

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, April 23<sup>rd</sup>, 2018  
6:30pm

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

**Present:** Shelly Lee (Vice-Chairman), Cal Allen, Michael Miller, Bill Stewart, Casey Stine

**Absent:** John Bentley (Chairman), Hector Robertson, Regina Coates

**City Staff:** Lynn Miller (Director), Matt Little (Assistant Director), and Samantha Crisman

**Media:** None

**Guests:** Andy Gail

A quorum was not met until Shelly Lee arrived at 7:15pm.

**February 26, 2018 Minutes Approval-**

Mike Miller made a motion to approve the March 23<sup>rd</sup> minutes. Cal Allen seconded the motion. The motion was approved at 7:20pm after a quorum was met when Shelly Lee arrived.

**Public Comments-** Lynn Miller introduced Andy Gail. Mr. Gail will fill the one vacancy on the Board following appointment by city council.

**Chairman's Report-** None

**City Manager Comments-** None

**Projects and Programs Committee-** No Report

**Park Director's Report –**

**FY17 and FY18 Park Projects Update-**

- 1) **Sensory Trail, Host Lions Club** – Staff working, aiming for May 1<sup>st</sup> completion.
- 2) **Outdoor Pool Resurfacing Project** – The coping stones are on site, completion date of May 15<sup>th</sup>
- 3) **Storm Damages** – The roofing material is on site and we are hoping the work is quick; we are still getting quotes for flooring and ceiling damages. The ancillary structures estimated repair is \$31,000, we are hoping for a reduction on that. The insurance claim on the damages went through and we are receiving a check for \$19,000. Repair work for the frozen coils from the extreme cold still needs to be done.
- 4) **Abrams Creek Wetlands** – A wetlands preservation program was put in place in 2007 with minimal work being done since. Maintenance, with the help of SVEC, has been working to cut back 2 acres and cutting will continue until only indigenous species remain. This cutting does not have to be done annually.

**Maintenance Facility** – A meeting occurred 3 weeks ago, now looking at a steel building.

**Personnel Update-**

- 1) **Athletic Assistant** – one vacancy
- 2) **Child Care Assistant** – filling summer vacancies
- 3) **Aquatics Specialist** – Lorilei began work the 6<sup>th</sup> of April
- 4) **Aquatics** – looking for summer help
- 5) **Desk Staff** – filling summer vacancies

**FY-2019 Budget Preparation** – The City Manager will present the budget to council on April 24<sup>th</sup>.

**AARP Tax Prep Season** – Would like to inquire how many were served this tax season.

**Parks and Recreation Customer Appreciation Day** – April 20<sup>th</sup>, will provide free admission to the park along with giveaways, a drawing for a one-month membership, and samples of activities.

**Shentel** – Presentation to Council was delayed again, it has been moved to the May 8<sup>th</sup> work session

**Advisory Board Meetings** – We are looking to engage Board members by revamping the format of meetings. In the summer months we would like to take the members on the Trolley to see the neighborhood parks, associated amenities, get new ideas, and strengthen our partnership.

### **Assistant Park Director's Report –**

#### **Programs and Events -**

##### **Athletics –**

- Some are already signed up for summer programs
- We are offering 2 Nationals trips this year
- Swinging Fore Sports will June 22<sup>nd</sup> this year

##### **Hive –**

- Spring Fling was last weekend, staff is looking for new ideas for the next one
- Summer Camp – 7 of the 8 weeks are full with 95 kids and 7-12 on the waiting list

##### **Community Rec –**

- Offering a Steam Camp this summer
- Walking Club is finally outside
- We are partnering with Handley Library for the One Book One Community project. The community reads the same book and then goes on a trip to the location of the book

##### **Aquatics –**

- Pool resurfacing is just around the corner
- We will kick off the summer with the Splash Bash on June 2<sup>nd</sup>
- 75 are currently enrolled in group swim lessons

##### **Special Events –**

- Girls on the Run 5k will be April 28<sup>th</sup>, park roads will be closed for the event, 600 runners are anticipated
- Donut Dash 5k will be May 19<sup>th</sup>, it is sponsored by Young Life
- We are starting to build up to summer at the Amphitheater
- Movies on the Mall are now at the Taylor Pavilion
- The Park Sign Design Contest is all set to go

**Spring/Summer Guide** – it has been distributed!

##### **Additional –**

- July 1<sup>st</sup> our invoicing policy is changing, we will invoice all users after their season with payment due within 30 days
- SU Baseball is in 4<sup>th</sup> place in the ODAC, they will host a tournament on Apple Blossom weekend
- Vivian Walker will be present next month to talk to the board about Frederick Douglass Family Day

**Board Comments/Idea Sharing:**

- Casey Stine thought the new meeting structure was a great idea
- Cal Allen inquired about the status of the needs assessment done in the past, Lynn acknowledged it could be discussed at future meetings

**Next Monthly Park Advisory Board Meeting:** Monday, May 21<sup>st</sup>, 2018 @ 6:30pm.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Michael Miller, seconded by Cal Allen and approved. The meeting adjourned at 7:24pm.

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