

**Winchester Parks & Recreation
Advisory Board Meeting Agenda
Monday, October 28, 2019
War Memorial Building – Social Hall
6:30 PM**

- 1. Welcome & Call to Order – President Bill Stewart**
- 2. Attendance Roll Call**
- 3. Approval Minutes – August 26, 2019 & September 23, 2019**
- 4. Introductions & Presentations - Guest(s)**
- 5. Public Comments General**
 - 5.1 Shenandoah University Proposal**
- 6. President’s Report**
- 7. Board Member Comments**
- 8. Projects & Programs Committee Report**
 - 8.1 Naming Recommendation Pocket Park – E. Cecil & S. Kent Street**
- 9. City Manager’s Comments**
- 10. Shenandoah University Proposal**
- 11. Director’s Report**
 - 11.1 Veteran’s Day Blood Drive**

November 8th 11:00 AM – 5:00 PM, War Memorial Building
 - 11.2 Veteran’s Day Holiday Observance –November 11th Building Open**
 - 11.3 Aquatics**
 - Indoor Aquatics Center
 - Swim Lessons – Registration - ____ Group, ____ Private
 - Outdoor Aquatics Center
 - Winter Maintenance Items
 - Main Drain, Return Line, Entrance Step

11.4 Maintenance

Establishing Fall/Winter Projects List

Lions Club Sensory Trail – Sign Delivery November 1st

Maintenance Facility – Update

11.5 Facilities

Seasonal Projects Under Review

11.6 Staff Status

Front Desk Staff

Seasonal Life Guard Positions

Part-time Custodial

11.7 Cellular Facility – Update

12. Assistant Director’s Report

12.1 Winter/Spring Guide

12.2 Abrams Wetlands

Staff Conducted Heavy Cutting

Volunteers Lighter Cutting – October 11th & 12th

12.3 Park Clean Up Day

Saturday, October 19th Update – Thanks Shelly & Cal

12.4 Athletics

Jr. & Sr. Basketball & Cheerleading – November 4th /5th

Thankful for Volleyball – November 24th

12.5 Child Care

Ghouls & Gals 0 October 19th

Little Turkeys – November 21st

12.6 Community Recreation

Upcoming Trips – PA Christmas & Gift Show - December 6th

New York City – December 14th

12.7 Special Events

Drive-In Movie – October 4th – Movie – *Cars 3*

Old Town Halloween – Halloween Movie October 26th 7:00 PM

Holiday Events

Christmas Parade – Applications

Santa Letters – Mailboxes Out Soon

12.8 Community Outreach

Worlds of Work Expo (WOW) – September 27th

Newcomers Event – October 3rd Visitors Center

For the Health of It – Handley Library – October 21st

For the Health of It – Bowman Library – October 29th

13. Additional Items

14. Next Regular Meeting

Monday, December 16, 2019

Jim Barnett Park – War Memorial Building – Lord Fairfax Room

6:30 PM

15. Closing Comments – Board Members

16. Motion to Adjourn

Winchester Parks and Recreation
Park Advisory Board Meeting
Monday, September 23rd, 2019
6:30pm

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

Present: Bill Stewart (President), Shelly Lee (Vice-President), Hector Robertson, and Andy Gail

Absent: Cal Allen, Regina Coates, Mike Miller, and Casey Stine

City Staff: Eden Freeman, Lynn Miller, Matt Little, and Samantha Crisman

Media: None

Guests: Garret Strong, Eagle Scout, accompanied by family and friends; Mitch Moore, Senior Vice President/VP for Advancement, Shenandoah University

August 26th, 2019 Minutes Approval – A quorum was not met. August 26, 2019 minutes will be approved at the October 28, 2019 Advisory Board Meeting.

Public Comments –

Presentation - Eagle Scout Garret Strong – Garret was presented with a certificate of appreciation from the Park Advisory Board. Garret rebuilt a bench and enclosure by Wilkins Lake by improving its stability. Garret shared important life lessons he learned while working on his Eagle Scout project. Mike Neese was Garret's Eagle Scout project supervisor.

Presentation - Shenandoah University - Mitch Moore, Senior Vice President/V. P. for Advancement
See attachment for presentation.

Comments/Questions:

Hector stated it sounded like SU would take over ownership of the fields. Mr. Moore responded that they would ask for a greater say in field maintenance and scheduling, but would not own anything.

Reed Prosser (JHHS) believes it would be a great opportunity for all who use the park and JHHS would benefit from use of improved facilities. He stated it was an intriguing possibility and is excited to reach youth.

Donna Turrill with the Winchester Royals said the improvements would benefit the Royals as well, but doesn't foresee any scheduling conflicts/

Bill asked Mr. Moore to recap what would be turfed. Mr. Moore stated it would be the infield and outfield. They would look to turf all of Rotary Field as well along with appropriate dugouts.

Bill asked Mr. Moore to recap Title 9 for the Board. He stated there must be equal opportunities for male and female sporting facilities.

Shelly asked if SU would work with park staff to maintain the fields. Mr. Moore answered he thought they would bring good management techniques to the facilities they have proposed to maintain.

Shelly asked if youth programs would continue and if they would even expand upon youth programs and stated organized youth programs are becoming financially out of reach for many in the City of Winchester. Mr. Moore pointed to the section of the presentation offering insight to their plans to expand youth programming in Winchester.

Bill thanked Mr. Moore for his presentation and assigned it to the Projects & Programs Committee with comments to be given at the October Board Meeting.

President's Report –

There have been very exciting opportunities recently for the Board. Bill is starting a new quick look spreadsheet of dates for the Board. The goal is to encourage the board to be involved in community events.

The recognition ceremony honoring 35 years of Wilkins Lake was held on September 19, 2019. Bill shared the Winchester star insert with those present. He thanked Shelly, Cal, and Andy for coming to support the presentation. There is a new plaque at the pier telling the history of the lake.

Fall guide – This is an outstanding information guide!

There was a nice turn out at All Paws on Deck, 102 dogs were present.

The September 11th event at the park was a very moving event. He encouraged those present at the meeting to come if they'd never had the opportunity. It is a nice way to honor those who served and those who lost their life that day. He thanked Lynn and staff for the special moment. Cal represented the Board as a speaker and Shelly attended as well.

Board Members' Comments – None

Projects and Programs Committee – Naming of pocket park report, Park at E Cecil and S Kent street

The P&P committee is giving their recommendation for the naming of the park. Amy Simmons helped publicize the asking of potential names. Taking into account the historic significance of Ruth's tea room in the area the P&P committee is recommending Ruth Jackson Memorial Park as the name. There is a historical marker at the site giving the story of Ruth's Tea Room. Bill thanked Andy for his report. There was no quorum so the Board cannot vote to send the recommendation to City Council. This will be done at the October meeting.

City Manager Comments – None, Shelly asked Eden about the signs at the Athletic Fields. Eden explained that this was a zoning issue and an ordinance had to be put in place so that a sign could be placed at fields.

Park Director's Report –

Winter Hours of Operation – Began August 12th, 2019 –

Monday – Friday: 5:30 AM – 9:30 PM

Saturday: 9:00 AM – 6:00 PM

Sunday: Noon – 6:00 PM

General -

Athletic Fields – Light Poles Replacement – Installation Initiated, 3 need to be replaced, poles are on site and are to be installed

Wilkins Lake –

Wilkins Lake 35th Anniversary Observance – Summary

Aquatic Grass Control – Consideration: Chemical Treatment and/or Grass Carp, a fish that eats aquatic weeds, September/October goal

Eagle Scout Projects –

Ga-Ga Court – Project, currently being reviewed by the Boy Scouts

Putt-Putt Course – Project Update & Timeline, working with the Rotary Club, refurbishment will not take place until spring, this will be a full renovation of the course

Aquatics –

Indoor Pool – Full Operation

Swim Lessons – Registration – 72 Group, 10 Private

SCUBA Classes – Vendor - SCUBA Buddies – Classes offered beginning January

Outdoor Pool –

ODP Season Concluded – Friday – September 13th

All Paws on Deck – Canine Swim - September 14th, 102 Participants

Winter Maintenance Items – Main Drain, Step Repair, Winterizing, getting a projected

cost

Maintenance –

Maintenance Facility – Update, completion date of early December

Lions Club Sensory Trail – Update, received samples for the signs for the trail

Facilities –

Seasonal Projects Under Review, scheduling projects

Staffing Status –

Seasonal Life Guard Positions – Update, staff participated in a career fair with good success

Cellular Facility – Update, foundation is complete, no completion date yet

Assistant Director's Report –

Pocket Park – Construction Status Report, looking in to adding a teacup element, benches arrived

Friday

Winter/Spring Guide – In Progress; Target distribution December 2nd

Winchester-Clarke Garden Club – Abrams Creek Wetlands – Update

Staff Cutting – Mid-week during September

Fall Volunteer Cutting Dates – October 11th & 12th

Park Clean Up Day – October 19th, we hope to see everyone out there

Athletics –

Youth Fall Leagues – 70 kids registered in Flag Football

Adult Fall Leagues – 8 teams in Kickball; 6 teams in Ultimate Frisbee

Pickleball – outdoor courts going really well; indoor season starts in October, rearranging the

indoor courts for a safer playing space

Child Care

CACFP Food Grant – currently going through renewal process

PB&J – starting in September

Community Recreation

Little Brushes – Legacy Christian Academy, paint class for toddlers very popular

Ability to Move – Friday mornings, Zumba class for adults with disabilities, we've had to move to

the gym for more space

Special Events

September 11 Event – Thank you Cal, Bill, & Shelly

Extracurricular Activities – Handley Library – September 14th

Shenandoah University Career Fair – September 18th

WOW (Worlds of Work Expo) – September 27th – Wilkins Athletics Center

Newcomers Event – October 3rd – Visitors Center

For the Health of It – Handley Library – October 21st

For the Health of It – Bowman Library – October 29th

Old Town Merchants – Halloween Movie – October 26th @ 7:00 PM Taylor Pavilion

Drive-In Movie – *Cars 3* on October 4th, drive in for tots

Planning Holiday/Christmas Activities – Parade applications, etc.

Additional Items – Shenandoah Valley Runners presented a check of \$3,183.36 to the foundation to be used as the park sees fit from the Liberty 5K. Bill congratulated the Director of the Liberty 5k, Jeremy Sanders on a job well done. They also were able to donate to the Lucas Fund.

Board Comments/Idea Sharing: Bill asked the secretary to note the attendance of Board Members and guests. He recognized Garret Strong and other scouts for their commitment to the community and thanked Mitch Moore for his presentation. He looks forward to the vote for naming the pocket park and thanked the Board for their involvement.

Next Monthly Park Advisory Board Meeting: Monday, October 28th, 2019 at 6:30pm in the Lord Fairfax Room at Jim Barnett Park.

Adjournment – With no further business to discuss, a motion to adjourn the meeting was made by Andy, seconded by Shelly, a quorum was not present to approve. The meeting adjourned at 7:29pm.

Respectfully submitted by Samantha Crisman; Secretary to the Park Advisory Board