

**Winchester Parks & Recreation
Advisory Board Meeting Agenda
Monday, April 22, 2019
War Memorial Building - Lord Fairfax Room
6:30 PM**

Welcome – President Bill Stewart

Approval – March 25, 2019 Meeting Minutes (Attached)

Introductions – Guest(s)

Public Comments –

Vivian Walker – Annual Family Fun Days Event

President’s Report –

Board Members – Terms

Shelly Lee – Completing 2nd 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 Member Candidates - Status

Board Members’ Comments –

Board Member – Andy Gail – Tournament Briefing

Projects & Programs Committee Report -

City Manager’s Comments –

Director’s Report –

Athletic Fields – Light Poles Replacement - Status

Bridgeforth – Awaiting 2nd Proposal

Rotary – Awaiting 2nd Proposal

Outdoor Pool – In Process

BMX Track – Coordination with Shentel

2019 INSIGHT – Parks & Recreation – Thanks to attendees Bill Stewart, Cal Allen, and Shelly Lee

Aquatics –

Swim Lessons –

Instructor Certification – Swim Lesson University - Trainers

Group Swim Lesson Registrations – M & W 53

Tu & Th 75

Private Swim Lessons – 30 Registered

Swim Lesson Registration Open June

Indoor Pool – Maintenance/Renovation Program

Closing May 3rd – Reopen June 17th

Outdoor Pool –

Initiate Seasonal Commissioning April 23rd

Early Opening – May 8th – 13th

Maintenance –

Maintenance Facility – Status

Construction Meeting – April 16th – Project on Schedule

Athletic Fields –

Mowing in Full Swing -

Lions Club Sensory Trail – Update – Post Install to Start

Facilities –

Maintenance Program Continuing

Staffing Status –

Advertising for Life Guards & Evaluating Returning Guards

Child Care – Summer Positions Posted – 2 have been extended offers; awaiting response. Still conducting interviews.

Front Desk Staff –

Resignation 3 Part Time Positions

Hired 2 Summer Part Time; 1 Year Round Part Time

Maintenance –

One Retirement Full Time – Bill Rogers

Employed – Shawn Roop – Start Date – 4.22.19

Seasonal – One Prospect

Cellular Facility - Status

Assistant Director's Report -

Summer Guide – Distributed early – April 12-13

Dog Park – free to all effective April 15

Court Resurfacing – Potts & Tennis; Projected start date May 20th

Park Clean Up Days – June 8th & October 19th

Athletics –

2019 Golf Tournament – May 17, 2019; Thanks to Mike & Summit Bank (Title Sponsor) for their continued support!

Summer Camps – very busy summer camp schedule

Child Care

Summer Camp – All weeks at maximum capacity (100 kids); enrolling on waitlist now

Community Recreation

Middle School Music & Art Summer Camp – registration now open

Upcoming trips – Choptank Crab Feast (July 20); National Harbor (August 10)

Special Events

Eggcessible – April 10; 80 attendees

Egg Hunt – April 13; approximately 250 attendees

Moonlight Ball – registration now open

Expedition Camp – registration now open, presentation by Leslie Bowery

Winchester Royals – Spottswood Poles night on June 14; interpretive marker and road naming ceremony

Additional Items –

Reminder – Next Meeting – Monday, May 20, 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, March 25th, 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 25th, 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 2nd 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 16th (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 22nd, Distribution April 15th

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 20th, Shelly asked if SU contributes to the maintenance, no they rent the courts for their team

Park Clean Up Days – June 8th & October 19th

Athletics –

2019 Golf Tournament – May 17, 2019

Family day Fishing Rodeo – June 15th – 7:00 AM – 10:00 AM

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

Child Care

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

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

2017 – 2019 Program Season – 567 attendees (Sept. 12th – March 14th)

Community Recreation

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

Special Events

275th City of Winchester Anniversary
Moonlight Ball –
July 20th, 7:00-10:00 PM
\$25/person, \$40/couple, \$50/family of 4
History Camp –
2 weeks – July 8th-12th and/or July 15th-19th
Ages 10 – 14
9:00 AM – 3:00 PM daily
\$55/student per week - \$100/student both weeks
3rd 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 22nd, 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