

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
Monday, February 24, 2020 Minutes
Parks and Recreation Maintenance Facility
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, and Hector Robertson, Regina Coates

Absent: Andy Gail

City Staff: Eden Freeman, Lynn Miller, and Samantha Crisman, Thomas Lambert

3. Approval Minutes – January 27, 2020

A motion to approve the January 27th meeting minutes was made by Cal Allen and seconded by Casey Stine. All were in favor; the minutes were approved.

4. Introductions & Presentations

5. Public Comments – None

6. President's Report

6.1 Shenandoah Capital Improvement MOA – Council Action January 28, 2020

6.1.1 Approved

6.2 Shenandoah/Winchester MOA Signing – March 2, 2020 – Bridgeforth Field @11:30am

6.2.1 Board members are invited and encouraged to attend

**6.3 Ruth Jackson Memorial Park – Name approved by City Council February 11, 2020 –
Dedication to be announced**

6.4 Ribbon Cutting – Parks & Recreation Maintenance Facility

6.5 Reception following Meeting

7. Board Member Comments

Shelly – The parks are looking great and the indoor pool is getting better and better!

8. Report – Projects & Programs Committee – None

9. City Manager Comments – The first budget meetings were held for the FY21 budget year with departments. This will be the most challenging year since the 2008 recession.

- a. President Bill Stewart thanked Ms. Freeman for the work she has done and commented she has been very successful in her time with the city.

10. Director's Report

10.1 Administration

FY-2021 Budget – Budget request reviewed with the City Manager and Finance representatives Thursday, January 30, 2020.

Summer Guide – Design Progressing

Advisory Board Membership – Vacancies

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

Regina Coates – Term Expires March 30, 2020, not eligible for reappointment

Hector Robertson – Term Expires April 30, 2020, not eligible for reappointment

10.2 Aquatics

Indoor Aquatics Center

High School Swim Season Concluded 2.21.20 – Handley, James Wood, Millbrook & Sherando

Early Morning Lap Swim – Going well, opening at 5am

Competitive Swim Training (CST) – 12 week format progressing well

Pool Closure 1st Week of June for Heavy Cleaning

Swim Lesson Registrations – Private 17, Group 102, CST 23

Try Dive SCUBA Class – 2nd Class – 2.16.2020 – 6 Participants

Outdoor Aquatic Center

Repairs continuing, PO received, leak repairs not scheduled

Structural Analysis to be conducted

Reviewing Dates for Season – Projecting May 11th opening on a restricted

schedule

10.3 Maintenance

Maintenance Facility – Punch List Items being Completed; we are happy to have

it completed

Winter Projects – almost concluded

Spring Tasks – establishing project list

10.4 Facilities

Maintenance Issues being Addressed

Floor Stripping Scheduled for February 6th, 7th and 14th - Completed by Robbie

and Billy

10.5 Staffing

Assistant Director Position – Conducted interviews

Community Recreation & Special Events Reorganization

Combining Comm. Rec & Special Events Coordinators Positions into one

Reclassifying Comm. Rec Coordinator's position to Special

Events/Comm. Rec Specialist

Aquatics Specialist

Interim Aquatics Specialist – Kim Grove

Position Posted – Interviews being Scheduled

Facilities & Grounds Superintendent – Retirement Tommy Lambert

11. Interim Assistant Director's Report –

11.1 Parks & Recreation Seasonal Guide

Summer Guide – Draft One, March 6th

11.2 Abrams Creek Wetlands –

Winter Cutting – Brush Hogging Lower Marsh

Early Spring Cutting – March

11.3 Special Events – hosted movie night on 2/7 (Enchanted) – 45 attended, Showing Ratatouille on 3/20

11.4 Community Recreation

Outreach Programs – will be attending Wellness Festival on 2/29, 10am-4pm

11.5 Child Care

Mandatory Reporting Training – DSS Facilitating, scheduled for 5/12 & 6/23

12. Additional Items – Insight scheduled for April 1st, it is good to recruit members for the Advisory Board at this event

Shelly followed up about the GaGa court project, Lynn indicated enough money had been raised, but had to check on ADA regulations.

13. Next Regular Meeting –

13.1 Monday, March 23, 2020

6:30 PM

War Memorial/ Active Living Center – Lord Fairfax Room

- 14. Closing Comments Director** – Lynn Miller stated he was very appreciative of the support received from the City Manager through her tenure with the City of Winchester.
- 15. Closing Comments President** – Bill Stewart thanked Eden for her service to the City. He also reminded the Board of the signing ceremony at Bridgeforth Field. Cal Allen made a motion for the minutes to show the Board’s appreciation for Tommy Lambert’s service to Parks & Recreation.
- 16. Motion to Adjourn** – With no further business to discuss, a motion to adjourn the meeting was made by Mike Miller, seconded by Cal Allen and approved unanimously. The meeting adjourned at 7:06pm.