

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, March 28, 2016  
6:30pm

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

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

**Absent:** None

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

**Media:** Winchester Star

**Guests:** Vivian Walker and Katie Moffett from Frederick Douglass Park Family Day; Commandant Don Ratcliff of the local Marines Corp Chapter

John called the meeting to order at 6:31pm

**February 22, 2016 Minutes Approval:**

A motion was made by Michael Miller to approve the February 22, 2016 minutes as presented and seconded by Regina Coates; the motion was approved.

**Public Comments:**

**Frederick Douglass Park Family Day Event- Vivian Walker**

Mrs. Vivian Walker spoke to the Park Advisory Board about Frederick Douglass Park's Family Day a longstanding annual event held in the park during the month of August. The event reaches approximately 300 families for a fun day of games, ponies, inflatables, food, music and other activities. In the past, the parks and rec department have contributed a donation of \$2,000 to the event to help pay for some of the entertainment type items. For 2016, the event committee is currently working to secure their insurance and have reached out to several companies to see what they have to offer. Ms. Katie Moffett, Co-Chair Youth Advisor for the NAACP spoke to the board about her role with several fundraising efforts and events being planned such as Community Outreach and a Resource Fair.

Mrs. Walker handed out an expense report to the Park Advisory Board from the 2015 Frederick Douglass Park Family Day in consideration of the donation the parks and rec department provides. On a motion made by Jules Bacha and seconded by Shelly Lee, the Park Advisory Board agreed to recommend the \$2,000 funding from the Winchester Parks and Recreation operating budget to help support the 2016 Frederick Douglass Family Day event, the motion was approved.

**Gold Star Families Monument Concept- Don Ratcliff**

Mr. Don Ratcliff, Commandant, of the local chapter of the Marine Corp League, spoke to the Park Advisory Board introducing the concept for construction of a monument honoring "gold star families" and locating it within Jim Barnett Park.

The construction of the monument is being proposed to be located near the existing Korean War Memorial. The footprint of the Gold Star Families monument is approximately 8' tall x 14' wide and engraved on both sides and constructed from black granite.

The purpose of the monument is to recognize Gold Star Families (those that have lost family members to a war). The idea for the monument was inspired by Hershel "Woodrow" Williams and is a project of the Hershel "Woody" Williams Medal of Honor Foundation. The idea is to construct one of the monuments in every state, currently there is not one in Virginia.

Commandant Ratcliff proposes to approach 50 businesses or patrons in attempts to receive pledges for the construction cost. A few questions about the actual footprint and dimensions of the monument were asked by Park Advisory Board members. Mr. Lynn Miller suggested staking out the actual site with Commandant Ratcliff and bringing that back to the next Park Advisory Board meeting.

**Chairman's Report – John Bentley**

Mr. Bentley introduced Mr. Casey Stine, the newest member of the Park Advisory Board and everyone welcomed him aboard.

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

Ms. Freeman spoke to the Park Advisory Board about the proposed FY17 Budget. She indicated a budget with no tax increase and prepared 2 options for City Council, from that direction. Both options proposed do include funding for a new park maintenance building.

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

#### **FY16 Capital Projects Update-**

- 1) **Frederick Douglass Park Improvements-** The playground equipment has been installed and staff will be meeting to discuss other amenities planned for the park. Mr. Miller will bring those items back to the Park Advisory Board, once they have been determined.

**Desert Air Dehumidifier System Repair-** Park staff will continue to work with the vendor on quotes for the repairs to the control unit.

#### **Winter Projects-**

Mr. Miller recognized all of the Maintenance Staff for their work during the winter. They are close to the completion of the following projects and Mr. Miller commented all of the projects have been done without contractor labor:

- 1) Familyland- The pavilion has been renovated back to a family picnic area.
- 2) Playground mulch- All of the playgrounds, including the neighborhood parks have received certified playground mulch.
- 3) Pavilions- Many of the pavilions in Jim Barnett Park have received needed structural repairs and painting. Those pavilions include new posts at the Lions, the stabilization of the Kiwanis II and painting at others.
- 4) Wetlands trimming- The staff is trimming along the trails of the wetlands area early in order to get that project done before the birds nesting season.
- 5) Fence repairs- Some of the repairs are being handled by the City Risk Management team due to the fact that the damages involved vehicles hitting the gates or fences in Jim Barnett Park.
- 6) Arboretum- Park staff is working with Jim Smith on plans for mulching and some pavilion repairs.

#### **Insight Academy Update-**

Mr. Miller thanked everyone from the Park Advisory Board that attended the Citizen's Insight Academy. The Parks and Recreation Department hosted approximately 25 attendees from the academy.

#### **Personnel Update-**

Applications are being accepted for the Assistant Park Director and the Superintendent of Parks positions. Mr. Miller hoped to interview within the next few weeks.

#### **Fitness Room Visit Rule Review-**

Mr. Miller brought to the Park Advisory Board, for discussion, the review of the cardio equipment visit rule. The department has had ongoing conflicts with several individuals concerning the current cardio equipment rule that states a 30 minute limit on the equipment per visit. Various Park Advisory Board members gave their input on things such as: considering what a 30 minute time slot actually is, a high use volume verses a low use volume, a grace period, and sign-up sheet. Mr. Miller will re-word options of the rule and bring this back before the board for their review.

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

**Programs-** The current children's swim lessons enrollment is 185, the Cherry Blossom Trip had 9 enroll, Chess had 7 enrolled, Rain Barrel Workshop had 8 enroll and Volleyball has 38 (13-15 years old) and 30 (11-12 years old) enrolled.

**Special Events-** Egg Splash 50+, Egg Hunt 75+ and the Eggcessible 50+; the Spring Fling Middle School Dance will be held April 9 and Kiwanis Pancake Day on April 2.

**Summer Program Guide-** Will be distributed April 1, 2016.

**Next Monthly Park Advisory Board Meeting:** Monday, April 25, 2016 @ 6:30pm.

**Board Comments/Idea Sharing:**

Jules Bacha commented he was glad to see the Emergency Mass Care training exercise being held.

Bill Stewart thanked park staff, for their part, in the City Insight Academy program.

John Bentley suggested the Boy Scouts may be able to help with the Arboretum project and he will send some contact information to Mr. Miller.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Bill Stewart, seconded by Regina Coates and approved. The meeting adjourned at 8:22pm.

Respectively submitted by Jennifer Stotler; Park Administration Coordinator