

**Winchester Parks & Recreation  
Advisory Board Meeting Agenda  
Monday, May 20, 2019  
War Memorial Building - Lord Fairfax Room  
6:30 PM**

**Welcome – President Bill Stewart**

**Approval – April 22, 2019 Meeting Minutes (Attached)**

**Introductions – Guest(s)**

**Public Comments –**

**Jack Smith** – Presentation - Eagle Scout project

**President’s Report –**

Casey Stine – Has indicated he is interested in being re-appointed

Board Member Candidates – Received one inquiry from the public, forwarded to Amy Simmons for follow-up.

**Board Members’ Comments –**

Board Member – Andy Gail – Tournament Briefing

**Projects & Programs Committee Report –**

Frederick Douglass Family Day – Report, Board Action to Endorse Support Needed

**City Manager’s Comments –**

**Director’s Report –**

Athletic Fields – Light Poles Replacement - Status

Bridgeforth & Rotary – Proposals Received

BMX Track – Coordination with Shentel

**Aquatics –**

Swim Lessons –

Instructor Certification – Staff Participating in Training

Swim Lesson Registration Open June 17<sup>th</sup>

Indoor Pool – Maintenance/Renovation Program – In Progress

Outdoor Pool –

Early Opening May 8<sup>th</sup> – Season Opening May 25<sup>th</sup>

## **Maintenance –**

Maintenance Facility – Status

Final Pre-construction Meeting – May 14<sup>th</sup> – Project on Schedule

Steel for Building to be Delivered June 4<sup>th</sup>

Demo/Construction to begin June 10<sup>th</sup>

Athletic Fields – Eagles holding up well following heavy rains

Mowing in Full Swing – Rain has been some hindrance

Lions Club Sensory Trail –

## **Facilities –**

Maintenance Program Continuing

Hosting Employer Expo – May 23<sup>rd</sup>

## **Staffing Status –**

Seasonal Life Guard Positions Filled – Posting Discontinued

Child Care – Summer Positions 4 Seasonal Positions Filled

Front Desk Staff – Fully Staffed

Maintenance – Two Seasonal Positions Filled

## **Cellular Facility – Status**

**Memorial Day Observance** – Outdoor Pool Open, Building Closed

## **Assistant Director's Report –**

**Pocket Park** – Cecil & Kent – Status Report

Work starting soon – seating area, green hedges, sod

Naming Ordinance – seeking Advisory Board input

**Fall Guide** – Staff starting to plan for fall guide; design starting mid-May; distribution mid-August

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

Nominated for National Award (top 3) – notified by end of May of the results

Nominated for Virginia Award (top 2) – awarded top prize (\$7,000)

**Court Resurfacing – Potts & Tennis:** Projected starting Tuesday, May 21; basketball courts first; 4 Pickleball courts to be added to Lowry Courts

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

**Athletics –**

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

3 Adult leagues running now – Kickball, Ultimate Frisbee, Grass Outdoor Volleyball

**Child Care**

Summer Camp – starts June 3; averaging 100 kids a week with 25-30 on waitlist

**Community Recreation**

Middle School Music & Art Summer Camp –

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

**Special Events**

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

Moonlight Ball – History Camp “Winchester Expedition”

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

**Additional Items –**

**Reminder –** Next Meeting – Monday, June 24, 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, April 22<sup>nd</sup>, 2019  
6:30pm

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

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

**Absent:** Andy Gail, Cal Allen

**City Staff:** Eden Freeman, Lynn Miller, Matt Little, Samantha Crisman, Leslie Bowery, Molly Minch

**Media:** None

**Guests:** Vivian Walker and Tina Culbreth

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

**Public Comments – Vivian Walker – Annual Family Fun Days Event**

Vivian Walker and Tina Culbreth, with Frederick Douglass Family Fun Days, attended the meeting to make a presentation to the Board. This is the 47<sup>th</sup> year of the event, which occurs the first full weekend of August. They have a pool party at the park, a concert with 50-75 gospel groups, family day at Frederick Douglass Park on Sunday, and many other activities. The focus of the event is connecting members of the community to have good old fashioned fun. Vivian has been part of the organization for 14 years and is passing the reigns to Tina. They presented a video with pictures from previous years. They attended to say thank you to the Board for the annual donation made to the event. Family day is a huge tradition of the Winchester community and they see up to 500 participants per year. They enjoy promoting kindness and inclusivity in the community.

Bill sent the donation to the Projects and Programs committee to review. The typical donation is \$2,000 and the P&P Committee will give a recommendation for the amount the Board will be donating this year at the May Board Meeting.

**President's Report** – There have been several articles in the paper recently in relationship to the park. One about the naming of the Spottswood Poles street naming project; the commemorative marker will be installed on June 14<sup>th</sup>, one was about the now free admission to the dog park, and finally, one about Lynn and Scott Kensinger in regard to Emergency Management. He thanked Lynn for his service to the city over many years.

He reminded members to continue to recruit members for the board and thanked Shelly and Katie for their service to the Advisory Board. Lynn stated current members can continue to serve until a candidate is found to replace the two open seats.

Three members of board attended the Insight presentation; Bill, Cal, and Shelly. You always learn something new when you attend these events!

Staff does a great job on the guide and it is overwhelming how much Parks and Rec does to serve the community.

**Board Members – Terms**

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

Katie Jordan – Will be coming off the Board in April

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

Board Member Candidates – No candidates at this time

**Board Members' Comments** – Shelly gave her compliments to staff on the Egg Hunt and Eggsplash and thanked staff for all they do.

**Board Member** – Andy Gail – Tournament Briefing – out of town

**Projects and Programs Committee** – None

**City Manager Comments** – Presenting the FY2020 City Manager’s presentation for the budget. Looking at adding a Natatorium in CIP in FY22 (public will be involved in plans), this means we will have discussions for adding one. The increase for Lifeguards is included, as well as 3% COLA included for city employees.

**Park Director’s Report** –

**Athletic Fields** – Light Pole Replacement – we did the inspection and are waiting for a second proposal to replace necessary poles.

Bridgeforth – Awaiting 2<sup>nd</sup> Proposal

Rotary – Awaiting 2<sup>nd</sup> Proposal

Outdoor Pool – In Process

BMX Track – Coordination with Shentel

**2019 INSIGHT** – Parks & Recreation – Thanks to attendees Bill Stewart, Cal Allen, and Shelly Lee, we are very pleased with staff and presentations.

**Aquatics** –

Swim Lessons –

Instructor Certification – Swim Lesson University – Trainers, we have three

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 3<sup>rd</sup> – Reopen June 17<sup>th</sup> will be done

Many repairs and cleaning

Outdoor Pool –

Initiate Seasonal Commissioning April 23<sup>rd</sup>

Early Opening – May 8<sup>th</sup> – 13<sup>th</sup>

**Maintenance** –

Maintenance Facility – Lance Construction

Pre-Construction Meeting – April 16<sup>th</sup> – Project on Schedule

Athletic Fields – many activities

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, moving on to bigger and better things

Hired 2 Summer Part Time; 1 Year Round Part Time

Maintenance –

One Retirement Full Time – Bill Rogers retired after 12 years with the department

Employed – Shawn Roop – Start Date – 4.22.19

Seasonal – One Prospect

**Cellular Facility** – Franchise agreement will probably be executed this week, Shentel can then begin site work. Shelly asked if it will interfere with any fields, Lynn answered it would not.

**Assistant Director’s Report** –

**Summer Guide** – Distributed early – April 12-13

**Dog Park** – free to all effective April 15, have received a mostly positive response, many people are coming out

**Court Resurfacing – Potts & Tennis;** Projected start date May 20<sup>th</sup>, on schedule

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

**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, we used to do it and we're bringing it back, this will follow immediately after the Expedition Winchester Camp

Expedition Winchester Camp – registration now open, presentation by Leslie Bowery: this goes along with the 275<sup>th</sup> anniversary of the City of Winchester. There will be two weeks of camp; the first week will cover early Winchester history and the second will cover 20<sup>th</sup> century to present. Kids will get to see places that have been around a very long time and see how those spaces have been repurposed. They will also come to know the stories of Winchester and activities will involve history and creativity. Everyone has been great in helping get this together

Katie wants the park to offer an adult version, Casey agreed. Leslie stated we have considered running a similar adult program in the future as there has been a lot of interest

Winchester Royals – Spottswood Poles night will be on June 14<sup>th</sup> with a presentation of the interpretive marker and road naming ceremony

**Additional Items** – None

**Board Comments/Idea Sharing:**

- Members were excited about the Natatorium and Spottswood Poles
- Thank you to Shelly for attending the Egg Hunt and Eggsplash

**Next Monthly Park Advisory Board Meeting:** Monday, May 20<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, seconded by Mike and approved unanimously. The meeting adjourned at 7:29pm.

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