

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
Monday, January 27, 2020 Minutes
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, and Hector Robertson

Absent: Regina Coates and Andy Gail

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

3. Approval Minutes – December 16, 2019

A motion to amend the agenda to review and approve the minutes from the October and November Special Meetings was made by Bill Stewart and seconded by Shelly Lee. Cal Allen moved to approve both minutes and Mike Miller seconded the motion. All were in favor; the minutes were approved.

A motion to approve the December 16th meeting minutes was made by Casey Stine and seconded by Cal Allen. All were in favor; the minutes were approved.

4. Introductions & Presentations

Mitch Moore was present to thank the Board for their continued support moving forward. He stated he desired to keep the lines of communication open. There will be a second reading of the ordinance approving the signing of the MOA tomorrow night at the January 28th City Council Meeting. Shenandoah has begun to receive bids on site plans and have determined the construction company working on the project. Shenandoah University submitted a sealed bid to City Council for the project and everything is running on schedule. They will begin construction in late summer with a finish date of December.

- Shelly asked if the two companies SU was working with were local. Mitch answered one is, but the other is a national firm specializing in ball fields.
- Casey asked if SU and the park were working together for the storage of equipment, etc. Lynn and Mitch have been speaking over the past few days to begin those conversations and stay on the same page.
- Shelly asked if there will be any summer play. Lynn confirmed SU will not take over the fields for construction until August 1st and everything will continue as it has in the past for this season.
- Bill thanked Mitch for keeping the Board in the loop.

5. Public Comments – None

6. President’s Report

6.1 Shenandoah Proposal – City Council Work Session January 14, 2020

6.1.1 Lynn, Bill, Shelly, and Eden were at the January 14th meeting. Bill stated there were a few comments from the public and it seems there is support from the community.

6.2 Shenandoah Proposal – City Council Regular Meeting January 28, 2020 Final Action

6.2.1 Tomorrow night is the final reading of the ordinance. Bill stated he would be unable to attend; however, he invited the Board to attend. Shelly stated she will be there.

6.3 Election of 2020 Officers – Section 18.2 – Election of Officers – Annually

6.3.1 Bill opened nominations for the Vice President. Shelly nominated Mike Miller. Bill closed the nominations; a vote was not necessary. Mike Miller will serve as the 2020 Advisory Board Vice President.

6.3.2 Bill opened nominations for the President. Cal nominated Bill Stewart. Bill closed the nominations; a vote was not necessary. Bill Stewart will serve as the 2020 Advisory Board President.

7. Board Member Comments

Shelly – There was a comment made from the public about the temperature of the water and stated the comment was made that staff add cold water during Water Aerobics. Lynn expressed he has had the same question and assured the Board staff tries to add water when no one is in the pool and stated he would look in to it.

Mike – The pool looks great after the last renovation. Lynn commented that staff has really come on board and they take great pride in it.

Shelly – The pool is extremely clean and there is no litter around the pool.

8. Report – Projects & Programs Committee – None

9. City Manager Comments – There will be a public hearing regarding the Shenandoah University proposal. It will be considered a franchise and is why SU had to submit a sealed bid. Ms. Freeman stated she believes council will vote on it tomorrow night. Budget meetings begin on Wednesday with Council discussing options at the end of March.

10. Director’s Report

10.1 Administration

FY-2021 Budget – The Park’s 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, the name 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 – We will be seeing a format change this year

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

- Shelly asked if a Frederick County resident could apply. Eden advised that they can, but Council's preference is that applicants live in Winchester. Lynn stated he was open to having a discussion with applicants to encourage them to apply again. Bill expressed interest in seeing the impact of the Insight program. Eden said a large percentage of participants go on to be more involved in Boards across the city. Mike commented the Chamber of Commerce leadership program is a great place to recruit as well.

10.2 Aquatics

Indoor Aquatics Center

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

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

Sand Filter Replacement – Complete, Riddleberger Brothers

Competitive Swim Training (CST) – First Night January 27, 2020, changing from 4 to 12 week program

Pool Closure 1st Week of June for Heavy Cleaning, resealing the floors too

Swim Lesson Registrations – going well

Try Dive SCUBA Class – January 25th – 7 Attended, Scuba Buddies

Outdoor Aquatic Center

Repairs continuing, still looking at opening early (middle of May)

Structural Analysis to be conducted

Reviewing Dates for Season – Projecting Early Opening

10.3 Maintenance

Maintenance Facility – Punch List Items being Completed

Winter Projects – continuing

Spring Tasks – Review

10.4 Facilities

Maintenance Issues being Addressed

Floor Stripping Scheduled for February 6th, 7th and 14th

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 Community Recreation & Special Events 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 – information is due on February 10th

11.2 Abrams Creek Wetlands – will be attending an organizational meeting January 30th

Winter Cutting – staff is preparing to brush hog the lower marsh area

Early Spring Cutting – to be discussed at organizational meeting

11.3 Special Events – excited to see the new potential of the reorganization. A meeting with Private Music Lessons instructors this week. A family movie night was held on January 17th with 7 attending. The lack of attendance is believed to relate to local basketball games and the cold weather

11.4 Community Recreation – discussed in conjunction with Special Events

11.5 Child Care – the HIVE program is in week 26 and 43 attended the last PB&J program

12. Additional Items – None

13. Next Regular Meeting –

13.1 Monday, February 24, 2020

6:30 PM

Maintenance Facility

14. Closing Comments Director – Bill asked the Board to please encourage others to apply to serve on the Board.

15. Closing Comments President – Bill stated he appreciates Mitch Moore trying to keep the Board in the loop and reminded the Board to keep in mind the City Council meeting tomorrow night (SU proposal and park naming items of interest for Board). He stated pools are funny things, but the park does a great job. He thanked Eden for all the things she’s done for the City of Winchester, Parks and Rec and the parks.

16. Motion to Adjourn – With no further business to discuss, a motion to adjourn the meeting was made by Casey Stine, seconded by Shelly Lee and approved unanimously. The meeting adjourned at 7:17pm.