

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, September 26, 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., Hector Robertson, Michael Miller and Bill Stewart

**Absent:** Regina Coates

**City Staff:** Lynn Miller and Jennifer Stotler

**Media:** Winchester Star

**Guests:** None

**August 22, 2016 Minutes Approval-**

A motion was made by Cal Allen, Jr. to approve the August 22, 2016 minutes, with one correction; seconded by Bill Stewart; the motion was approved.

**Public Comments- None**

**Projects and Programs Committee- Cell Tower Discussion**

The Projects and Programs Committee met on September 15, 2016 with representatives from Shentel to discuss the proposal for a 100' monopole cell phone antenna tower and a 16x22 equipment storage area in Jim Barnett Park adjacent to Eagles Field and/or the BMX Track.

The request for the tower would be to enhance service capacity (within a ¼ mile radius of Jim Barnett Park's BMX Track) to the Winchester area. Four different possible sites were proposed within this location.

As proposed, this would be a single server facility, construction would be Shentel's responsibility and any future additional carriers would have to independently negotiate with the City of Winchester. Shentel would post a 150% bond to insure removal of the equipment and pole, should the company decide to stop using the tower.

A monthly rental fee would be negotiated. Shentel would consider providing a donation/grant for park development but any enhancements or non-essential improvements made would be deducted from the donation/grant.

Cal Allen, Jr. has collected all of the minutes from the prior discussions and meetings Shentel had with the Winchester Public School Board and City Council. The information obtained would help to provide the Park Advisory Board with some background concerning the proposed project.

Concerns, questions and comments from the Park Advisory Board were as follows:

Whether the BMX Organization was aware of the proposal?

Was there already a Shentel tower ¼ mile away at Shenandoah University?

More demand for bandwidth was a national asset.

Shentel was looking to increase their services along I-81 and the Park is a prime location.

Since it is a public park how to determine giving to one provider verses another.

Creating an RFP and placing it out to all interested providers.

Do the fees collected stay in Park budget?

"Non-Park usage"; was the issue with the last proposal and the fact that this does not really fit into the Park use scope.

The concept was brought to the Park Advisory Board before and the Board was not in favor of the idea.

Does it help the Park with Wi-Fi?

The tower would benefit the East side of Winchester; this may not help much of the City.

More research to be done, table the discussion and the Park Advisory Board would like to hear from the City Manager.

After the discussion, the Park Advisory Board made the following recommendation:  
Michael Miller made a motion to decline the request for a cell tower in Jim Barnett Park; the motion was seconded by Shelly Lee with 5 votes in favor, 3 votes against and one absent. All 3 members voting against the recommendation would like to have more information.

### **Chairman's Report**

No comments

### **City Manager Comments- Eden Freeman**

No comments

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

**Mural in Jim Barnett Park-** The project is on hold for now as the artist has returned to Italy. According to the City's sign ordinance, any mural proposed on public property has to be forwarded to City Council, for approval.

### **FY17 Projects-**

- 1) **Park Maintenance Shop-** Park staff met with the City's Engineer and Public Services Team to discuss the project and schedule a meeting with Painter- Lewis.
- 2) **Brick Façade Repair, War Memorial Building-** The project is complete.
- 3) **Frederick Douglass Park-** The delivery of the new tot lot has been scheduled and the installation will be completed within the next month.

### **Park Projects Update-**

- 1) **Outdoor Baby Pool Resurfacing-** The contractor is on site and in the process of measuring the pool. The estimated completion date of the project is October 18, 2016.
- 2) **Outdoor Pool Skimmer Test-** The test will identify skimmers that need repair and help staff to determine the necessary funding for the repairs.
- 3) **Light Repairs at POW/MIA Memorial-** The lights that were vandalized at the POW/MIA Memorial have been repaired.
- 4) **Electric at the Amphitheater-** Consolidated Electric is working on the first phase of improvements to the deteriorated electric at the McCormac Amphitheater.
- 5) **Trees in Jim Barnett Park-** Park Maintenance Staff have been working on removing dead trees in Jim Barnett Park. They have also planted 3-4 new trees in the Arboretum with the guidance of Mr. Jim Smith.

### **Personnel Update-**

- 1) **Assistant Director-** Completing a second round of interviews.
- 2) **Lifeguards and Aquatics Instructors-** Continuing to hire part-time positions.
- 3) **Athletic Assistants-** 2 part-time staff resignations; interviewing part-time positions.
- 4) **Child Care Assistants-** One new part-time hire was processed and another part-time position interview has been scheduled.

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

**Programs-** New programs starting: BMX101, Senior Pickleball, Wallyball League, Flag Football (40 enrolled) and West Coast Swing and Ballroom Dancing.

**Special Events-** Approximately 95 dogs participated in the "All Paws on Deck" event held Monday, September 5, 2016. The Old Town Winchester Kiwanis Club worked in Jim Barnett Park during the "United Way Day of Caring". Park staff participated in the annual Valley Health Community Safety Fair.

**Program Guide-** The “Winter-2016 & Spring-2017” Program Guide was sent to the designer and the first draft of the guide will be complete on October 1, 2016.

**Next Monthly Park Advisory Board Meeting:** Monday, October 24, 2016 @ 6:30pm.

**Board Comments/Idea Sharing:**

Mr. Miller commented on two upcoming events for Parks and Rec:

Friday, November 11, 2016 WPRD and the City want to host a Veterans Day Memorial Service. The event is in the planning stage and projected to become an annual event.

Also, Park Staff will be participating on October 11-13, 2016 in the “WOW” Career Development event at the Sportsplex.

Mr. Bentley commented on the excellent job the “Projects and Programs Committee” did on the presentation of the cell tower and their excellent work on the committee.

Mr. Bentley also commented that he appreciated Mr. Miller trying to find green space for kids to play.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Casey Stine, seconded by Cal Allen, Jr. and approved. The meeting adjourned at 7:55pm.

Respectively submitted by Jennifer Stotler; Park Administration Coordinator