

**Winchester Parks & Recreation  
Advisory Board Meeting Agenda  
Monday, January 28, 2019  
War Memorial Building - Lord Fairfax Room  
6:30 PM**

**Welcome – President Bill Stewart**

**Introductions – Guest(s)**

**Approval – December 10, 2018 Meeting Minutes (Attached)**

**Public Comments –**

**President’s Report –**

**Board Members’ Comments –**

**Projects & Programs Committee Report -**

**City Manager’s Comments –**

**Director’s Report –**

Department’s Fiscal Organization –

Review & Discussion – FY-2020 Budget Request –

Review & Discussion – 2019 Performance Measures –

Review & Discussion – Future Project Considerations –

Athletic Fields – Light Poles Inspection -

2019 INSIGHT – Parks & Recreation – Thursday, April 4, 2019 @ 6:00 PM

**Aquatics –**

Aquatics Specialist – Jamie Watts

High School Swim Season Advancing

Preparing for Summer Swim Season

Swim Lessons

Group Registrations – 75

Private Swim Lessons – 11

**Maintenance –**

Maintenance Facility  
Rail Fencing Repair/Replacement  
Athletic Fields Pre-Season Maintenance  
Lions Club Sensory Trail

**Facilities –**

Maintenance Program Continuing

**Staffing Status –**

Aquatics  
    Authorized Positions at Capacity  
    Advertising for Life Guards  
Child Care – All Positions Filled – Summer Positions to be Posted  
Athletics – Athletics Specialist Position Offered

**Assistant Director's Report –**

**Summer Guide –**

**Athletics –**

Youth Basketball  
Soccer Shots  
Indoor Pickleball  
Top Golf Bus Trip – April 21, 2019  
Volunteer Coaches & Referees -

**Child Care**

Registration  
PB&J

**Community Recreation**

Bus Trips  
Ballroom Dancing

## **Special Events**

Customer Appreciation Day – February 12, 2019 (All Day Event)

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

Moonlight Ball

History Camp – 2 weeks

4<sup>th</sup> of July Fireworks

## **Additional Items –**

**Reminder –** Next Meeting – Monday, February 25, 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, December 10<sup>th</sup>, 2018  
6:30pm

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

**Present:** Bill Stewart (President), Shelly Lee (Vice-President), Hector Robertson, Cal Allen Jr., Mike Miller, Andy Gail, Katie Jordan

**Absent:** Regina Coates, Casey Stine

**City Staff:** Eden Freeman, Lynn Miller, Matt Little, Samantha Crisman

**Media:** None

**Guests:** Brad Veach, Tag Grove

**October 22<sup>nd</sup>, 2018 Minutes Approval-** Cal Allen moved to approve the October minutes; Andy Gail seconded, the motion was approved.

**Public Comments-**

**Ice Rink Presentation, Brad Veach** – Brad Veach, President of Top of Virginia Hockey made a presentation to the Board regarding the desire for an ice rink in Winchester. Top of Virginia Hockey believes the Potts Play Courts area is a great space for the addition of a synthetic ice rink, making the area a year round attraction/facility. He stated Top of Virginia Hockey is ready to do what they need to help with the project including drumming up interest for the rink, talking with the Washington Capitals to provide support, and helping to sustain the rink over time. Their goal is to see the sport grow and have kids get involved regardless of financial ability. The total cost of the rink is to be determined.

**Board Comments/Questions:**

- Shelly Lee asked if the Capitals would come to Winchester to help interest and why the Potts Play Courts was the area they were focused on. Mr. Veach spoke to the NHL rink program, which focuses on inline rinks, but may consider synthetic ice. Potts Play Courts are very centrally located and the lights are already up, which is a huge plus.
- Cal Allen asked about the cost associated with a temporary ice rink and how many courts it would take up at Potts Play Courts. Mr. Veach answered that a small rink would cost roughly \$300,000 to construct, but the annual cost is to be determined. The rink would take up all three courts.
- Eden Freeman asked if the Capitals would put up the up-front costs. Mr. Veach answered that they could inquire.
- Hector Robertson asked why the choice was ice and not just inline and also what would happen with basketball. Mr. Veach answered people want an ice rink in the area and that the rink would not use up the basketball courts during the warmer months; it would be a shared facility.
- President Bill Stewart thanked Mr. Veach for the presentation and assigned further discussion to the Projects and Programs Committee.

**Winchester Swim Team, Tag Grove** – Tag Grove, head coach for the Winchester Swim Team, requested practice time on Monday, Wednesday, and Friday from 5:30am-7:00am using two lanes for the months of September and October if that is what is available. The team would be able to reach more team members from out of town, improve conditioning and skills, would be able to train harder, and would teach time management skills to team members. Many of the swimmers want to swim in college as well.

**Board Comments/Questions:**

- Shelly Lee asked if there were any issues in the locker rooms with the lap swimmers, referring to the letter submitted to the Board in October by lap swimmers concerned with lap swim time being over-run by the swim team. There have not been issues in the locker room.

- Cal Allen recapped the complaint from the last meeting and felt that WST was asking for more time when the issue was that they had a lot of time that impeded on lap swimming.
- President Bill Stewart thanked Mr. Grove for coming to the meeting and suggested the request be an extension of the current lap swim assignment for the Projects and Programs Committee.

#### **President's Report –**

- Pointed out two articles in the paper regarding the proposed cell tower and the sensory trail
- 2019 Meeting Calendar – A proposed schedule was distributed to board members before the meeting. After discussion it was suggested the December and November meetings be combined to one meeting on December 16<sup>th</sup>, 2019. Mike Miller made a motion to approve this change and the schedule; it was seconded by Cal Allen, the motion passed.

#### **Board Members' Comments –**

- Hector Robertson asked about the article in the paper regarding the Putt Putt course and suggested using the old turf from Bridgeforth field. Lynn Miller said we could consider doing that, but are looking at a more durable material called Rino-lining. He commented the carpeting at the course looked so aged that we decided it was best to remove it for the time-being and may partner with the Rotary Club for the project.
- Shelly Lee asked what happened when a staff member left and another filled in in their place; do they get increased pay. Eden Freeman answered yes, there is interim pay.

**City Manager Comments –** Budget season is in full swing. We added two additional work sessions to council for a more in depth look at the proposed budget.

- Shelly Lee asked about the status of the cell tower. Ms. Freeman explained the CUP had been approved and Shentel had a year to present their options to council and the City Attorney was meeting with their attorney.
- Hector Robertson commented on the health concerns being the reason Daniel Morgan Middle School turned it down.
- Ms. Freeman confirmed additional providers wouldn't be able to attach more than 3 additions to the tower.

**Projects and Programs Committee –** The Projects and Programs committee met with Lynn Miller and Matt Little on November 27<sup>th</sup> to discuss the issue presented by lap swimmers at the October meeting. They were unable to find the origins of the 18+ rule. It was requested the rule be dropped by high school and WST swim teams in 2014 and was subsequently dropped from print in the activities guide. There was no indication of the decision being brought to the Board's attention. Several options include continuing on as is, reinstating the 18+ rule; allowing team members to pay to swim during lap swim times (as is currently being done) with a no coaching rule, or give swim team more time in the water. President Bill Stewart stated the administration at Parks and Recreation was able to make decisions without consulting the board. Lynn commented he would like the Board to be advised of such decisions. Shelly Lee suggested the director reach out to the lap swimmers who attended the meeting on October to advise them of the process. More information is going to be gathered for the advisory board before a decision is made.

#### **Park Director's Report –**

##### **Aquatics**

##### **Outdoor Pool**

Repairs Fall/Winter being finalized  
High School Swim Season Underway

##### **Maintenance**

Fall/Winter Task List Initiated  
Maintenance Facility  
Thermal Tarps in place Preston Complex  
Lions Club Sensory Trail - Status

## Facilities

Maintenance Program Continuing

## Staff Update

Aquatics Positions

Coordinator Resignation – Molly Minch assuming this position on an interim basis  
Scheduling Interviews for Specialist Position

Child Care

1 Part time position vacant

Athletics

Athletics Specialist – Resignation – Job Posted

**FY-2020 Budget Preparation** – staff is working diligently to put together the budget

## Assistant Director's Report –

**Winter Spring Guide** – Printed and Distributed; should be in hand, thanks to all who worked on putting the guide together in house

## Programs & Events –

### Athletics

Youth Basketball has started

Indoor Pickleball – going well; Thursday evening (8-9:15pm) added; starts January 3

Top Golf Bus Trip – April 21

Volunteer Coaches/Referees – continue to have a need for both roles

### Aquatics

Swim lesson registration #'s – 74 for this session

High school swim season has started

### Child Care/HIVE

Registration continues to do very well – close to 100 kids enrolled in after-school

PB&J – 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month (9-11:30am)

PB&J Parties – Saturday options

### Community Rec

Ability to Move – renamed from Danceabilities; occurring on Friday mornings

Ballroom dancing – starting Jan. 9

Birthday Party Options – expanding to Art; page 26 of current guide

Rain Barrel Workshop – March 9

### Special Events

Christmas parade went really well; 83 units participated (with 87 registered), **A big thank you to Shelly Lee who came out on a cold and windy evening to assist with the parade, your help was greatly appreciated. Santa now has you on his good list.**

Frosty Friday movie/craft night; January 25 – Frozen

Senior Snowflake Soiree – February 1<sup>st</sup>

Customer Appreciation Day – February 12<sup>th</sup>

**Additional Items** – On behalf of the Parks & Recreation Staff I please accept our sincere appreciation for the service the members of the Parks & Recreation Advisory Board have provided to the Department and the City of Winchester during 2018. The service rendered by each of the Board members is invaluable and contributes greatly to the community as a whole and specifically to the department. Staff looks forward to further solidifying the relationship between the Board and the staff and to advancing community service through the Parks & Recreation Department.

We wish you and your families a wonderful Holiday Season and a very prosperous New Year.

Also, thank you to Eden Freeman for her work. She has a great pulse on the community's needs and ideas.

**Board Comments/Idea Sharing:**

- Cal Allen asked about the recent turnover with full-time staff. Lynn commented there may be extenuating circumstance or they may be looking to their future for new opportunities.
- Katie Jordan asked how many guides we printed and Mike Miller asked if we used a local printer. Matt Little answered we produce about 17,000 copies with a printer in Kansas City.
- Bill asked the Board to be present at events hosted by WPRD.

**Next Monthly Park Advisory Board Meeting:** Monday, January 28<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 Andy Gail, seconded by Mike Miller and approved unanimously. The meeting adjourned at 8:07pm.

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

# Parks & Recreation – Divisions, Budgets & Revenue

## Divisions & Budgets:

❖ Administration/Supervision -	\$385,800
❖ Special Events -	96,700
❖ Maintenance	907,750
❖ Community Recreation	80,750
❖ Outdoor Swimming Pool	172,800
❖ Indoor Swimming Pool	321,200
❖ War Memorial & Additions	481,400
❖ School Age Child Care	277,800
❖ Athletics	<u>226,100</u>
	<b>\$2,950,300 Total</b>

## Revenues:

❖ Rental Rec. Properties	\$175,000
❖ Charges for Services	580,900
❖ Child Care Food	<u>4,000</u>
	<b>\$759,900</b>