

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, March 25<sup>th</sup>, 2019  
6:30pm

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

**Present:** Bill Stewart (President), Shelly Lee (Vice President), Katie Jordan, Cal Allen, Mike Miller, Hector Robertson, Regina Coates

**Absent:** Andy Gail, Casey Stine

**City Staff:** Lynn Miller, Samantha Crisman, Molly Minch

**Media:** None

**Guests:** Linda Ross

**February 25<sup>th</sup>, 2019 Minutes Approval** – Cal Allen moved to approve the February minutes; Mike Miller seconded, the motion was approved.

**Public Comments – None**

**President's Report –**

**Board Members – Terms**

Shelly Lee – Completing 2<sup>nd</sup> Term April

Katie Jordan – Indicated she would prefer to not be considered for re-appointment

Calvin Allen Jr. – Has indicated he is interested in being re-appointed

**Board Members' Comments –**

- Shelly was concerned about the trees at the BMX track and what is going on with the removal of those trees. Lynn responded that those trees were dead and standing and created a hazard for people in the area and informed the board that we are hoping to get a grinder for the stumps; the removal is not related to the cell tower.
- Bill passed around the article about Andy as the citizen of the year
- **Board Member – Andy Gail – Tournament Briefing – Andy out of area – report April**

**City Manager Comments – None**

**Projects and Programs Committee – None**

**Park Director's Report –**

**Athletic Fields** – Light Poles Inspection – Update – There have been a lot of comments about the safety of the age of the light poles, we decided to get a study done on the condition of the poles.

Tidewater Energy Services – did a non-destructive test of the poles

Repairs/Replacements – The park asked for money in the CIP to replace the poles over 4 years. Only 5 poles need to be replaced in the immediate future and we are now getting several proposals to repair/replace those poles. We are planning on moving forward with the replacement at Rotary, Outdoor Pool, and Bridgeforth (4 in total) and are looking at replacing with LED lights. Testing is supposed to be done every 10 years, but it would be worth testing every 5 years (we tested at a very reasonable price). Hector asked if we could put a tower in the center fields and light both sides, but Lynn replied that we found it was best to keep the original pole placement. He also asked what does this mean for field play now and Lynn said we are taking a look at how to manage field play, but we will do what it takes to get rid of the hazard. The BMX track pole that needs to be replaced will be addressed along with the cell tower.

**2019 INSIGHT** – Parks & Recreation – Thursday, April 4, 2019 @ 6:00 PM, Board Members are asked to attend if able.

**Aquatics –**

Swim Lessons –

Instructor Certification – Swim Lesson University –instructors will be now be certified through SLU

Group Swim Lesson Registrations – (142)

Private Swim Lessons – (35) Registration Open

**Maintenance –**

Maintenance Facility – we have had one design meeting and will have another on the 16<sup>th</sup> (final). We have 365 to get it built.

Athletic Fields Pre-Season Maintenance – done and going well

Preston Tarp Removal – the grass is GREEN and looks wonderful

Yost Infield Tarp Removal – same condition as Preston

Lions Club Sensory Trail – it is still too wet outside, Tommy is working with the Lions Club

**Facilities –**

Building Security – installing locking devices and trying to limit the number of entry points, many doors have alarms in place

Maintenance Program Continuing – Molly is working on that along with Maintenance, we hope you continue to see a difference in the building

**Staffing Status –**

Advertising for Life Guards & Evaluating Returning Guards – we are in good shape

Child Care – Summer Positions to be Posted – (4)

Front Desk – Interviewing for Summer Positions (2)

Shelly asked about the interview process and if applicants are the exactly the same in qualifications do we prefer them to live in Winchester. Lynn answered that we have to have good availability and commitment and reminded the Board that some hourly rate adjustment will occur for PT lifeguards

**Indoor Pool Sound Tile Removal** – We now have a contractor to remove the tiles and repaint the entire area and are within the budget. The indoor pool will look much different and we will be having a standard for swim teams regarding storage organization. The indoor pool will have to close for six weeks (5/4-6/16); the pool will be emptied and the paint will have to cure for 15 days. We will be commissioning the ODP early (4/23) to try to provide a resource for patrons to do some lap swimming and the indoor pool has to be operational on time. The contractor had to be solidified before we notified WST and Shelly encouraged we talk with WST as soon as possible. In addition to the main project, the park is looking at changing the lights in the IDP to LED so it is brighter in there.

**Assistant Director's Report –**

**Summer Guide** – Printer March 22<sup>nd</sup>, Distribution April 15<sup>th</sup>

**Winchester-Clarke Garden Club** – Abrams Creek Wetlands

Nominated for National Award (top 3)

Nominated for Virginia Award (top 2)

**Court Resurfacing – Potts & Tennis;** Projected start date May 20<sup>th</sup>, Shelly asked if SU contributes to the maintenance, no they rent the courts for their team

**Park Clean Up Days** – June 8<sup>th</sup> & October 19<sup>th</sup>

**Athletics –**

2019 Golf Tournament – May 17, 2019

Family day Fishing Rodeo – June 15<sup>th</sup> – 7:00 AM – 10:00 AM

Washington Nationals Bus Trip – May 25<sup>th</sup> & August 31<sup>st</sup> – Tickets \$80.00

**Child Care**

Registration Average HIVE/HIVE Club Daily Attendance – 70 – 75

PB&J – 2018 – 2019 Program Season – 655 attendees (Sept. 12<sup>th</sup> – March 13<sup>th</sup>)

2017 – 2019 Program Season – 567 attendees (Sept. 12<sup>th</sup> – March 14<sup>th</sup>)

**Community Recreation**

Middle School Music & Art Summer Camp –  
6 weeks – Weeks of June 10<sup>th</sup>, 17<sup>th</sup> & 24<sup>th</sup> and July 7<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>  
Ages 11 – 14  
8:30 AM – 4:30 PM – Art in the morning/music in the afternoon

**Special Events**

275<sup>th</sup> City of Winchester Anniversary  
Moonlight Ball –  
July 20<sup>th</sup>, 7:00-10:00 PM  
\$25/person, \$40/couple, \$50/family of 4  
History Camp –  
2 weeks – July 8<sup>th</sup>-12<sup>th</sup> and/or July 15<sup>th</sup>-19<sup>th</sup>  
Ages 10 – 14  
9:00 AM – 3:00 PM daily  
\$55/student per week - \$100/student both weeks  
3<sup>rd</sup> of July Fireworks – Vendor & location secured, downtown

**Additional Items –**

**Board Comments/Idea Sharing:** Bill made note of the “Thank You” cards for those who make presentations to the board and thought it would be good to thank them for their time. He encouraged board members to attend the Insight presentation to recruit members for the Board.

**Next Monthly Park Advisory Board Meeting:** Monday, April 22<sup>nd</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 Mike Miller, seconded by Shelly Lee and approved unanimously. The meeting adjourned at 7:26pm.

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