

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, January 28<sup>th</sup>, 2019  
6:30pm

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

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

**Absent:** Mike Miller, Katie Jordan, Regina Coates

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

**Media:** None

**Guests:** None

**December 10<sup>th</sup>, 2018 Minutes Approval** – Casey Stine moved to approve the December minutes; Cal Allen seconded, the motion was approved.

**Public Comments** – None

**President's Report** – None

**Board Members' Comments** –

- Hector noticed the walking trail was cleared during the snow, it was a very good idea.
  - The rear access at the hill at the Amphitheater was also cleared for EMS access.
- Andy gave hats off to Lynn and Eden for letting the board know what was going on at DMMS, another hats off to staff from Bill for helping and handling the situation.
- Cal, congrats to Andy for winning Chamber of Commerce Greater Goods Awards - Emerging Leader Award.
- Members shared positive events with the Board.

**City Manager Comments** – We had a good conversation about the park maintenance building. Department budget meetings start on February 4<sup>th</sup>; it's a challenge, but the goal is to provide the best possible budget.

**Projects and Programs Committee** – We had to postpone the meeting and will talk about the rink in February.

**Park Director's Report** –

**Department's Fiscal Organization** – Lynn gave more insight into the budget for the Board. There are 9 separate independent budgets, which gives us a good handle on divisional cost center. Bill asked about the approval process (does the whole budget get adopted or is it by division). Lynn replied that we submit a budget for the whole department. Andy asked if there's a way we can bring more \$ to the revenue and Bill touched on the Board's fundraising efforts for the Foundation to fund park efforts. Lynn recapped the organizational chart with the Board.

**Review & Discussion – FY-2020 Budget Request** – Lynn recapped the budget requests for FY2020 with the Board.

**Review & Discussion – 2019 Performance Measures** – Lynn recapped the department's performance measures and goals.

**Review & Discussion – Future Project Considerations** – A list of staff established projects for the future of the department.

**Athletic Fields – Light Poles Inspection** – A company out of tidewater is coming to test the poles in a non-destructive testing method. Bad poles will be red tagged and we will not know how to proceed until the testing is done.

## **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 – contractor tentatively scheduled, completion date of January of next year  
Rail Fencing Repair/Replacement – Hector commented Senseny Road looks great  
Athletic Fields Pre-Season Maintenance – ongoing  
Lions Club Sensory Trail – posts are on site

### **Facilities –**

Maintenance Program Continuing

### **Staffing Status –**

Aquatics  
    Authorized Positions at Capacity  
    Advertising for Lifeguards  
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 increased with an increase in the evening  
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 – July 20<sup>th</sup>  
    History Camp – 2 weeks  
4<sup>th</sup> of July Fireworks  
Showed the movie Frozen with crafts and 80 people

## **Additional Items –**

### **Board Comments/Idea Sharing:**

- Casey asked what the budget for the maintenance facility was. The budget is \$770,000.
- Shelly asked if we interview every applicant that comes in for postings. We review all applications and schedule interviews based on qualified applicants.
- Bill asked the Board to put February 12th on their calendar for Customer Appreciation Day.
- Bill thanked Eden, Lynn, Matt and Samantha for their dedication to Winchester and the Parks and Recreation program.
- Lynn asked if anyone would like to see anything put on the agenda. Cal mentioned the joint meeting with the Foundation and asked when that would happen. Lynn indicated he would invite the Foundation members to the next meeting.

**Next Monthly Park Advisory Board Meeting:** Monday, February 25<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 Casey Stine, seconded by Andy Gail and approved unanimously. The meeting adjourned at 8:11pm.

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