

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
Monday, July 27, 2020
Active Living Center
6:30 PM**

1. Welcome & Call to Order – President Bill Stewart

2. Attendance Roll Call

Present: Bill Stewart (President), Shelly Lee, Cal Allen, and Andy Gail

Absent: Mike Miller (Vice-President), Hector Robertson, Regina Coates, Chris Way, Scott Jenkins

City Staff: Lynn Miller and Samantha Crisman

Press: Brian Brehm (Winchester Star)

3. Approval Minutes – June 8, 2020

June 8, 2020 minutes were not approved due to a lack of a quorum. They will be presented at the August 24, 2020 meeting along with July minutes.

4. Introductions & Presentations

4.1 Frederick Douglass Family Days – Tina Stevens-Culbreath, Rodney Culbreath

Tina Stevens-Culbreath and Rodney Culbreath attended the advisory board meeting to inform the Board of plans for the 48th Annual Frederick Douglass Family Days community event on September 13, 2020 from 2-6pm. This year's event will be conducted differently than years past due to the Coronavirus pandemic; however, plans are in place to ensure social distancing, limit attendance to 250 people at any given time, and other best safety practices. The area for the event will be fenced off to allow for crowd control and the event has been reduced to one day. Organizers presented a diagram developed by the committee to show their plans for ingress and egress at the event. The event will include a community concert with local gospel groups, DJs, and other local performers as well as a backpack drive and resource fair for local families. Additionally, there will be a lunch giveaway in coordination with Winchester Police to foster a community coming together during tense times in the nation. Frederick Douglass Family Days is asking the Advisory Board to approve a \$2,000 donation from Winchester Parks and Recreation in support of the event. This item will be placed on the August 24, 2020 agenda for a vote.

Cal Allen moved to support the event and the work done and asked a WebEx meeting to be held to approve the funds. It was determined at that time it would be best to accomplish this at the next meeting.

5. Public Comments – None

6. President's Report – The Liberty 5K was held virtually this year. A donation will be made to the Winchester Parks Foundation. An amount has not yet been determined.

7. **Board Member Comments** – Shelly Lee stated she’s heard several compliments about how well the outdoor pool has been run this summer during the COVID-19 situation.

8. **Report – Projects & Programs Committee** - None

9. **City Manager Comments** – None

10. Director’s Report

10.1 Administration – Lynn gave his compliments to the staff for all their hard work and dedication during this difficult and unprecedented time. Andy Gail gave a hat off as well to staff for handling everything so well.

Coronavirus – Overhead Report – Department was closed to the public on March 17th and has not yet fully re-opened although full time staff positions have continued to either work in the building or have had a rotating shift working from home and in the office.

We initiated contingency planning during the week of March 23rd for all Divisions and based the planning process on what services could be provided under the various Phases of Governor Northam’s Re-opening Plan. The services of each Division were reviewed to ascertain what if any services could be provided under each of the three phases of the re-opening plan as implemented by the Governor. Additionally, each of the plans were and continue to be reviewed by the City Manager’s Office and approved prior to implementation.

I have attached the Winchester Parks & Recreation Facility re-opening plan with addresses the department’s current status (Attachment 1 of agenda). A similar plan has been developed specifically for Child Care Summer Programming and a Return to School plan is in draft form (Attachment 2 of agenda).

10.2 Eagle Scout Projects

GaGa Pit Project – Jack Smith (Photos Attached in agenda), Jack will be invited to the next board meeting to show appreciation for the project.

Putt Putt Golf – Eagle Scout Candidate – Will not pursue project and we are continuing to look for someone else to complete.

10.3 Northern Shenandoah Valley Substance Abuse Coalition

Dustin Menesee – Graduation Northern Shenandoah Valley Substance Abuse Coalition– Build and Install 5 Blue Bird Houses (Coordinating with Robbie – Install Completed 7 22.2020

10.4 Aquatics

Indoor Aquatics Facility

Closed – Due to Staff Shortage, hiring freeze in effect as well

Planning Opening September 8th (Reviewing Criteria)

No Department Programming Currently Ongoing

Outdoor Aquatic Facility

Open – Occupancy Load – 35 individuals

400 square feet per person – No Mushroom or Slide

Opened in Phases I, II & III

Lap Swimming

Swim Teams

WST & Phoenix

General Swim – Reservation Process & Swim Periods, reservations for 2-hour blocks can be made in advance and the rate has been reduced to reflect the reduction in time.

Aqua Exercise Program – Aqua Aerobics & Zumba

10.5 Maintenance

Maintenance Crew continuing work – they have not missed a day since the shutdown began

Wilkins Lake – Vegetation – Grass Carp (33)– July 1, 2020

Fountain Wilkins Lake Returned and Installed – July 21, 2020

Mowing Continuing – Hot Dry Weather has assisted in slowing mowing operations

10.6 Facilities

Maintenance Issues Continuing to be Addressed

Cleaning & Sanitizing Plans Implemented

10.7 Staffing – Hiring Freeze Continuing

Administration:

Administrative Assistant - Vacant

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – Interim In-Place – Permanent Vacant

Part time Lifeguard Positions – Several Vacant

Maintenance

Superintendent - Robert Garrett – Serving as Interim Superintendent - Vacant

Currently Down 3.5 Positions (2 Maintenance Techs, 2.5 Seasonal), this is our priority to fill

Facilities

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

Classification Change – Effective July 1, 2020 the City will no longer have classified part time positions. JoAnn Martin Retired, Joyce Milburn converted to Non-Classified Part-time, there is a combined 54 years of service between them and we are thankful for their dedication.

Child Care

Several Part Time Positions

11. Assistant Director Report

11.1 Parks & Recreation Seasonal Guide

Summer Guide – Not Printed & Distributed

Fall Guide - We are considering not publishing the fall guide this year. We remain in a similar situation as the summer guide in so much as the date the guide needed to be at the printer was/is June 6th. At this point we don't know which recovery phase we may be in thus we are unable to project with any accuracy what events, programming, etc. we will be able to present. In lieu of publishing a guide, we will implement another plan utilizing print and digital format to promote programs and events to be presented by the department. We look forward to publishing the guide as soon as the situation is stabilized.

11.2 Christianson Familyland Rehabilitation – Oliva Escalante is a sophomore at Virginia Tech and is studying meteorology. She is also this year's Teen Miss East Coast Earth USA 2020 and as a part of her title she was to perform a community service project. Ms. Escalante had fond memories of her childhood and the many hours she spent at Christianson Familyland playing on the equipment and enjoying the outside. She recalled the time she lost her first tooth on the playground and how she and her brother played for endless hours on the weekends. Her project was to refurbish the landscaping in front of the pavilion at Christianson Familyland and to install a "Blessing Box" in the lower portion of the playground area. The "Blessing Box" contains crayons, books, socks, toys and other items which may be useful to children and adults. Oliva partnered with Advantage Property Management and A Cut Above Landscaping Inc. to accomplish the refurbishing of the landscape. Please take time to stop by Christianson Familyland to see the marked improvement.

11.3 Abrams Creek Wetlands

Early Spring Cutting – March – Cancelled

Trail Trimmed & Lower Marsh Bush hogged

11.4 Special Events

Movies at the Taylor – June 11th Cancelled

Movies at the Amphitheater – may move June movie to August

Classic Movies – cancelled

3rd of July Fireworks – cancelled

Frederick Douglass Family Days – July 31st & August 1st & 2nd, now moved to September

11.5 Athletics

Winchester Baseball – Late Season

Camps – Outside Good Condition, will be holding golf, soccer, and tennis camps

Inside – Lack of Space, indoor camps will not go this year

Videos & Quizzes – 12 Developed and shared

11.6 Community Recreation

Outreach Programs – Programs Cancelled

Private Music Lessons – Revamping Program

11.7 Child Care

Mandatory Reporting Training – DSS Facilitating – All Staff participating

School Year – Staff Planning for Program During School Year

12. Additional Items –

12.1 Child Care Financial Aid Program – Lynn would like a committee to review the financial aid policy and process for the department. Cal Allen and Andy Gail volunteered, but it was determined others will review and it would be forwarded to Cal and Andy as a P&P Committee project.

- i. Corona Restrictions & Impact (Shelters, Rentals, Programming, Occupancy Load (Attached, Rooms & Shelters)**
- ii. Projects** – Upgrade to RecTrac coming
- iii. Board Membership Status**

Regina Coates – eligible for re-appointment expressed interest in doing such

Shelly Lee – Term has expired serving until vacancy filled, a replacement has now been appointed

Hector Robertson – Term expired serving until vacancy filled

Katie Jordan – Term expired; a replacement has now been appointed

Candidates for Advisory Board

Chris Way - Appointed July 14th – 3 yr. term 7.13.2023

B. Scott Jenkins – Appointed July 14th – 3 yr. term 7.13.2023

Shelly Lee asked why more members had not been appointed to the current vacancy as she knew of several who had applied and asked who she could express her disappointment to. Andy Gail advised she speak with Mayor Smith.

13. Next Regular Meeting –

13.1 Monday, June 22, 2020

6:30 PM

War Memorial/Active Living Center

13.2 Monday, July 27, 2020

6:30 PM

War Memorial/Active Living Center

14. Closing Comments Director – None

15. Closing Comments President – Bill thanked the Board for being here and asked members to please let us know in advance if you will be absent. He also thanked Shelly Lee for her service to the Board, she has become synonymous with the park.

16. Motion to Adjourn – The meeting could not be adjourned due to lack of a quorum.