

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
January 25, 2021
Webex Meeting
6:30 PM**

1. Welcome & Call to Order – President Bill Stewart

2. Attendance Roll Call

3. Approval Minutes –

3.1 November 16, 2020

4. Introductions & Presentations

4.1 Introduction Cassandra Alamo – Re-naming Athletic Field

4.2 Skate Park Inquiry – President Stewart

4.3 Mitch Moore – Shenandoah University

4.4 Girls on the Run – Annoica Ingram & Allison Major

5. Public Comments

6. President's Report

7. Board Member Comments

8. Report – Projects & Programs Committee

9. City Manager Comments

10. Director's Report

10.1 Administration

Capital Improvements for Bodie Grim and Henkel Fields are underway and reaching completion by the Clarke Company who has been engaged by Shenandoah University. The field work is complete, concrete walkways installed, bleachers installed, bull pin installed at Henkel and a Press Box at Bodie Grimm. All work will be completed by March and ready for the Spring High School

Baseball and Softball season if they are permitted to take place in accordance with the Virginia High School League

10.2 Aquatics

Virginia High School League (VHSL) – Continuing as Planned

The VHSL Executive Committee has adopted Championship + 1 Schedule. The schedule has identified 4 Seasons beginning on December 14th with the Winter Season and continuing. The seasons impact the department as we host Swim, Baseball and Softball. A plan for Swim has been developed in a coordinated effort by Parks & Recreation Staff, and the Athletic Directors and Coaches of the various high schools. It has been approved by the City Manager and is attached for informational purposes. We will be glad to answer any questions.

10.3 Aquatics

The Virginia High School League relating to the Swim Season will be conducted. Locally Handley's Season began January 13th and will conclude February 13th. Frederick County's Season will begin February 16th and will conclude March 26th.

Staff has diligently worked on designing schedules for the Indoor Aquatics Facility making every effort to accommodate all activities while continuing to comply with the criteria associated with Phase III of the Corona pandemic.

10.4 Aquatics

Indoor Aquatics Facility

Operations of the Indoor Facility are continuing and are being utilized daily by individuals in the community. The occupancy load continues to restrict full utilization of the facility and programming prior to the Corona virus.

10.5 Aquatics

Swim Lesson Reinstatement

Staff continues to review criteria associated with Phase III of the Corona pandemic to determine what if any modifications can be instituted to programming which will enhance offerings to the community. The most recent review identified there is an opportunity to reinstate Private Swim Lessons on a somewhat of a limited basis. As with other programs which have been reinstated staff carefully reviewed the necessary criteria, created a plan which assures the safety of students, parents/guardians and staff while complying with social distancing and occupancy load of the Indoor Aquatics Facility. The plan was presented to the Dan Huffman, City Manager who approved the plan. Private Swim Lessons are scheduled to begin on March 29th following the High School Swim Season.

10.6 Maintenance

Maintenance Staff Wellness

The Maintenance Division is continuing to perform outside tasks within Jim Barnett Park and Neighborhood Parks although they have been working somewhat short handed due to the Corona virus. Maintenance has had on Technician out on Emergency Medical Leave for close to 6 weeks with the virus. On another occasion all the Maintenance staff were out quarantined due to an exposure and there have been two other occasions that two technicians were out during each occurrence due to an exposure. I am pleased to report at the time this agenda was being prepared all maintenance staff are well and on the job.

10.7 Maintenance Tasks – General

The Maintenance Division is methodically performing tree and shrubby pruning in Jim Barnett Park, various neighborhood parks and trails. This has involved the removal of some trees, extensive pruning of various shrubs and the removal of undergrowth in various areas of the park system. In addition, they continue to care for the Athletic Fields in various ways including the application of thermal coverings in some areas to promote the growth of turf.

10.8 Facilities

Repairs to the domestic Water Lines located in the roof/ceiling system of the Active Living Center have been repaired and returned to service. Kee Construction is completing the replacement of the ceiling tiles, floor tiles, sheet rock, carpeting and the finished painting. It is anticipated all work will be completed the week of February 1st.

10.9 Staffing – Hiring Freeze Continuing – Vacancy Status

Administration:

Administrative Assistant – Filled – Sarah Acuff Chapman

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – Two full time Aquatics Specialist – One position is in the process of onboarding. Interviews are pending for the second position

Part time Lifeguard Positions – 7 Onboarded since November

Maintenance

Superintendent – Filled - Robert Garrett –

Maintenance Tech – 1 Full time position filled, Advertising for 2nd position in process.

Seasonal – Advertising to be initiated.

Facilities

1 Part-time Custodian vacant

Front Desk Staff – 1 Onboarding - Interviews Scheduled

Child Care

Several Part Time Positions Currently Open

11. Assistant Director Report

11.1 Parks & Recreation Seasonal Guide

Summer 2021 Guide Pending

11.3 Abrams Creek Wetlands

The group is exploring alternatives to a proposed platform in the lower marsh of the Abrams Creek Wetlands. The potential for a platform still exists, but there are obstacles to overcome. Discussion are occurring internally with the group.

Preparations are being made for a guided audio tour to be linked to the city's website. The tour will include information on the many rare species of plants and birds present in the wetlands and much more!

11.4 Special Events

Holiday Lane – The program was hosted November 30th – December 20th of this year. A total of 6,739 vehicles toured the holiday lights put up throughout the park. Many positive comments were received from those who attended the light show. Staff is looking forward to offering this program in future years. The department would especially like to thank members of the Shenandoah University baseball team as well as Bill Stewart, Casey Stine, Chris Way, Pete and Frances Lowe, and Shelly Lee for jumping in to volunteer when we were short staffed.

Tree Lighting – The customary tree lighting was presented virtually this year Santa and his elves lit the tree secretly this year in order to reduce gatherings in the downtown area. The lighting was shared via social media and brought cheer to the community!

Letters to Santa – The department successfully ran the Santa Letter program despite the Coronavirus pandemic. 167 letters were received this year, which is an increase from last year! This year letters were received all the way from Washington state.

11.5 Athletics

Ultimate Frisbee – concluded, spring season upcoming

Kickball – concluded, spring season upcoming

Youth Soccer – began January 12th, 27 enrolled

Youth Basketball – begins February 22nd, registration open

Youth Flag Football – begins April 26th, registration open

Drop-in Spikeball – NEW, now being offered on Thursday evenings

11.6 Community Recreation

Private Music Lessons – Now starting our third session of the re-vamped program

Community Yoga and Veterans’ Yoga – on hold due to COVID restrictions

Staff is developing a plan with new vendors for safe return to Community Recreation programming

11.7 Child Care

School Year – Full day program developed and approved, registration began Monday August 24, 2020 and is Continuing. Program Modeled after WPS Hybrid Program. Currently have 20 children registered, 10 each Day Four Day Per Week.

12. Additional Items -

12.1 Ash Tree Removal/Replacement Program – The department in collaboration with the VDOF has completed the removal of the dead and standing Ash Trees and has planted 10 of the 14 trees to be planted in accordance with the grant. The remain trees will be planted in the spring when they can be dug. This was a cost sharing grant and the department was to be reimbursed \$4,960 for the removal and replanting. I am pleased to report we have received notice from the VDOF that our reimbursement has been increased by \$2,277.50 to \$7,237.50 as our coordination with the vendor “Sky View” resulted in a cost lower than anticipated so VDOF increased our allocation.

12.2 Board Membership Status

Regina Coates – City Manager awaiting information from Regina

13. Next Regular Meetings –

13.1 Monday, February 22, 2021

6:30 PM

Currently scheduled as a Webex Virtual Meeting

14. Closing Comments Director –

15. Closing Comments President

16. Closing Comments Board Members

17. Motion to Adjourn

