

Winchester Parks and Recreation
Advisory Board Meeting
Monday, May 19, 2014
6:30pm

Meeting Location: Lord Fairfax Room, War Memorial Building

Present: John Bentley (Chairman), Shelly Lee (Vice-Chairman), Jules Bacha, Matt Mintschenko, and Kyle Homan

Absent: Brian Wigley and Rosie Schiavone

City Staff: Jennifer Jones, Lisa Hamaker

Media: Vic Bradshaw, Winchester Star

Guests: None

John Bentley called the meeting to order at 6:35pm.

Approval of April 2014 Minutes:

A motion was made by Matt Mintschenko to approve the April 28, 2014, minutes as presented; Kyle Homan seconded the motion. The motion carried.

Public Comments:

No Public Comments.

Chairman Comments: John Bentley

No Chair comments.

Skate Pavilion Fundraising: Shelly Lee

From the Chipotle Night fundraiser, a total of \$942.67 was collected and the check will be mailed to the Parks Foundation, in approximately 2 weeks.

The Skate Jam 2014 fundraiser will be held Saturday, May 24 beginning at 1:30pm in the Skate Pavilion at Jim Barnett Park.

Linda Ross is planning a fundraising picnic for Sunday, June 22.

Chipotle Night can be held again, so there is another opportunity for fundraising.

Transfer of Funds:

A small committee that raised funds for the lights at Bridgeforth Stadium has asked if the money they raised, (\$5,000) can be transferred over to the Skate Pavilion fund. Shelly Lee spoke directly to each of the top 10 donors and she created a signed statement asking for the funds to be transferred. Ann Burkholder, the Parks Foundation President, posted a public announcement of the transfer. Funds will be transferred to the Skate Pavilion fund.

On May 15, 2014 a decision was made by the Park Director to buy the balance of the equipment needed to complete the initial plan.

The next phase will be pouring the large concrete pad. This could either happen by a donation of concrete or a fundraising effort. Approximately \$25,000 is needed to complete the concrete pad.

Director's Report: Jennifer Jones

• **Winchester Community Gardens @ Timbrook Park**

The first Community Gardens has been implemented at Timbrook Park. One individual plot is still available.

- **Skate Pavilion**

The equipment (phase 1) has been ordered should be in stock by June 13, 2014 and installed by June 16, 2014.

The Skate Pavilion monitoring effort has worked to some degree but with the helmet requirement Jennifer Jones feels the area will need to be fenced and continued to be monitored by a City Employee. Currently FY 14 lapse salaries are funding the additional monitoring, but no funding was built in to the FY15 budget. The cost for monitoring is approximately \$21,000.

John Bentley questioned if the same rules apply to the BMX Track. They do, but BMX is utilized mainly by an organized group that enforces the helmet rule.

The window at the concession area will have to be retro fitted with the building since the skate plan called for grind boxes to be installed in front of the original window. A discount to a Concessionaire vendor could be considered if they would want to help monitor the facility. Matt Mintshcenko suggested having waivers and stickers available at the Skate Jam Event.

- **Needs Assessment Focus Group and Stakeholder Meetings**

Focus Group and Stakeholder meetings have been scheduled for Tuesday, May 20 and Wednesday, May 21, 2014.

The meetings will be conducted by Green Play, LLC and each session will have either a Park Advisory Board member or City staff (other than Parks) making introductions and attending on behalf of the Parks and Recreation Department.

- **Park Ambassador Program**

A meeting introducing the Park Ambassador Program was held Friday, May 16, 2014. This is an effort to obtain volunteers that can help with Park maintenance. It is a seasonal short-term commitment (approximately 4 months) that involves volunteers helping with trash removals, grounds maintenance, field lining, etc.

Kyle Homan and Matt Mintschenko will contact some Civic Organizations to help organize a meeting Jennifer Jones could attend so she can speak about the program.

John Bentley and Matt Mintschenko expressed that maybe User Groups would want to get involved to help reduce their fees. Lisa Hamaker commented tasks were being looked at for each group and possibly this could be expanded in the future.

- **Bridgeforth Field Progress**

- 1) **ADA**

Restrooms will open by the end of May. The Ticket Booth will be completed by the end of the school year. The Souvenir Stand has to be contracted out so quotes are now being obtained.

- 2) **Artificial Turf**

The low bid came in at \$597,850 and this was for option 1(the whole package). The project will still need \$315,000 more in fundraising by July 3 in order for a contract to be awarded and 60 days are required from the time the contract is signed until the proposed start date in August. The project may have to be re-bid with the FY15 budget.

Assistant Director's Report- Lisa Hamaker

World Series 2014

- 1) Thursday, May 22, 2014 is the date the RFQ for souvenirs is due back to Lisa.
- 2) The committee will focus on reaching out to in-kind sponsors.

- 3) Mobile Marketing and Entertainment Solutions sponsored a free app and it is up and running for the World Series. Parents will be able to download the app during the event.
- 4) Thomas Jones, the current World Series Host President, will be leaving (as a City Employee) on August 1, 2014.
- 5) Lisa Hamaker will serve as the Host President for the Series.

Program Updates

- 1) Registrations are a bit slower than usual.
- 2) The department participated in Kidz-Fest on the Old Town Mall Saturday, May 17, 2014.
- 3) The Alice in Wonderland Tea is being held on Saturday, May 24, 2014. 45 children and parents have registered.
- 4) The World Explorer Obstacle Course is Saturday, June 7, 2014.

Aquatics Update

- 1) A "Splash-Bash" is being planned for Saturday, June 7, 2014 at the Outdoor Pool.
- 2) A lot of simple renovation work (painting, signage, etc.) has been done to the bathhouse at the Outdoor Pool.

Lisa Hamaker requested a recommendation from the Park Advisory Board to change the age limit from (6 and under) to (8 and under) for the smaller pool outside to help accommodate parents with children that may fall between these ages where one child would have to be in the small pool and one in the large pool.

Shelly Lee made a motion to change the age limit from 6 years old to 8 years old with Matt Mintschenko seconding the motion; the motion was voted on and approved.

Board Comments and Idea Sharing:

Jennifer Jones commented that Friendship Field was sprayed out and will be over-seeded in July. The reason the field is attractive to the public could be because it has the soccer goals.

Jules Bacha asked if the Winchester Star could publish an article on the Park Ambassador Program.

Kyle Homan inquired about the vacancies on the Park Advisory Board. Shelly Lee has handed out (2) applications. The vacancies have not been filled.

Shelly Lee thanked all staff and board for extra hours they have worked for various reasons.

John Bentley requested that all Park Advisory Board members to help spread the word about the Needs Assessment participation and commented "it is an opportunity to make a difference".

Advisory Board Meeting Dates:

Advisory Board Meeting: Monday, June 23, 2014 @ 6:30pm

Adjournment: With no further business to discuss John Bentley asked for a motion to adjourn the meeting; Jules Bacha made the motion and it was seconded by Matt Mintschenko. The motion was approved and the meeting was adjourned at 7:55pm.

Respectfully submitted; Jennifer Stotler; Park Administrative Coordinator