

**Winchester Parks & Recreation  
Advisory Board Meeting Agenda  
Monday, February 25, 2019  
War Memorial Building - Lord Fairfax Room  
6:30 PM**

**Welcome – President Bill Stewart**

**Approval – January 28, 2018 Meeting Minutes (Attached)**

**Introductions – Guest(s)**

**Public Comments –**

**President’s Report –**

**Board Members’ Comments –**

**Projects & Programs Committee Report -**

Synthetic Ice Rink

Lap Swimmers vs. WST

**City Manager’s Comments –**

**Tim Youmans - Spottswood Poles**

**Winchester Parks & Recreation Foundation – Open Discussion**

**Director’s Report –**

FY-2020 Budget Request – Status

Athletic Fields – Light Poles Inspection - Update

2019 INSIGHT – Parks & Recreation – Thursday, April 4, 2019 @ 6:00 PM

**Aquatics –**

Aquatics Specialist – Jamie Watts

Swim Lessons –

Instructor Certification – Swim Lesson University

Group Registrations – ( 90 )

Private Swim Lessons – ( 25 ) Registration Open

## **Maintenance –**

Maintenance Facility – Awaiting Contract Execution

Athletic Fields Pre-Season Maintenance

Lions Club Sensory Trail – Update – Stakes Received -

## **Facilities –**

Maintenance Program Continuing

## **Staffing Status –**

Aquatics

Advertising for Life Guards & Evaluating Returning Guards

Child Care – All Positions Filled – Summer Positions to be Posted

Athletics – Athletics Specialist – Derrick Cowles Started 2.18.2019

## **Assistant Director's Report –**

**Summer Guide** – design ongoing; distribution mid-April

### **Dog Park Fees**

### **Athletics –**

2019 Golf Tournament – May 17, 2019; Players and volunteers needed

Youth Basketball & Indoor Soccer – seasons ending first part of March

Youth Volleyball – starting mid-March

Adult leagues – Ultimate Frisbee & Kickball starting April/May

Top Golf Bus Trip – April 21, 2019

### **Child Care**

Summer Camp – planning currently underway; anticipated to be full each week – 100 kids

PB&J – Wednesday mornings still well attended; close to 70+ each time; PB&J parties going well; averaging 1-2/month on Saturday afternoon/evening

### **Community Recreation**

Private Music lessons – interest & registration going well; additional piano instructor

Acrylic Painting Birthday Parties – 3 hour party; ages 5+

## **Special Events**

Customer Appreciation Day – February 12, 2019 – well received & well attended despite weather, thanks to Bill for helping

275<sup>th</sup> City of Winchester Anniversary

Moonlight Ball – July 20; 7-10pm at GW Hotel; \$25/person \$40/couple

History Camp – 2 weeks – July 8-12 and/or July 15-19; ages 10-14; 9am-3pm each day; \$50/student per week; \$90/student both weeks

3<sup>rd</sup> of July Fireworks – Vendor & location secured

## **Additional Items –**

**Reminder –** Next Meeting – Monday, March 25, 2019

Jim Barnett Park – War Memorial Building – Lord Fairfax Room

6:30 PM

## **Closing Comments –**

**Adjournment -**

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, January 28<sup>th</sup>, 2019  
6:30pm

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

**Present:** Bill Stewart (President), Shelly Lee (Vice President), Cal Allen, Hector Robertson, Casey Stine, Andy Gail

**Absent:** Mike Miller, Katie Jordan, Regina Coates

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

**Media:** None

**Guests:** None

**December 10<sup>th</sup>, 2018 Minutes Approval** – Casey Stine moved to approve the December minutes; Cal Allen seconded, the motion was approved.

**Public Comments** – None

**President's Report** – None

**Board Members' Comments** –

- Hector noticed the walking trail was cleared during the snow, it was a very good idea.
  - The rear access at the hill at the Amphitheater was also cleared for EMS access.
- Andy gave hats off to Lynn and Eden for letting the board know what was going on at DMMS, another hats off to staff from Bill for helping and handling the situation.
- Cal, congrats to Andy for winning Chamber of Commerce Greater Goods Awards - Emerging Leader Award.
- Members shared positive events with the Board.

**City Manager Comments** – We had a good conversation about the park maintenance building. Department budget meetings start on February 4<sup>th</sup>; it's a challenge, but the goal is to provide the best possible budget.

**Projects and Programs Committee** – We had to postpone the meeting and will talk about the rink in February.

**Park Director's Report** –

**Department's Fiscal Organization** – Lynn gave more insight into the budget for the Board. There are 9 separate independent budgets, which gives us a good handle on divisional cost center. Bill asked about the approval process (does the whole budget get adopted or is it by division). Lynn replied that we submit a budget for the whole department. Andy asked if there's a way we can bring more \$ to the revenue and Bill touched on the Board's fundraising efforts for the Foundation to fund park efforts. Lynn recapped the organizational chart with the Board.

**Review & Discussion – FY-2020 Budget Request** – Lynn recapped the budget requests for FY2020 with the Board.

**Review & Discussion – 2019 Performance Measures** – Lynn recapped the department's performance measures and goals.

**Review & Discussion – Future Project Considerations** – A list of staff established projects for the future of the department.

**Athletic Fields – Light Poles Inspection** – A company out of tidewater is coming to test the poles in a non-destructive testing method. Bad poles will be red tagged and we will not know how to proceed until the testing is done.

## **2019 INSIGHT – Parks & Recreation – Thursday, April 4, 2019 @ 6:00 PM**

### **Aquatics –**

Aquatics Specialist – Jamie Watts  
High School Swim Season Advancing  
Preparing for Summer Swim Season  
Swim Lessons  
    Group Registrations – 75  
    Private Swim Lessons – 11

### **Maintenance –**

Maintenance Facility – contractor tentatively scheduled, completion date of January of next year  
Rail Fencing Repair/Replacement – Hector commented Senseny Road looks great  
Athletic Fields Pre-Season Maintenance – ongoing  
Lions Club Sensory Trail – posts are on site

### **Facilities –**

Maintenance Program Continuing

### **Staffing Status –**

Aquatics  
    Authorized Positions at Capacity  
    Advertising for Lifeguards  
Child Care – All Positions Filled – Summer Positions to be posted  
Athletics – Athletics Specialist Position Offered

## **Assistant Director's Report –**

### **Summer Guide –**

#### **Athletics –**

Youth Basketball  
Soccer Shots  
Indoor Pickleball increased with an increase in the evening  
Top Golf Bus Trip – April 21, 2019  
Volunteer Coaches & Referees -

#### **Child Care**

Registration  
PB&J

#### **Community Recreation**

Bus Trips  
Ballroom Dancing

#### **Special Events**

Customer Appreciation Day – February 12, 2019 (All Day Event)  
275<sup>th</sup> City of Winchester Anniversary  
    Moonlight Ball – July 20<sup>th</sup>  
    History Camp – 2 weeks  
4<sup>th</sup> of July Fireworks  
Showed the movie Frozen with crafts and 80 people

## **Additional Items –**

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

- Casey asked what the budget for the maintenance facility was. The budget is \$770,000.
- Shelly asked if we interview every applicant that comes in for postings. We review all applications and schedule interviews based on qualified applicants.
- Bill asked the Board to put February 12th on their calendar for Customer Appreciation Day.
- Bill thanked Eden, Lynn, Matt and Samantha for their dedication to Winchester and the Parks and Recreation program.
- Lynn asked if anyone would like to see anything put on the agenda. Cal mentioned the joint meeting with the Foundation and asked when that would happen. Lynn indicated he would invite the Foundation members to the next meeting.

**Next Monthly Park Advisory Board Meeting:** Monday, February 25<sup>th</sup>, 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 Casey Stine, seconded by Andy Gail and approved unanimously. The meeting adjourned at 8:11pm.

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

**Winchester Parks & Recreation – Aquatics Division**  
**Early Morning Swim Times**  
**Lap Swimmers & Winchester Swim Team**

**Situation:**

Various patrons who swim laps during the early morning hours 5:30 – 7:00 AM approached the Advisory Board with concerns relating to the Winchester Swim Team being discourteous to the lap swimmers, taking over the swim lanes and swimming prior to the team’s designated practice time. They expressed concern that they, the lap swimmers would soon have no place to swim as WST would have control of the pool. They also questioned a previous rule that indicated no one under the age of 18 years of age was permitted in the pool during early morning lap swim. They also were concerned with members of WST paying to swim prior to their regular practice time.

The Advisory Board discussed the situation and requested the Projects & Programs Committee conduct a review and provide a recommendation. The Board members understood they function in an advisory capacity and this is an operational issue. The P & R Director encourages open communications between the Board and staff and welcomes the Boards insight.

**P & P Committee:**

The members of the P & P Committee met and discussed the situation and requested additional information which was provided by staff.

During the Advisory Board meeting of October 2018 Tag Grove, Head Coach, WST addressed the Board and requested the use of 2 lanes from 5:30-7:00AM Mondays, Wednesdays and Fridays during the months of September and October. This request would be reviewed and discussed by the members of the P & P Committee and staff. The P & P Committee also request information pertaining to the revenue stream if the request was granted and what impact would occur.

During a conversation with Coach Grove on Tuesday, February 12, 2019 he asked Lynn Miller what if any decision had been made with regard to his request relating to WST. Lynn advised him staff was currently following-up and preparing information for the P & P Committee. Coach Grove then commented that the request was to include September, October as well as April & May. Lynn commented that his request to the Board only addressed September & October not April and May. Lynn further commented that the time between the end of High School Swim Season and the opening of the ODP (outdoor pool) had come to mind. Coach Grove stated only the months of April and May were of interest.

**General Overview:** A review of the current and requested schedules identified the following concerning September & October:

Current Schedule:

M, W & F – 2 lanes – 6:30 – 7:30 AM      (4 lanes available for lap swimmers)

T & Thur. – 3 lanes – 5:30 – 7:00 AM      (3 lanes available for lap swimmers)

Requested Schedule:

M – F – 2 lanes – 5:30 – 7:00 AM (4 lanes available for lap swimmers)

Should the request be expanded to include April and May the schedules identified above would mirror the schedule for September and October.

### **Financial Consideration:**

Current Schedule:

M, W & F – 2 lanes – 6:30 – 7:30 AM \$8.86/lane x 2 lanes x 3 days/week = \$53.16

T & Thur. – 3 lanes – 5:30 – 7:00 AM \$13.29/lane x 3 lanes x 2 days/week = \$79.74

$\$53.16 + \$79.74 = \mathbf{\$132.90/week}$

Proposed Schedule:

M – F – 2 lanes – 5:30 – 7:00 AM \$13.29/lane x 2 lanes x 5 days/week = **\$132.90/week**

These prices do reflect WST's 30% discount

Financially there would be no differential between the current and proposed schedule.

### **Potential Considerations:**

The original request by Coach Grove would allow WST practice to start 1 hour earlier and conclude ½ hour earlier and provide the members with 1.5 hours of practice five days a week for a total of 7.5 hrs. utilizing 2 lanes. Revision of the request would permit WST to practice M – F (5days per week during the months of September, October, April and May utilizing 2 lanes leaving 4 lanes for lap swim. This would represent a net loss of 1 lane for WST and a net gain for lap swim based on the current schedule.

From the perspective of the lap swimmers they would not have 6 lanes available from 5:30 – 6:30 AM as they currently do on M, W & F. Thus their perspective would reflect a net loss of 2 lanes three days, 1 hour per day for a total loss of 6 hours a week.

The situation whereby WST members would pay the daily fee to swim laps prior to scheduled WST practice from 5:30 – 6:30 M, W & F would become a non-existent point as WST would be occupying 2 lanes for practice on those days from 5:30 – 7:00 AM. ***In order to solidify this aspect of the schedule a rule change would be implemented which would prohibit any member of a swim team (WST or otherwise) from becoming a paying customer and swimming laps during designated lap swim.***

Research indicated there was no record as to why the 18 year of age rule was not present after the summer 2014 guide was published or why it was not enforced after this time frame. This may have been an administrative decision made by the then Director or others. This rule could be re-instated but hours of lap swim and/or WST practice would need to be adjusted or WST members would not be permitted to practice during times of early morning lap swim.

**Summary:**

The bottom line of the overall situation is a greater need for the IDP (indoor pool) and Aquatics Facilities in general than can currently be provided by the Aquatics Division and Department. It is gratifying to understand the department's resources are in such demand while it is disturbing that the department is continually confronted with these types of situations due to lack of resources and varying personal opinions relating to utilization of resources. Additionally it must be understood at all levels that to confine a facility and resources in what may be interpreted as a long term permanent agreement is not necessarily in the best interest of the community, the department or the City. When agreements of this nature are solidified through an MOU it is assumed this will be forever. There is no forever; trends change, personnel change, interest vary and facilities change. Agreements relating to the utilization of resources must not be open ended but must contain a clause that identifies the necessity to re-evaluate all programs and the use of facilities whereby modifications in use may be revised based on current circumstances.