

**Winchester Parks & Recreation
Advisory Board Meeting Agenda
Monday, August 26, 2019
War Memorial Building - Lord Fairfax Room
6:30 PM**

Welcome – President Bill Stewart

Approval – July 22nd Meeting Minutes (Attached)

Introductions – Guest(s)

Public Comments –

Introduction – Garret Strong – Eagle Scout Program

President’s Report –

Shenandoah Valley Runners – Presentation of donation to Winchester Parks Foundation from Liberty 5K proceeds

Neighborhood Park – S. Kent & E. Cecil Streets – Naming Protocol – City Code Section 18.3 – General Powers & Duties – P & R Advisory Board, Naming of Park Entities (Attached)

Board Members’ Comments –

Projects & Programs Committee Report –

City Manager’s Comments –

Director’s Report –

Winter Hours of Operation – August 12, 2019

Labor Day Holiday Observance – Monday, September 2, 2019

General -

Athletic Fields – Light Poles Replacement – Poles on Site

Wilkins Lake –

Wilkins Lake 35th Anniversary Observance –

Winchester Star & Northern Virginia Daily – Insert Saturday, September 14th

Observance Program – Wilkins Lake – Thursday, September 19th @ 6:00 PM

Special Presentation -

Grass Control – Continuing to Research

Aquatics –

Indoor Pool –

Swim Lessons – Registration – August 26th

SCUBA Classes – Status Report

High School Swim Season vs Lap Swimmers

Outdoor Pool –

Christmas in July – July 25, 2019 – Well attended

End of Summer Swim Under the Stars – August 3, 2019 – 218 Attended

ODP Season Concluding – Friday – September 13th

All Paws on Deck – Canine Swim - September 14th 2:00 PM – 5:00 PM

\$2.00/Dog – Rabies Vaccination – Pre-Registration Available

Preparing for Winter Maintenance Items –

Maintenance –

Maintenance Facility – Update

Mowing – Update

Lions Club Sensory Trail – Update

Facilities –

Maintenance Program Continuing – Seasonal Projects

Staffing Status –

Seasonal Life Guard Positions – Update

Cellular Facility – No Report

Assistant Director's Report –

Pocket Park – Construction Status Report

Fall Guide – Delivered; staff preparing for winter guide

Winchester-Clarke Garden Club – Abrams Creek Wetlands – Update

Fall Volunteer Cutting Dates – October 11th & 12th

Park Clean Up Day – October 19th

Athletics –

Washington Nationals Bus Trip – August 31st – Tickets \$80.00

Winchester City Assault – Summertime Shoot-Out – August 31st – September 2nd

Fall leagues starting soon:

Youth Flag Football – August 28

Adult Ultimate Frisbee – August 28

Adult Kickball – September 3

Adult Wallyball – September 16

Child Care

Summer Camp – Another fun filled summer camp

HIVE/HIVE – Near capacity for after school program

PB&J starting in September

Community Recreation

Preschool programs in the fall – Little Brushes, Little Mozarts, & Ballet

Upcoming trips– Pennsylvania Christmas & Gift Show (December 6); NYC (December 14)

Special Events

Community Safety Fair – September 7; Jim Barnett Park

September 11 Event – Gymnasium; 8:45am start

Old Town Merchants – Halloween Movie – October 26th @ 7PM Taylor Pavilion

Planning for Christmas Activities

Additional Items –

Reminder – Next Meeting – Monday, September 23rd

Jim Barnett Park – War Memorial Building – Lord Fairfax Room

6:30 PM

Closing Comments – Board Members

Adjournment –

Winchester Parks and Recreation
Park Advisory Board Meeting
Monday, July 22nd, 2019
6:30pm

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

Present: Bill Stewart (President), and Shelly Lee, Hector Robertson, Mike Miller, and Regina Coates

Absent: Cal Allen, Casey Stine, and Andy Gail

City Staff: Lynn Miller, Matt Little, and Samantha Crisman

Media: None

Guests: La Tasha Do'zia-Earley

May 20th, 2019 Minutes Approval – A motion to approve the May 20th minutes was made by Shelly Lee and seconded by Hector Robertson; the minutes were approved.

June 24th, 2019 Minutes Approval – A motion to approve the June 24th minutes was made by Shelly Lee and seconded by Hector Robertson; the minutes were approved.

Presentation – La Tasha Do'zia-Earley, the new Executive Director for the Youth Development Center in Winchester made a presentation to the Board regarding the new programs at the YDC. These programs include, but are not limited to open gym, Summer Fest for grades 1st-9th, Adventures Beyond, and Selah Theater. They are focused on being a safe space for youth in the city and surrounding counties. The community can rent the space on the weekends for various needs. They have several new partners throughout the community including Girls on the Run, the Timbrook Achievement Center, and Lord Fairfax Community College. Ms. Do'zia-Earley is looking forward to expanding the impact the YDC can have on the community and new partnerships they can form.

Public Comments – None

President's Report – President Stewart shared newspaper clippings from the last few months about the park.

Board Members' Comments – Mike commented the lines in the parking lot needed to be repainted. Lynn informed the Board that park staff was currently asking for quotes from vendors for the job. Shelly and Bill commended the work being done at the YDC and thought the program was in good hands.

Projects and Programs Committee – None

City Manager Comments – The new fiscal year has begun!

Park Director's Report –

General -

Athletic Fields – Light Poles Replacement – Purchase Order processing

Consolidated Electric will work on Bridgeforth & Rotary first

Wilkins Lake – Aquatics Grass & Reed Control – Continuing to Research, the geese pull the reeds from the bottom of the lake and leave it floating which results in the film on the top of the lake

Aquatics –

Swim Lessons – Current Registrations are going well, there was a line down the hall a few weeks ago

Outdoor Pool –

Season Progressing – the park is receiving more compliments than ever

Christmas in July – July 25, 2019, Santa will make an appearance

Interviewing Possible Vendors for SCUBA Classes – 2 potential vendors

Maintenance –

Maintenance Facility – 2 weeks ahead of schedule

Mowing Lightened up a some – Working on other Projects

Lions Club Sensory Trail – waiting on the final design of the signs

Facilities –

Maintenance Program Continuing

Staffing Status –

Seasonal Life Guard Positions Filled – Will still consider applicants

Seasonal Positions in Process of being filled

Cellular Facility –

Geotechnical Work Completed, now waiting on engineering

Assistant Director's Report –**Potts Courts Resurfacing –**

Completed, done by Mid Atlantic Asphalt and comes with a maintenance contract

Tennis Courts Resurfacing –

Completed, done by Mid Atlantic Asphalt and comes with a maintenance contract. Matt showed pictures of before and after for both courts

Pocket Park –

S. Kent & E. Cecil Streets – almost complete, there will be a bike sharing area and historical marker describing the significance of the area

Fall Guide –

Very close to sending to the printer, August 12th distribution target

Winchester-Clarke Garden Club –

Abrams Creek Wetlands – Trimming/Cut Days - October 11 & 12

Park Clean Up Day – October 19, thank you to council members McKiernan, Clark, and Mayor Smith for attending the summer clean up day

Athletics –

Liberty 5k – Bill Stewart represented the WPR Advisory Board at the Liberty 5k on July 4. The race starts and finishes in the park. Race day activities such as registration and the awards ceremony are held in the Kiwanis II Shelter. This race donates money to the WPR Foundation. Jennifer Justice, Derrick Cowles, Leslie Bowery, and Lisa Almaraz were in attendance.

Summer Camps – last camp (Soccer) week of July 15; 240 registered in 9 camps over entire summer; 49.6% city residents

Washington Nationals Bus Trip – August 31st – Tickets \$80.00

Child Care

Summer Camp – going well; 100 per week

HIVE/HIVE – 2019-2020 school year registration ongoing, we are close to capacity at elementary schools

Community Recreation

Newcomers Program – Welcome Center, in coordination with Tourism, staff attended and reported a good outcome

Preschool programs – NEW programs! Music, Art, & Ballet in the fall

Special Events

275th City of Winchester Anniversary

Moonlight Ball – 35 tickets sold

Wilkins Lake 35th Anniversary – Recognition being planned with Mr. Wilkins; more information to come

Additional Items – None

Board Comments/Idea Sharing:

- Hector asked about the railing down in the park, Lynn said he would say something to the Park Superintendent and have the maintenance staff pick them up while out mowing
- Shelly asked about the trees that were cut by the BMX Track, Lynn explained that the trees were dead and standing and had to be removed; the park is hoping to get the stumps removed
- Bill thanked Ms. Do'zia-Earley for her presentation to the Board.

Next Monthly Park Advisory Board Meeting: Monday, August 26th, 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 Regina Coates, and approved unanimously. The meeting adjourned at 7:31pm.

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

CHAPTER 18

PARKS AND RECREATION

SECTION 18-1. PARKS AND RECREATION ADVISORY BOARD.

There is hereby created a Parks and Recreation Advisory Board for the City. This Board shall be composed of:

1. Nine (9) members of the Board shall be appointed by the Common Council for terms of three (3) years each. The members of the Board appointed under the prior City Code chapter shall complete their terms as initial terms. Thereafter, all appointments shall be for terms of three years with no more than two consecutive terms. Past Parks & Recreation Board members who have fulfilled their two consecutive term limit may be considered by the Common Council or a new appointment no sooner than three (3) years after their last expired term.
2. One (1) non-voting Council liaison shall be appointed by the President of the Common Council.

(Ord. No. 029-95, 07-11-95; Ord. No. 2009-36, 11-10-09; Ord. No. 2011-16, 7-12-11)

SECTION 18-2. ELECTION OF OFFICERS.

The Parks and Recreation Advisory Board shall elect annually from its members a president and a vice-president. (Code 1959, §19-19; Ord. No. 029-95, 07-11-95; Ord. No. 2011-16, 7-12-11)

SECTION 18-3. GENERAL POWERS AND DUTIES.

The Parks and Recreation Advisory Board shall meet monthly or more often as necessary based on need. Board members who miss three regular meetings within a 12-month period will be presumed to have resigned, and the Advisory Board chair will notify the Clerk of Council in writing, requesting that Council remove the member from the Board and advertise to fill the vacancy. The decision to remove or replace any member of the Board shall remain at the sole discretion of Common Council. Consideration for extenuating circumstances will be given on an individual basis.

The Parks and Recreation Advisory Board shall serve as an advisory body for the Winchester City Council. The Board shall consult with and advise Council in matters affecting parks, trails, indoor and outdoor recreation facilities, recreation programs, and

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City -sponsored special events, including promotion, marketing, membership, programming, planning, fee structures, naming of park entities, and maintenance, and to input its long-range planning for resources for capital projects for rehabilitation, design and/or development for indoor/outdoor recreation. At least semi-annually, the Board shall confer with civic, business, fraternal, educational, social, recreational and religious organizations based in the City to discuss parks and recreation activities and to receive input and advice on such topics which are within the Board's jurisdiction.

The Parks and Recreation Advisory Board shall ensure adequate coordination of all matters affecting policy of joint community use of schools with the City School Board in accordance with agreements between Council and School Board.

The Parks and Recreation Advisory Board is advisory in nature only and will have no authority over operations or personnel decisions.

In rendering advice or making recommendations to Council as to program, maintenance, acquisition, or development, the Parks and Recreation Advisory Board shall also give consideration as to methods of implementing and financing, after consultation with the City Manager. Particular attention shall be given to such projects as are applicable for inclusion in the capital improvement plan of the City.

Notwithstanding any of the other provisions of this article, any matter recommended by the Parks and Recreation Advisory Board to the Council will be forwarded to the City Manager for his comments prior to consideration by the City Council

(Code 1959, §19-18; Ord. No. 029-95, 07-11-95; Ord. No. 2011-16, 7-12-11)

Charter reference--Borrowing by city for construction of parks, §18.

Cross reference--Trees growing in parks, §30-16, *et seq.*

State Law References--Authority of council to establish and maintain parks and playgrounds, Code of Virginia, §15.1-15; authority to establish and conduct system of public recreation and playgrounds, §15.1-271 *et seq.*; liability of city in operation of swimming pool, park, playground or other recreational facility, §15.1-291; regulation by city of use of parks, playgrounds, playfields and recreation facilities, §15.1-871; operation of sports facilities by city, §15.1-886.

SECTION 18-4. FINANCES; REPORTS.

The Parks and Recreation Advisory Board shall devise and recommend ways and means to procure funds necessary for the maintenance of programs of the City. **The Board may solicit or receive any gifts or bequests of money or other personal or real property or any donations for the operation of the parks facilities and parks programs. Any such gifts or bequests of land shall be titled in the name of the City of Winchester.** The Board shall