

**Winchester Parks & Recreation  
Parks & Recreation Advisory Board  
Monday, January 27, 2020  
War Memorial Building – Lord Fairfax Room  
6:30 PM**

- 1. Welcome & Call to Order – President Bill Stewart**
  
- 2. Attendance Roll Call**
  
- 3. Approval Minutes – December 16, 2019**
  
- 4. Introductions & Presentations**
  
- 5. Public Comments**
  
- 6. President’s Report**
  - 6.1 Shenandoah Proposal – City Council Work Session January 14, 2020**
  - 6.2 Shenandoah Proposal – City Council Regular Meeting January 28, 2020 Final Action**
  - 6.3 Election of 2020 Officers – Section 18.2 – Election of Officers - Annually**
  
- 7. Board Member Comments**
  
- 8. Report – Projects & Programs Committee**
  
- 9. City Manager Comments**

## **10. Director's Report**

### **10.1 Administration**

**FY-2021 Budget** – Budget request will be reviewed with the City Manager and Finance Representatives Thursday, January 30, 2020

**Neighborhood Park** – located at S. Kent & E. Cecil Streets will be presented to City Council during the Work Session Tuesday, January 28, 2020

**Summer Guide** – Design has been initiated

**Apple Blossom Weekend in the Park** – Format Change

**Advisory Board Membership** – Vacancies

2 Vacancies (Shelly Lee may continue to serve until a replacement is appointed)

Regina Coates – Term Expires March 30, 2020

Hector Robertson – Term Expires April 30, 2020

### **10.2 Aquatics**

#### **Indoor Aquatics Center**

High School Swim Season Ongoing – Handley, James Wood, Millbrook & Sherando

Early Morning Lap Swim – Going Well

Sand Filter Replacement – Complete

Competitive Swim Training (CST) – First Night January 27, 2020

Pool Closure 1<sup>st</sup> Week of June for Heavy Cleaning

Swim Lesson Registrations –

Try Dive SCUB Class – January 25<sup>th</sup> – 7 Attended

#### **Outdoor Aquatic Center**

Repairs continuing

Structural Analysis to be Conducted

Reviewing Dates for Season – Projecting Early Opening

### **10.3 Maintenance**

Maintenance Facility – Punch List Items being Completed

Winter Projects

Spring Tasks – Review

## **10.4 Facilities**

Maintenance Issues being Addressed

Floor Stripping Scheduled for February 6<sup>th</sup>, 7<sup>th</sup> and 14<sup>th</sup>

## **10.5 Staffing**

Assistant Director Position – Posted, Preparing for Interviews

Community Recreation

Re-organization – Combining Community Recreation & Special Events

Re-classifying Community Recreation Coordinator to Specialist

Aquatics Specialist

Interim Aquatics Specialist – Kim Grove

Position Posted – Preparing for Interviews

## **11. Interim Assistant Director’s Report**

### **11.1 Parks & Recreation Seasonal Guide**

Summer Guide

### **11.2 Abrams Creek Wetlands**

Winter Cutting

Early Spring Cutting

### **11.3 Special Events**

### **11.4 Community Recreation**

### **11.5 Child Care**

## **12. Additional Items –**

## **13. Next Regular Meeting –**

**13.1** Monday, February 24, 2020

6:30 PM

Maintenance Facility

## **14. Closing Comments Director**

## **15. Closing Comments President**

## **16. Motion to Adjourn**

**Winchester Parks & Recreation  
Parks & Recreation Advisory Board  
Monday, December 16, 2019  
War Memorial Building – Lord Fairfax Room  
6:30 PM**

**1. Welcome & Call to Order** – President Bill Stewart

**2. Attendance Roll Call**

**Present:** Bill Stewart (President), Shelly Lee (Vice President), Cal Allen, Mike Miller, Casey Stine, Hector Robertson, Andy Gail

**Absent:** Regina Coates

**3. Approval Minutes** – November 25, 2019 Meeting

A motion to approve the November 25<sup>th</sup> meeting minutes was made by Casey Stine and seconded by Cal Allen. Mr. Robertson indicated his vote regarding the SU proposal was incorrect. The Board discussed and determined the record was correct. The minutes were approved as submitted.

**4. Introductions & Presentations** - None

**5. Public Comments** - None

**6. President's Report**

**6.1 Shenandoah Proposal - Recap**

The City Council meeting was held December 10<sup>th</sup>. Lynn reported the process the Board went through and the vote with conditions to be considered to Council. A proposal was made by Councilor Veach to allow SU to recoup the investment above the \$300,000 over an estimated 11-year period by not contributing the \$22,000 per year to make the Parks and Recreation Department whole. This will not occur until SU recoups the estimated \$250,000 overage. Revenue sharing will then be implemented utilizing a formula of 65% to SU and 35% to Parks and Recreation. Shelly asked about the questions raised regarding the parking and asked if City Council will still consider the Board's conditions; Ms. Freeman responded they would. There will be more in-depth discussion regarding parking and traffic calculations surrounding the fields. The public hearing and vote will be January 28<sup>th</sup> at the regular City Council meeting. President Stewart thanked Andy for attending and Shelly for watching on TV. Mitch Moore also attended the Council meeting to answer questions.

**7. Board Member Comments** –

Shelly commented the Board will miss Matt and wished him the best in his new role in Harrisonburg.

## **8. Report of Projects & Programs Committee**

### **8.1 Naming Pocket Park – S. Kent & E. Cecil Streets**

Ruth Jackson Memorial Park and Ruth's Memorial Park were the two recommendations to the Board from the Projects and Programs Committee. Cal moved to name the new pocket park Ruth Jackson Memorial Park. Casey seconded the motion, and all were in favor. The motion will be forwarded to City Council.

## **9. City Manager Comments –**

We are gearing up for budget season. We have asked departments to cut 10% from their operating budgets this year. There will be a joint meeting with City Council and the School Board at Jim Barnett Park tomorrow December 17<sup>th</sup> at 6pm.

## **10. Director's Report**

### **10.1 Administration**

- FY-2021 Budget Preparation – the department is working diligently on budget prep. We do have a 10% reduction ready to go and will submit our proposal by Friday. Staff has done a great job with preparation this year.
- 2020 Parks & Recreation Board Meetings – a schedule was proposed. Bill moved to combine the November 23<sup>rd</sup> meeting with the December 14<sup>th</sup> meeting. Cal seconded, and all were in favor.
- 2019 Projects & Program Summary – presented a list of what was accomplished this year
- Winter/Spring Guide – on time with distribution, each Board member has a copy

### **10.2 Aquatics**

#### **Indoor Aquatics Center**

- Opening at 5:00 AM – resolves issue between swim team and lap swimmers, positive reaction
- High School Swim Team Season Ongoing – three swim meets thus far
- Early Morning Lap Swim – going well
- Sand Filter Replacement Project – had corrosion issues, Riddleberger is putting in new sand filters with no loss of time open
- Competitive Swim Program to be revised – going from 4 to 12-week program with a mock swim meet at the end, positive reaction

#### **Outdoor Aquatics Center**

- Leak Detection in Main Drain and Return Line in Process – American Pools doing the work, have identified the leaks and will submit a proposal for the repairs

#### **Staffing**

- Aquatics Specialist – Jamie Watts has taken another position with One Life in Hagerstown, Md.
- Aquatics Specialist – Isabella Pender on board

### **10.3 Maintenance**

**Maintenance Facility** – Lantz Construction, finished a month early

- Certificate of Occupancy Issued

Winter Project Schedule Implemented

Picking up Final Materials for Lions Club Sensory Trail, will be installed as weather permits

Tree Removal – Dead & Standing, hoping to replace what has been cut

### **10.4 Facilities**

Projects for Winter Season - ongoing

### **10.5 Staffing**

Assistant Director, Matt Little – Taking a Position with the City of Harrisonburg as the Special Event Manager

Interim Assistant Director, Samantha Crisman

Community Recreation Coordinator, Sabrina Griffin – Taking a position with a local physician

Front Desk – One vacancy

Life Guards – Position Posted

## **11. Assistant Director's Report**

### **11.1 Winter/Spring Guide**

Distributed

### **11.2 Abrams Wetlands**

Materials Cut during Fall have been disposed of

Will do a Spring Cutting

Northern Marsh – observation deck from grant funding with Garden Club

### **11.3 Special Events**

Holiday Parade – 93 entries, 91 showed, thank you to Shelly and Casey for helping

Santa's Headquarters – last Saturday, a little weather impact

Letters to Santa – 73 letters this year, down from last year

**11.4 Child Care**

Cookies with Santa – 61 registered, over 50 attended

Santa PB&J – Shelly loved seeing the kids with Santa

**11.5** Matt thanked everyone for their well wishes, it has been a pleasure serving with you.

**12. Additional Items – None**

**13. Next Regular Meeting – Monday, January 27, 2020**

**14. Closing Comments – Director**

Lynn wished everyone a Merry Christmas and a happy New Year. He thanked everyone for everything they've done over the past year. The goal all around is to get the board more involved and we will look to continue improving Jim Barnett Park. We are here to work with the Board.

**14. Closing Comments – Board Members**

Bill thanked Lynn for the project list. He noted the Board had the Shentel tower this year, the SU proposal, the naming of Ruth Jackson Memorial Park, two Eagle Scout programs, we learned a new game, and appreciates the increased presence at park events from the Board. He stated any time you employ good people you expect to lose them because they are ambitious and have wonderful goals. He congratulated Matt on the new job and stated we are here to support Samantha on a new career path. He wished Sabrina the best of luck. He congratulated Lynn and Eden on good hiring.

Casey commented list of events was great so members were able to plan to help and attend events and would like to make that part of the agenda.

**15. Motion to Adjourn –**

With no further business to discuss, a motion to adjourn the meeting was made by Bill Stewart, seconded by Andy Gail and approved unanimously. The meeting adjourned at 7:21pm.