

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, August 22, 2016  
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., Regina Coates, Hector Robertson, Michael Miller and Bill Stewart

**Absent:** None

**City Staff:** Lynn Miller, Stephanie Frazier, Kristin Shifflett, Jennifer Stotler and Eden Freeman, City Manager

**Media:** Winchester Star

**Guests:** Katelyn Shea, Girl Scout Gold Award

**July 25, 2016 Minutes Approval-**

A motion was made by Shelly Lee to approve the July 25, 2016 minutes as presented and seconded by Cal Allen, Jr.; the motion was approved.

**Public Comments- None**

**Chairman's Report**

No comments

**City Manager Comments- Eden Freeman**

No comments

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

**Guest- Katelyn Shea, Girl Scout Gold Award Project Update-**

Katelyn Shea gave a presentation to the Park Advisory Board about the "Healthy Lifestyles Camp" she created as her project to achieve her Girl Scout Gold Award. Her camp focused on fitness, stress management and nutrition for middle school aged girls.

There was no charge for the camp as a way to provide girls, within the community, an opportunity to enroll in a camp they may not have otherwise been able to attend.

Eight girls participated in the camp from August 1-5 in Jim Barnett Park. Katelyn developed, planned, organized, administrated and completed the camp as part of her Gold Award Project.

**NRPA / WalMart Foundation Grant- Stephanie Frazier-**

Stephanie Frazier, Recreation Coordinator-Youth Services for Winchester Parks and Recreation, informed the Park Advisory Board about the NRPA (National Recreation and Parks Association) and WalMart Foundation Grant she applied for on behalf of the department. Two of the requirements for obtaining the grant were to be a participant in the CACFP program and have two locations where the program has been implemented. The two participating locations are Jim Barnett Park and the Timbrook House, on Piccadilly Street. The grant is focused on children's health.

In April, the Winchester Parks and Recreation Department became one of the recipients of the grant award. The award was \$27,000 to help purchase items such as food storage, cafeteria tables, food for the Commit to Health "taste testing" program and other items related to Mrs. Frazier's after-school program. The award is renewable annually, if reapplied for and granted.

Mrs. Frazier launched the "Commit to Health" program during Summer Camp this year and will continue the program with the HIVE and HIVE Club, throughout the school year.

### **Liberty 5K Race Donation-**

Mr. Stewart informed the Park Advisory Board about the proceeds that were collected from the Liberty 5K Race. Approximately \$2,500 was donated to Winchester Parks and Recreation and placed in the Winchester Parks Foundation, the donation was earmarked for the Park Financial Aid program.

Approximately ¼ of the remaining proceeds went to UVA Children's Hospital and the rest to Shenandoah Valley Runners, who sponsored the race.

### **BMX National Race Update-**

The BMX Organization reported to park staff that their National Race (held in Jim Barnett Park in July) was very successful. BMX hosted approximately 429 riders and the organization estimated about 1000 people attended during the two day event. Mr. Miller commented that the BMX Organization has done a lot of work to the track.

### **Frederick Douglass Park Family Day Event-**

The annual Community event was held August 6-7 at Frederick Douglass Park. A gospel concert was held Saturday evening and "Family Day" on Sunday. Staff have scheduled an after actions meeting with Vivian Walker to review the event.

### **Little Free Library at Whittier Park-**

Mr. Miller reported that a new Little Free Library has been installed at Whittier Park. This project was completed with the efforts of Mrs. Kim Grove.

### **FY17 Projects-**

- 1) **Park Maintenance Building-** Staff are identifying the necessary amenities for the design of the new maintenance shop and they have scheduled a meeting with the City Public Services staff and the City Engineer on August 31, to discuss the project.
- 2) **Brick Façade Repair, War Memorial Building-** The work on the brick façade at the War Memorial Building continues. A few change orders will be necessary, due to the fact that the exterior surface of the old existing stucco was adhered directly to the face of the cinder block wall in turn, pulling the face of the block off upon attempting to remove the stucco. The product line of the exterior surface will have to be changed.
- 3) **Outdoor Baby Pool Resurfacing & Main Pool Skimmers-** Specs will be drafted by staff and a request for quotes (RFQ) will be sent to various vendors for resurfacing the Outdoor Wading (baby) Pool. The project is expected to begin once the pool closes in September, for the season, and the repairs are to be completed by mid- October.  
The main Outdoor Pool may also have leaks in the skimmers and those will need to be pressure tested to see what repairs could be required.
- 4) **Frederick Douglass Park-** The tot lot has been ordered.

### **Park Projects Update-**

- 1) **Tennis Courts-** Tennis Courts, Inc. made repairs, approximately 6 months ago, to seal cracks in the tennis court surfaces. The repaired cracks were starting to resurface and staff negotiated with the company to come back in and make the repairs again, at no additional cost.
- 2) **Mural in Jim Barnett Park-** Mr. Rossi is scheduled to start the mural on Tuesday, August 23. He will begin about 10:30pm and will be sketching the outlines after dusk.
- 3) **Dog Park Maintenance Update-** Staff has implemented a routine maintenance schedule to service the Dog Park. Every Monday, Wednesday and Friday from 2-3pm staff will close the Dog Park for one hour to perform routine maintenance. During this time, they will address such items as the water fountains, mowing, pavilion, tree limbs, debris, etc.
- 4) **Bodie Grim Field-** Work has begun to refurbish the baselines. Baseball students from Shenandoah University are helping on the field.

- 5) **Fitness Room Policy Resolution-** The resolution for the time limit on the cardio equipment, in the fitness room, has now been posted.

#### **Personnel Update-**

- 1) **Maintenance Tech 1-** Internal interviews were held to replace one full time vacancy.
- 2) **Grounds and Facilities Superintendent-** The offer for the position has been made and the candidate will be announced at the next meeting.
- 3) **Assistant Director-** Mr. Miller is reviewing applications for the Assistant Director's position.

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

Programs- August camps such as Golf and Tennis have finished and Flag Football registration will begin in September. Community Rec program enrollment numbers are encouraging and new programs are being posted for fall. The Children's Swim Lessons program has 82 enrolled for the August session.

Special Events- "Swim Under the Stars" will be held on August 27, the "Family Luau" on Saturday, September 3 and "All Paws on Deck" on Monday, September 5; all at the Outdoor Pool.

Program Guide-The Fall Program Guide was delivered in residences on August 8; the Winter Program Guide target distribution date is scheduled for November 21.

**Next Monthly Park Advisory Board Meeting:** Monday, September 26, 2016 @ 6:30pm.

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

Mr. Cal Allen, Jr. and Mr. Bill Stewart will take the lead on the planned sub-committee for the Park Advisory Board. The sub-committee will review special projects.

Mr. Stine commented how it may be a good idea to review memorial sites and determine how many more can be accommodated.

Mr. John Bentley commented how Familyland and the park have been heavily utilized with all of the Pokémon stops and that it may be a good idea to sell waters/concessions at Familyland.

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

Respectively submitted by Jennifer Stotler; Park Administration Coordinator