

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, November 16, 2015  
5:30pm

6:00 pm- Lord Fairfax Room, War Memorial Building

**Present:** John Bentley (Chairman), Shelly Lee (Vice-Chairman), Rosie Schiavone, Michael Miller, Jules Bacha, Bill Stewart and Hector Robertson

**Absent:** Regina Coates

**City Staff:** Lynn Miller, Jennifer Stotler and Eden Freeman

**Media:** Winchester Star

**Guests:** No Guests present

John Bentley called the meeting to order at 6:33pm

**October 26, 2015 Minutes Approval:**

A motion was made by Michael Miller to approve the October 26, 2015 minutes as presented and seconded by Shelly Lee; the motion was approved.

**Public Comments: None**

**Chairman's Report – John Bentley**

No report at this time.

**City Manager Comments- Eden Freeman**

Ms. Freeman commented she was attending the meeting to help answer any questions the Park Advisory Board may have.

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

**FY16 Capital Projects Update-**

- 1) **War Memorial Masonry Project-** The bid documents are out with a projected start in the Spring or Summer 2016 and completion by Fall 2016. This project may be a carry forward to FY17.
- 2) **Frederick Douglass Park Improvements-** Within the Capital Improvement Plan for Frederick Douglass Park lighting is being reviewed whether to use conventional or solar near the basketball court and the playground. As for the playground equipment addition, Leslie Bowery, Special Events Coordinator and PSIP (Playground Safety Inspector Professional) for the park, handed out the design of the play structure the Park staff considered to be the best fit for the designated area. Since the new structure was replacing the older structure, staff had to work within the area the old structure was removed from. The new play structure, 2 concrete benches and a playground sign can be purchased for the \$20,000 allowed for the project. The playground structure, sign and benches should be installed in the Spring 2016. John Bentley inquired what materials the structure is made from; that being steel, powder coat, very thick and durable. Shelly Lee asked if the North End would be notified when the installation takes place.

**Henkel Harris Field Update –**

- 1) Lynn Miller reported Henkel Harris Field is in good shape but still needs 2 more loads of infield mix. The vendor in PA has stopped production of infield

mix until Spring but a local vendor in Ruckersville, VA is still producing infield mix and they are meeting with staff to provide samples of their product.

**Yost Field Update –**

- 1) Yost Field will need one more load of infield mix and currently the weather is hindering progress of the grade work on the field.

**Tennis Courts –**

- 1) The Lowry Tennis Courts cracks were repaired and the courts were placed back in service November 9<sup>th</sup>. The new repair has a life expectancy of 2-3 years.

**Desert Air Dehumidifier System Repair-**

- 1) The parts for the Desert Air system were ordered by the vendor and portions of the repairs are now complete. The programming of the control units and a segment of the pump are being reviewed and quotes are being obtained from the vendor.

**Bridgeforth & Bodie Fields Update-**

- 1) Bridgeforth Field- More research is being done on the dugouts expansion project. Drawings may be rendered.
- 2) Bodie Grim Field- Park staff met with all field Partner Groups about 2 weeks ago to discuss the best plan of action for Bodie Grim Field. Bodie Grim Field will receive a small renovation that includes cutouts of the baselines, re-grading of the infield and re-topping of infield mix. The goal is to have the field playable for the beginning of Handley High School and SU's early spring seasons.

**Volunteer Program-**

- 1) Staff has received information through the City Manager to review about a volunteer program that was implemented in Sandy Springs, GA. Park staff recently coordinated volunteer efforts with Old Town Kiwanis for adopting Christianson Familyland to help keep the area clean.

John Bentley commented scouting is a good source of volunteerism, and Michael Miller echoed the same thought about Eagle Scout projects. Shelly Lee felt the Arboretum project may be a good resource for volunteerism and could communicate that through Jim Smith.

**Winchester Swim Team Fees-**

- 1) Park staff has met with most of the Partner Groups. Staff are doing some background research and collecting information concerning WST fee structure and hope to come back to the Park Advisory Board with a presentation in December.

**Late Fee Policy Discussion-**

- 1) The Late Fee Policy discussion will be taken off the agenda for now. Stephanie Frazier, Recreation Coordinator, for the After School Program has re-evaluated the late pick up fees and will be keeping them the same, at this time.

### **Superintendent of Parks-**

- 1) The Superintendent of Parks has resigned. He started with the Park system 17 years ago and last day is November 13, 2015. The Park will be filling the position on an interim basis as well as permanent post.

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

**Programs-** Programs seem to be going well. Jr Basketball enrollment numbers are 38 children and Sr Basketball is 40. Children's Swim Lessons have 111 enrolled this session. HIVE After School Program has 260 enrolled as an average per week. The Community Rec Android class has 14 enrolled.

The Athletic staff will attend NAYS (National Alliance for Youth Sports) Conference November 17-22.

**Special Events-** Kiwanis Pancake Day and Girls on the Run both went very well. Letters have gone out to participants for the Christmas Parade. The parade will be held Monday, November 30.

**Winter Program Guide-** The "Winter Program Guide" will drop at the Winchester Post Office on Tuesday, November 17.

**Personnel Update-** Part-time positions recently hired are 1 Rec Center Attendant, 2 Lifeguards, 2 Aquatics Instructors and 1 Child Care Assistant.

**Next Monthly Park Advisory Board Meeting:** Monday, December 21, 2015 @ 6:30pm.

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

Jules Bacha inquired if the Apple Harvest event was a big revenue source for the Park. The event did not require a large amount of maintenance from Park staff so therefore was not a large revenue source.

John Bentley spoke to the Park Advisory Board about the concept of taking about 20 minutes each monthly meeting to start reviewing and discussing the Needs Assessment. He would like to start prioritizing items and collecting thoughts.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Jules Bacha, seconded by Michael Miller and approved. The meeting adjourned at 7:10pm.

Respectively submitted by Jennifer Stotler; Park Administration Coordinator