

**PARKS AND RECREATION COMMISSION  
ADVANCE AGENDA  
MEETING TO BE HELD THURSDAY, JANUARY 24, 2019  
ROSENWALD COMMUNITY CENTER, PARKS & RECREATION OFFICE**

CALL TO ORDER

MINUTES OF THE MEETING OF SEPTEMBER 27, 2018 AND OCTOBER 25, 2018

DEPARTMENTAL REPORT

VISITORS

**PARKS & RECREATION COMMISSION**  
**MINUTES OF THE MEETING OF SEPTEMBER 27, 2018**

**PRESENT:**

Sam Hostetter, Council Representative  
Robert Kuykendall, At Large  
Donna Ownby, At Large  
Vicky Ferreira, Ward B  
Elizabeth McInnis, Ward D

**VISITORS:**

None

**PARKS & RECREATION DEPARTMENT STAFF:** Dwayne Jones, Sherrie English

Mr. Jones opened the meeting at 7:00 PM and asked for a motion to approve the meeting minutes from August 23, 2018. Robert Kuykendall proposed a motion to accept the minutes as written. Second motion was received by Donna Ownby. All were in favor – none opposed.

Mr. Jones proceeded to review Parks & Recreation recent activities, upcoming events, and project updates:

- **City Ash Tree Removal – Wayne Avenue:** Tree removal will begin on Monday, October 8<sup>th</sup>. We've sent letters informing residents and will do one more door hanger. So far, we've received two phone calls only regarding tree removal and other calls regarding injections. Press release will go out next week.
- **Tropical Storm Florence:** We had park closings due to this storm. This was the highest water levels since 2003 with Isabelle. Several downtown sections of the greenway were under water. No structural damage. Trash can washed to Crimora but was returned. Damage in the City was minor and could have been much worse. Staff have done a great job cleaning up debris, tree branches, etc.
- **Race Updates:** Fall Foliage Race Coming (10/13). We have 480 registered so far and hope to hit the 500 mark as we did last year. Other upcoming races have opened online: Mud Run (2/23) and Park to Park (4/27).
- **Rosenwald Teen Room Update:** We have 62 teens registered so far. They don't all visit at the same time and we average about 15 teens using the room per day. Office on Youth and Health Department have had weekly programs and are developing a great dialogue with teens and building relationships.
- **New Program Guide Released:** Fall to winter offerings with classes, trips, events, and other activities. We've received many calls as the insert was included in the News Leader recently.
- **Tree Workshop Update:** Due to the storm, we had to reschedule this event as we had speakers coming in from California and other areas. The new date will be December 6<sup>th</sup>.
- **Sunset Harvest Dinner Update:** This event has been cancelled due to low registration. We had only 21 registered which was not enough to offset expenses associated with the event. This event had a great turnout last year with over 80 in attendance.
- **Christmas Parade** will take place on Saturday, December 1<sup>st</sup>. Applications are coming in!
- **Clickable City Park Map:** We've been working with folks from GIS to implement this type of map. Citizens want to be able to see the parks and we currently do not have this. We plan to produce map for citizen feedback – which will be interactive.
- **Parks & Rec – Staff Reorganization:** (Mr. Jones passed out 2018 Restructure Plan – attached - to all Commission members). We lost 2 key staff members, which occurred this past July, and have had to absorb these job responsibilities during our busiest time of year. This has taken its toll as we've not had the resources needed. We've done some restructuring – not a major job overhaul. None of these changes will be noticeable to the general public. Stephanie Seltzer was moved to Parks Project Manager, Susan Roberts role is now 98% special events, Mike Allen is Parks Maintenance Supervisor, and Stephen Black (City Horticulturist) is now responsible for parks grounds maintenance. We are currently in the transitioning stages. Stephanie will be handling Greenway Phase 2B and Sunset Park immediately. Dwayne will continue to focus on Greenway Phase 3, NERDA, and other upcoming projects such as the soccer complex. During this transition, special events will transfer over to Susan Roberts. We anticipate an approximate 4-month transition.
- **Athletic/Aquatic Coordinator Position:** We currently have an opening for this position and expect to have filled by the end of the year. Details are posted on the City website as well as various other job boards. The position was revised to include the aquatic piece as much of the job responsibilities involve pool management. We begin planning for the 2019 pool season usually in January.

- **Greenway – Phase 3 (YMCA through Tree Streets)** – We are close to developing scope of service. Will review and forward to VDOT. Hoping for 30-45 day timeframe and one meeting before Christmas. The engineering firm, McCormick Taylor, has a great deal of experience working on VDOT projects. We don't expect any delays. Contract is estimated to be approximately \$180,000 but if over \$200,000, will be necessary to send to Richmond VDOT rather than local VDOT – which would extend the timeframe to 60 days.
- **Greenway – Phase 2 (Port Republic Road to North Park)** – Not much change with this project at present. We are working with DuPont on property issues, construction easements, and hope to have VDOT approval in the next 60 days. Made request to local VDOT that project could stay on track with DuPont.
- **Council Meeting – 9/10/18:** Mr. Jones made presentation to Council, regarding plans for Sunset Park, followed by a funding report from Deputy City Manager, Jim Shaw. His report not only included funding information on Sunset but on the high school, industrial parks, and other projects across the City. Hoping for quick resolution to decide where money will come from and have out to bid by late summer or fall of 2019. All will be contingent upon funding.
- **Soccer Complex:** SOCA folks currently working with local engineering firm for estimates. City agreement in place to split the engineering costs such as design, parking lot, utilities, etc. Hope to have estimates in 3-4 weeks. Once in receipt, will move forward.
- **Parks & Recreation Commission** – Mr. Jones passed around information to all members listing responsibilities – attached - noting that they each may have received when sworn in. Some of the duties we do and others we are not involved in.

Mr. Jones completed his review. Members were invited to ask questions and/or express any concerns. Topics and discussion occurred regarding the following:

- Suggestion from Ms. Ferreira to enable members to become more active in the Parks & Recreation Commission. Some examples mentioned: Fundraising, volunteering, or becoming active in individual wards. Mr. Jones responded that he's open to all kinds of involvement. Discussed the possibility of including areas of need (including instruction) in member packets quarterly.
- Mr. Hostetter inquired as to the Parks & Recreation Commission wards without members. At present, wards A & C are not represented by members.
- Trees down in and across the river – Basic Park
- Concerns regarding Parks & Recreation staff working in fundraising event for Sunset Park and other events
- Christmas Parade – Volunteers needed
- Sunset Park – Good to see informative article in newspaper

Meeting was adjourned.

Respectfully submitted,

Sherrie English

**PARKS & RECREATION COMMISSION**  
**MINUTES OF THE MEETING OF OCTOBER 25, 2018**

**PRESENT:**

Donna Ownby, At Large  
Vicky Ferreira, Ward B

**VISITORS:**

None

**PARKS & RECREATION DEPARTMENT STAFF:**

Dwayne Jones, Sherrie English

Mr. Jones opened the meeting at 7:00 PM. Since a quorum was not present, it is necessary to wait until the November 2018 meeting (or after) to vote on the September 27, 2018 minutes.

Mr. Jones proceeded to review Parks & Recreation recent activities, upcoming events, and project updates:

- **Parks Maintenance:** We've been busy working on a long-term project. New benches have been placed at Coyner Springs with one remaining bench to go. Benches have been strategically placed around the trees to provide shade.
- **Virginia Institute of Blacksmithing** donated a bench to the City that was designed as a replica of the Crozet Tunnel. It was placed in front of City Hall in the courtyard area.
- **Parks Custodian:** Now that the fall season is upon us, our custodian's hours have been switched to a Monday through Friday work schedule. In the spring and summer months, he works Wednesday through Sunday as the parks are much busier during this time. Shelter reservations in the fall are fewer than during the busy months of the spring and summer.
- **Swimming Pools** have been covered, winterized and shut down until next spring.
- **Ridgeview Park Playground** will receive a new coat of paint. Has been on our list for quite some time. Hasn't been painted since the 1990s.
- **Ash Tree Removal Update:** Trees were all removed however stumps still remain and will be removed. Not as shocking as previously anticipated. We believe this is due to the number of larger trees around the removed trees making it appear less drastic. We have received some interest from citizens wishing to donate funds for replacement trees. Will provide future updates as donations are received.
- **Bio-Retention Plantings** done in the Ridgeview Park parking lot area. These additional plantings were done working with students from the high school.
- **Gearing up for 2019 Race Series:** Fall Foliage race just took place with over 500 registered. It was a great weather day! We have the Mad Anthony Mud Run coming up on February 23<sup>rd</sup> with some new obstacle ideas and then the Park to Park ½ Marathon coming in April. We open registrations early as folks need time to train for these events.
- **Christmas Parade:** Registration is going well for this very popular event – which is scheduled for December 1<sup>st</sup> with a weather make-up date of December 4<sup>th</sup>. In past years, we've worked with Toys for Tots – which is a great donation organization. However, toys are not distributed locally. This year, we will be working with a new group for local toy donations. More information to follow. Commission members may be needed to assist with toy collection during the parade.
- **Special Event – Plant Symposium:** Speakers all booked. Stephanie Seltzer is still planning and organizing this event – which is coming up in March.
- **Project Management:** Stephanie Seltzer is also transitioning into working on some general City projects. One in particular is the Plumb House. The wall is old and in need of replacement. Job is out to bid at present.
- **Greenway – Phase 3 (YMCA through Tree Streets)** – Received extensive scope of work document from contractor – which we will be meeting next week to review. Contract will more than likely be over \$200,000 which requires sending to Richmond. This will add more time (estimated 30 days). Would like to be further along but hope to be ready to go by the first of the year.
- **Greenway – Phase 2 (Port Republic Road to North Park)** – Exciting news! Paperwork in hand from VDOT which will be executed by Mr. Hamp and then back to VDOT next week. We should then receive a letter to proceed in the next couple of weeks. Most of the engineering has been completed so things should go smoothly and quickly. May have some construction documents and out to bid by fall 2019.
- **Sunset Park:** Nothing new to report. Questions can be directed to Council regarding the status. We have grant paperwork ready but cannot proceed as no Council resolution at this time.

- **New Hope Cemetery Project:** A new fence will be installed as damage has occurred to businesses/ buildings located behind the cemetery. This should prevent further incidents. Damage has occurred from vandals climbing on to rooftops.
- **Staff Updates:** Nathan Almarode has accepted the position of Athletics & Aquatics Coordinator. He received his BA in Recreational Sports from Radford University and then his Masters from University of West Virginia in Sports Coaching and Training. He is currently working for the City of Harrisonburg and with the JMU sports program. We are very excited to have him on board as we've been short staffed since this past July. We had four interviews and two return interviews. Nathan is young and has some fresh ideas. He will start on November 13<sup>th</sup>. We have a position still open for a Horticulture Assistant. However, we are negotiating terms with the first candidate. If we cannot come to terms, will move to second candidate. We received three very qualified candidates and are very close to filling this position.

Mr. Jones completed his review. Members were invited to ask questions and/or express any concerns. Topics and discussion occurred regarding the following:

- Ms. Ownby inquired about the businesses performing testing of the river. Are results of testing made available to Parks & Recreation? Mr. Jones stated that two groups usually test the river – Game & Inland Fisheries and South River Science Team. We do not receive testing results. It is public record, however, and citizens can refer to their websites or directly to organizations for information.
- Ms. Ownby inquired about the tree problem at the Main Street Bridge. Mr. Jones stated that this is not something that Parks & Recreation can take care of as we do not have the equipment needed to correct and this is a responsibility of the bridge team.
- Ms. Ownby inquired about the trees down in and across the river – Basic Park. Mr. Jones stated that he believed that the river had been cleared enough for kayakers to get through. However, Parks & Recreation cannot work in the water using chainsaws. Most often, trees eventually will wash downstream.
- Ms. Ferreira offered questions from several interested donors to replace the Ash trees removed along Wayne. Are trees to be planted yearlings or more mature trees? What is typical size? Are City staff or volunteers performing planting? Warranty on replacement? Mr. Jones stated that trees planted are typically 2” caliber and a height of 8-10 feet. This size is less likely to be vandalized or damaged by lawn maintenance. City staff will not be planting and work will be contracted out to lowest bidder. The warranty is one year. Ms. Ferreira stated that she has two confirmed donors and she will be discussing with other potential donors and will provide additional information as it becomes available.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

## **PARKS AND RECREATION REPORT – JANUARY 24, 2019**

### **DWAYNE JONES**

#### **Special Project Updates:**

- FY 2020 Budget
- Greenway project updates
- Sunset Park update
- New staff
- Election of chair and vice chair

### **MIKE ALLEN**

#### **Parks Maintenance Supervisor:**

- We are preparing for the Mad Anthony Mud Run - installing new obstacles, bush hogging the course, and reinstalling existing obstacles for this year's race.
- Leaf collection and storm debris is still underway in our parks.
- War Memorial pool concession stand is in the process of renovation.
- North Park concession stand is in the beginning stages of renovation.
- We are in the beginning stages of installing a fenced compound at the Rosenwald Community Center.
- Contract has been awarded to Augusta Steel Corporation to start work at the War Memorial pool to replace doors.
- The Woodland Shelter roof will be replaced soon, when the weather permits.
- We have a new snow plan, effective January 1<sup>st</sup>, to maintain sidewalks and parking lots through the night at the Gorsuch building, Police Department, and the Yancey building when a larger weather event is in the forecast.

### **NATHAN ALMARODE**

#### **Athletic/Aquatic Coordinator:**

##### **Athletics:**

- Oversee Coed Volleyball season
- Oversee Get Fit program
- Oversee Fitness classes
- Plan youth tennis programming for spring classes
- Assist Waynesboro Youth Baseball/Softball League for their season
- Assist SOCA for their season
- Plan to meet with all athletic league representatives
- Plan and meet with coaches for Piranhas swim team
- Plan to meet with fitness instructors to plan classes
- Receive race duties and work as assigned
- Potentially creating flag football and adult basketball season in late Spring/Summer

##### **Aquatics:**

- Plan for the season
- Clean, organize, and store aquatic facility

- Hire new staff as needed (includes new kayak position)
- Set up lifeguard training/recertification
- Get CPO, AFO, Lifeguard, First aid, and CPR/AED certified for myself
- Meet with staff to prepare for upcoming season
- Plan for swim lessons
- Plan for Piranhas (swim team)
- Plan for Commonwealth Games

## **STEPHEN BLACK**

### **Horticulturist:**

- General landscape maintenance at all city buildings, annual beds, and park beds including weeding, spraying, trimming, and mulching.
- Continued to respond to citizens' requests for tree maintenance and work with public works and tree care companies to complete required tree maintenance. We received many calls after November's ice storm.
- We have been cleaning up brush and pruning trees in the parks after the big ice storm in November.
- We completed cleaning out and replanting our annual beds for the winter.
- All irrigation systems have been winterized.
- The soccer fields have been aerated, and fertilized. We over seeded the fields a couple of times this past fall.
- We interviewed many applicants for the new horticultural assistant position, and we hired Edie Kretsch. We are happy to have her join our team.
- The Trees Virginia Tree Care Workshop was rescheduled for December. We assisted with preparations as well as the event.
- Our Horticulture budget requests have been completed and submitted.
- The snowflake lights were installed at City Hall and were taken down in early January.
- Live garland and bows decorated the light poles downtown during the Christmas Parade and holiday season. The decorations were removed early in January.
- The Christmas tree at Constitution Park was installed before the parade, along with a couple of decorative deer, made by Parks and Recreation staff, for the holiday season.
- We assisted with parade preparations and staging as well as cleanup after the parade.
- We have been assisting with snow/ice removal as needed.
- We have set up an area for citizens to drop off their live Christmas trees to be chipped and reused for mulch. The drop off area will be set up until January 18<sup>th</sup>.
- I have been revising our contracts for mowing the medians and downtown landscape maintenance for the upcoming year.
- Our application for Tree City USA has been completed and submitted.
- Plants for the hanging baskets downtown have been selected and ordered.

### Plans for the upcoming Month

- Continue with general landscape maintenance tasks (weeding, pruning, cutting back, cleaning up and mulching.)
- Continue handling citizens' tree care requests (tree evaluations, price quote requests, etc.)
- Assist with the Plant Symposium preparations.
- Assist with the Mad Anthony Mud Run and park preparations.

- Continue planning for Arbor Day
- Snow removal tasks, as needed

## **AMANDA REEVE**

### **Event Coordinator:**

- Mad Anthony Mud Run – February 23, 2019
  - The Mad Anthony Mud Run registration and promotions are in the home stretch. The race is just over a month away. Registration is up from last year.
  - Preparing obstacles and working on a new obstacle placement. Our fantastic parks maintenance crew is adding a second mud crawl toward the end of the course this year as our new addition.
  - Continue working with local sponsors and volunteer groups for event day details.
- Park to Park Half Marathon – April 23, 2019
  - Promoting registration via e-blasts and social media
  - Working with local sponsors to partner for the event
  - Creating posters and distributing throughout the community
  - Starting to organize volunteer groups for the event
- Newsletters, Print Ads, and Inserts
  - I am in charge of the bulk of Parks and Recreation promotions, via print, to include e-newsletters, COW citywide mailer, and newspaper ads.
  - Doing research on our current advertising avenues, demographics of our users, and local advertising options, I am creating a refreshed version of the current print advertising.

## **SUSAN ROBERTS**

### **Rosenwald/Special Events:**

The first half of December was loaded with holiday activities:

- Christmas Parade was held on 12/1. While we had the same number of participants in the parade as last year, the actual parade only lasted about an hour. This was due, in part, to the elimination of the judging stand and the fact that a few folks that signed up didn't show up due to questionable weather. Overall, everything seemed to flow well and feedback was positive. A big thanks to the team that worked the event and those that showed up to support it!
- North Pole Express mail: Keeping up with tradition, Santa replied to over 800 'Dear Santa' letters this year.
- Elves Workshop - Saturday, 12/15: Several children spent the day at Rosenwald making ornaments and Christmas goodies while their parents caught up on holiday errands.
- Rosenwald Teen Christmas Party: This was the first Christmas party in the new teen room. Turnout was good from both kids and the adults that have been helping out with various teen programs.

Comcast: A special 'Thanks' to Comcast for donating 2 laptops to be used in the teen room, in addition to free monthly cable TV.

With a new year comes a time for making some changes and prepping for the next:



- The fee structure and applications for Non-Recreation Special Events was re-evaluated and discussed with pertinent departments. A proposal for 2020 rates was submitted and is awaiting approval.
- Applications for 2019 Non-Recreation Special Events were sent out and most have been returned. These have been sent out to various City Departments for feedback and are now on the calendar. At this time, if you include P&R, there are 47 special events scheduled. Waynesboro residents should have plenty to do in the upcoming year.
- All 2019 entertainment is tentatively scheduled. This includes entertainment for the Rosenwald Block Party, Petpawlooza, Groovin' at the Greenway, Family Fiestas, and Summer Extravaganza.
- Summer Extravaganza will be undergoing a big change this year. Instead of one 13-hour day event, we will be splitting the event into two evenings. Friday's slate will center around children's activities and will run from 5-10pm. On Saturday, there will be entertainment for a more general audience...bands at the amphitheater, food vendors, activities throughout the park, and fireworks. Over the last few years, there has been a noticeable decrease in patrons in the park until late afternoon. Our hope is that this new format will provide a cooler environment for folks to enjoy and will encourage families to check out the different recreational opportunities scheduled each day. In addition, this should help with some of the staffing shortage issues we've experienced over the last several years.
- 2019 Rosenwald Room Use Request forms have been sent out to groups that regularly use classrooms for meetings/programs.
- Trips and children's programs have been planned and submitted for the upcoming program tab. These are also on the website.

## **STEPHANIE SELTZER**

### **Project Manager:**

### **Special Events**

- Shenandoah Valley Plant Symposium (March 15, 2019)
  - 131 of 225 tickets have been sold.
  - E-blasts are going out weekly.
  - In the process of adding an additional small workshop to Saturday on foodscaping.

### **Projects**

- Plumb House Wall
  - Has been awarded to Toms Yardscape.
  - Funding is being allocated by Council for the project. Final read on 1/28.
  - Pursuing Permit to perform work on public right-of-way (per Tony Smith, engineer).
- Phase 3 of Greenway
  - Project is holding due to debate on route.
- Phase 2b of Greenway
  - Waiting for notice to proceed from VDOT to begin ROW process with McCormick Taylor.
- Clickable Park Map
  - It is mostly developed and functionality has been tested.
  - Keith Pultz needs to do a few more tweaks before it can be rolled out to the public.
- New Hope Cemetery
  - Both the chain-link and ornamental fence have gone up.
  - Working to get the gate repaired with a local craftsman.
- South River Preserve
  - Met with Trafford and a small group from Mary Baldwin College and Center for Watershed Protection about a plant inventory to be completed before construction efforts.

- Amphitheater turf transition area
  - Submitted Supplemental Budget Request (SBR) for a project to make improvements around the apron and connect the apron to the existing stamped concrete path which would make the amphitheater restrooms handicap accessible.
- Wayfinding signs
  - Wil is working on revising wayfinding signs to the current adopted design.
- Kiosks
  - Looking for some alternative kiosks to replace existing ones and adding some additional.
  - Submitted SBR for 4 replacements.
- Woodland Parking
  - Worked up pricing and submitted SBR for improved access and designated handicap parking to serve the shelter.
- Phase 4 of Greenway
  - Submitted CIP for the project
  - Pursuing Dopplett Grant. Deadline is Jan 31