dodgeball and kickball this year to their scheduled events.

**Projects and Programs Committee-** No report

**Chairman's Report-** No comments

**City Manager Comments-** Ms. Freeman indicated the FY18 Budget options were being reviewed by City Council and the budget could be voted on as early as May 23, 2017.

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

**Department Staff Overview- Maintenance**

Mr. Miller introduced the Park Maintenance Staff to the Board.

**Park Board Reappointments-**

Both Mrs. Regina Coates and Mr. James "Hector" Robertson were reappointed to the Park Advisory Board for a second 3 year term beginning May 1, 2017 and ending April 30, 2020. Mr. Jules Bacha's second term expires April 30, 2017 but he will remain on the Park Advisory Board until City Council can fill the vacancy.

**FY17 Projects-**

- 1) **Park Maintenance Shop-** The plans are ready to go out to bid for a price estimate.
- 2) **Park Equipment-** Staff is reviewing equipment to determine what may need to be replaced.
- 3) **Chairs and Carts-** Staff are replacing old and worn chairs in the Social Hall.
- 4) **Pool Equipment-** A robot vacuum is being priced.
- 5) **Vehicle-** One vehicle will be replaced.
- 6) **Scoreboards and Sound Systems-** Three scoreboards and sound systems are being ordered.
- 7) **Storage-** A storage building is being purchased to house the gym floor covering carts.
- 8) **Recreation Equipment-** A new swing is being installed at Timbrook Park.

### **Park Projects Update-**

- 1) **Locker Room Floors-** The product is being installed April 22-29, 2017.
- 2) **Sand Filters-** The sand filter system is being cleaned at the Indoor Pool.
- 3) **Acid Wash & Tile Replacement-** The annual wash and tile repairs are being completed at the main Outdoor Pool.
- 4) **Beach Entry-** There is a crack in the new beach entry at the wading pool; therefore the entire entry is being redone, by the vendor.

**FY18 Budget Meeting Update-** Staff is trying to look forward with their financial planning to recognize the means of other departments.

### **Personnel Update-**

- 1) **Full Time Maintenance Tech 1-** One full time position will be available in May 2017.
- 2) **Community Rec Specialist-** Sabrina Griffin was hired to fill the position.
- 3) **Lifeguards-** Hiring for the summer season.
- 4) **Trolley-** Drivers are needed and the department has reached out to WPS (Winchester Public Schools) as an outlet. One applicant is now being processed.

### **Trolley Marketing and Fee Change Recommendation-**

The trolley handled by the Parks and Recreation Department can be marketed internally by the Parks and Tourism Departments. It is not for public rental. The current fee structure is \$35.00 per hour. In researching the driver requirements and the hourly rates for qualified drivers, maintenance, the cost of replacement parts, and fuel to operate the trolley; Mr. Miller asked the Park Advisory Board to support a request to raise the hourly rate to \$50.00.

Mr. Michael Miller made a motion to recommend the hourly rate of the Park trolley be increased from \$35 to \$50; Regina Coates seconded the motion and the motion was passed 8-0, with one Park Advisory Board member absent.

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

- 1) **Swinging Fore Sports Golf Tournament-** The upcoming event is being planned for May 11, 2017. Mr. Little indicated the fundraising had doubled from the 2016 event.
- 2) **Sand Volleyball Courts Update-** Mr. Little will be sending the MOU to the City Attorney for review. BRVA (Blue Ridge Volleyball Association) has provided all of the requested information.
- 3) **Dog Park Liaison Committee-** Mr. Little reported that staff is receiving good feedback from the committee. Staff is planning another open forum in June.
- 4) **Dog Park Survey-** The first Dog Park survey has been sent out and was received with very interesting feedback. Approximately 40 to 50% was from new membership.
- 5) **Frederick Douglass Park / Frederick Douglass Learning Center-** Mr. Little met with Tim Youmans, City Planning Director, and members of the Winchester Public School Board on behalf of the Frederick Douglass Park in discussion of the School Board's plans to move forward with administration offices in the Frederick Douglass Learning Center and an extension on Beau Street to Smithfield Avenue that may relocate a basketball court in the park, this would be at the WPS (Winchester Public Schools) expense.

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

#### **Programs-**

- 1) Swim- Children are being currently enrolled for a 3 week May session.
- 2) Lifeguard classes, Watercolors, Charcoal to Paint, Fitness classes and a Wreath Making class are all going on.
- 3) The Volleyball League has started. The 13-15 year old program has 36 enrolled and the 11-12 year old program has 28; 40 is the max number for each program.
- 4) Field Hockey has just finished with 18 enrolled, max number is 25.

#### **Events-**

Easter Events- Attendance numbers- Eggcessible +35, Egg Hunt +200, Egg Splash +149, Eggivities +30

**Next Monthly Park Advisory Board Meeting:** Monday, May 22, 2017 @ 6:30pm.

**Board Comments/Idea Sharing:**

Mr. Bentley asked what fields would receive the scoreboards and Mr. Miller replied Rotary, Bodie Grim and Yost. The Henkel Harris Field scoreboard has already been replaced this year. He also indicated Park Maintenance Staff will handle the installations.

Mr. Allen asked if there was an update on the Lions Club Sensory Trail and Mr. Miller indicated the club was working on donations and funding for the project.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Casey Stine, seconded by Regina Coates and approved. The meeting adjourned at 7:40pm.

Respectively submitted by Jennifer Stotler; Park Administrative Superintendent