

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

1. **Welcome & Call to Order** – President Bill Stewart
  
2. **Attendance Roll Call**
  
3. **Approval Minutes** – June 8, 2020
  
4. **Introductions & Presentations**
  - 4.1 **Frederick Douglass Family Days** – Tina Moore, Vivian Walker
  
5. **Public Comments**
  
6. **President’s Report**
  
7. **Board Member Comments**
  
8. **Report – Projects & Programs Committee**
  
9. **City Manager Comments**
  
10. **Director’s Report**
  - 10.1 **Administration**

**Coronavirus** – Overhead Report – Department was closed to the public on March 17<sup>th</sup> 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 23<sup>rd</sup> 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). A similar plan has been developed specifically for Child Care Summer Programming and a Return to School plan is in draft form (Attachment 2).

## **10.2 Eagle Scout Projects**

GaGa Pit Project – Jack Smith (Photos Attached)

Putt Putt Golf – Eagle Scout Candidate – Will not pursue project

## **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

Planning Opening September (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

Aqua Exercise Program – Aqua Aerobics & Zumba

## **10.5 Maintenance**

Maintenance Crew continuing work -

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)

### **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

### **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 6<sup>th</sup>. 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 11<sup>th</sup> Cancelled – June 18<sup>th</sup> Pending

Movies at the Amphitheater – may move June movie to August

Classic Movies

3<sup>rd</sup> of July Fireworks

Frederick Douglass Family Days – July 31<sup>st</sup> & August 1<sup>st</sup> & 2<sup>nd</sup>

### **11.5 Athletics**

Winchester Baseball – Late Season

Camps – Outside Good Condition

Inside – Lack of Space

Videos & Quizzes – 12 Developed

### **11.6 Community Recreation**

Outreach Programs – Programs Cancelled

Private Music Lessons – Revamping Program

### **11.7 Child Care**

Mandatory Reporting Training – DSS Facilitating – All Staff

School Year – Staff Planning for Program During School Year

## **12. Additional Items -**

## **12.1 Child Care Financial Aid Program –**

### **12.1.1 Corona Restrictions & Impact ( Shelters, Rentals, Programming, Occupancy Load (Attached, Rooms & Shelters)**

### **12.1.2 Projects**

### **12.1.3 Board Membership Status**

Regina Coates eligible for re-appointment expressed interest in do such

Shelly Lee – Term has expired serving until vacancy filled

Hector Robertson – Term expired serving until vacancy filled

Katie Jordan – Term expired

Candidates for Advisory Board

Chris Way - Appointed July 14<sup>th</sup> - 3 yr. term 7.13.2023

B. Scott Jenkins – Appointed July 14<sup>th</sup> – 3 yr. term 7.13.2023

## **13. Next Regular Meeting –**

**13.1** Monday, August 24 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

**13.2** Monday, September 28, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

## **14. Closing Comments Director**

## **15. Closing Comments President**

## **16. Motion to Adjourn**