PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, MARCH 28, 2019
ROSENWALD COMMUNITY CENTER, PARKS & RECREATION OFFICE

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF FEBRUARY 28, 2019

DEPARTMENTAL REPORT

VISITORS – QUESTIONS/COMMENTS
MINUTES OF THE MEETING OF FEBRUARY 28, 2019

PRESENT:
Sam Hostetter, Council Representative
Robert Kuykendall, Chair, At Large
Vicky Ferreira, Co-Chair, Ward B
Donna Ownby, At Large

VISITORS:
DuBose Egleston
Marsha Geiger

PARKS & RECREATION DEPARTMENT STAFF:
Dwayne Jones, Sherrie English

Mr. Kuykendall opened the meeting at 7:00 PM and asked the members if they were able to review last month’s meeting minutes. He then proceeded by requesting a motion to approve the meeting minutes from January 24, 2019. Ms. Ferreira proposed a motion to accept the minutes as written. Second motion was received by Ms. Ownby. All were in favor – none opposed.

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

- **Maintenance Projects:** We are in the process of updating concession stands at North Park and the War Memorial Pool. Drop ceiling was installed today, we’ve painted, and controlled the interior temperature range. We’ve also installed a fenced compound here at Rosenwald. Black netting was installed along the fence to complete the project. This was due to additional storage needed for mowers and other equipment.

- **Athletics:** Baseball/softball/T-ball and soccer signups are in process. Haven’t been informed of the registration numbers to-date. Field conditions are too wet for equipment, at this time, which is unusual for this time of year. Youth tennis lessons for the spring season are in the planning stages.

- **Soccer Update:** SOCA manages all youth soccer for the Waynesboro area. The Ridgeview Park soccer fields have been overused to the point of brown sections on the fields and no grass. This is due to too much rain and overuse of the fields. Because of the field conditions, we had no other alternative but to cancel all soccer on the Ridgeview Park fields. We’ve met with SOCA and have arranged temporary field use at Constitution and Basic Parks. Will also use additional field space located by pool as needed. We’ve placed turf blankets on the Ridgeview fields and hope to be able to use these fields again this summer.

- **Pool Planning:** Nathan Almarode (Athletic/Aquatics Coordinator) has been busy obtaining all of his pool certifications. He’s also in the process of interviewing and hiring pool staff. Most are college students that will be home on spring break in the coming weeks. We’re making some internal changes with swim lessons, swim team, and other pool procedures for better efficiency. The general public shouldn’t notice any of these changes.

- **Downtown – Large Wreath:** You may have noticed a large wreath placed on a pole downtown and wondered why it’s up after Christmas. This was a test to see the wreath lit and to be able to gauge thoughts from the public. This type of wreath was requested in our FY20 capital improvement plan to fit all pole plugs. However, budget cuts are in the works and these wreaths are not inexpensive as they’re commercial grade, approximately 5 ft. in diameter.

- **Mad Anthony Mud Run:** Event occurred this past Saturday with nearly 500 runners. This was the first time that we experienced pouring rain during the race, along with a lot of wetness leading up to the day of the race. There was no escaping the mud everywhere, which is always requested each year by the runners. Folks had a great time with no major injuries. The post-race events were affected by the rain as we had to cut some of our activities short with no bonfire. Event was still a huge success.

- **Park to Park ½ Marathon:** This event is coming on the last Saturday in April – (4/27). Registration is open and we’re busy planning for this popular race.

- **Kid’s Mud Run** coming on Saturday, June 8th. Registration is open. We have a strong registration and expect approximately 500 kids for this event. We have a new, cool spinner medal, which will be a big hit.

- **Summer Extravaganza 2.0** is coming in July (7/12 & 7/13). Entertainers are all booked. We’re excited about the changes coming with this event. Stay tuned for more information.

- **Shenandoah Valley Plant Symposium** is coming in a couple of weeks (3/15). We have approximately 175 registered to-date and hope to meet our maximum 225 registrations, which is all that the Best Western can accommodate comfortably. We have great guest speakers lined up and have added a Foodscape Workshop recommended by one of the speakers. This will be a Saturday workshop regarding using planting containers for veggies.

- **Paddling Film Festival** coming on May 1st! Last year was a huge success with over 80 in attendance and was a lot of fun. Looking forward to this event!

- **Project Update – Plumb House Wall:** This project is complete and looks great. Concrete wall was falling down. However, project took longer to complete because wall didn’t want to fully come down. Jackhammering was required.
The new wall makes a huge difference. No mowing is required, gentle slope, new set of stairs with a new landing. This job was contracted out and has received good press. The wall is approximately 3 ft. 6 inches in height (including cap) as anything over 4 ft. has to be engineered. No artifacts were found during the construction.

- **Mercury Project - Greenway:** The section at the bottom of the hill has been completely fenced off with the greenway covered in gravel, rock, and fabric for damage protection. Trees have been removed in area behind the church, which is a mercury hotspot. We don’t have property owner easements yet for greenway but will still be constructed as if a greenway. Will probably be complete in early summer. At present, the water is too high and they’re waiting for water level to drop. This project is not part of the greenway expansion though it is somewhat related. We are hopeful to work with home owners for easements needed.

- **Greenway – Phase 2B (end of 8th Pl to North Park to 2nd St.):** Just received VDOT approval to proceed today. Contractor should be there within 2 weeks. We will have to work our way through first quarter of trail. Hopefully, will all mesh together when going out to bid.

- **Update – Sunset Park:** Project is moving along. $170,000 next phase for engineering and final drawing will be going out to bid. We’ve started some preliminary work. Potentially early spring 2020 construction.

- **Old Invista Parking Lot:** It’s now official that the City owns this parking lot. We are preparing a press release to get the information out. The official deed has been recorded.

- **South River Preserve (Constitution Park):** Going out to bid – RFP for design services. Hopefully, April to get RFP and in August will be on board for spring 2020 design.

- **Greenway – Phase 3 (YMCA through Tree Streets):** Nothing new to report. Have asked City Hall for direction and waiting on instruction on how to proceed.

- **Parks & Recreation Vision/Mission Statement:** (Mr. Jones passed around printed copies to the members - see attached). We’ve applied for several grants that requested mission/vision statements. Spent ½ day with all staff in teen room reviewing where we are, where we would like to be, project updates, things we do well, things that need improvement, future plans, ideas, and more. Together, we came up with this vision/mission statement. (Mr. Jones then read the vision and then mission statement to the group). This was great team building and leads us in the correct direction. More information will be announced next month concerning launching a campaign using these statements. Stay tuned!

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

- Ms. Ferreira stated that she attended open Mayor’s meeting concerning City salaries and increases. Feels entry level pay amounts “ridiculous”. Mr. Jones replied that FY20 budget submitted, which is now at the City Manager/Budget Team level. Based on all Waynesboro needs, employee compensation is at the top of the list. Mr. Jones stated that he didn’t have all of the particulars. Councilman Hostetter stated that this is a work in progress that began last fall/early winter. Many questions under consideration: Percentage increase, divisions in increases, raising pay ceilings, bringing up entry level rates, staff at the top not seeing growth, staff leaving to competition – what does it take to compete with neighbors, where does money come from for increases. All of this is being kicked around and is a priority for Council. Mr. Jones stated that initial pay ranges date back to 2008 and haven’t been updated since that time.

- Other discussion took place concerning: FY20 City budget cuts – all departments, goose control, mowing contract – City medians.

Meeting was adjourned.

Respectfully submitted,

Sherrie English
**Vision**
Waynesboro Parks and Recreation will expand its high quality parks, facilities and programs to connect people to nature and each other. Our parks and programs will provide something for everyone in our community and draw people to Waynesboro from around the region.

**Mission**
The mission of Waynesboro Parks and Recreation is to provide recreational opportunities and amenities that make Waynesboro a community of choice and a regional destination. To achieve this, we will:

- Find and develop capable and passionate staff members, equipping them with the knowledge and skill set necessary to fulfill their roles.
- Work as a team with one another and seek out partnerships with other departments and organizations that can help us achieve our vision.
- Use public resources in efficient and innovative ways, balancing maintenance of existing facilities and programs with expansion of new opportunities.
- Communicate opportunities and successes to citizens and potential visitors.

**NOTES:**
While a mission statement describes what a company wants to do now, a vision statement outlines what a company wants to be in the future.
DWAYNE JONES
Special Project Updates:

- Greenway Phase 3 update
- Greenway Phase 2B update
- Sunset Park update

MIKE ALLEN
Parks Maintenance Supervisor:

- Augusta Steel Corporation has started the door project at The War Memorial Pool house.
- Both concession stands at Ridgeview Park are beginning to get new roofs installed and a fresh coat of paint.
- New serving windows have been installed at the concession stand at the War Memorial Pool.
- All ballfields in our parks have begun to get nail boarded and raked for the upcoming baseball season.
- The water in all of our parks and restrooms will be on by April 1st.
- The Woodland shelter roof is being replaced starting on March 22nd.
- Parks Custodian, Brandon Graves, will start April 1st with his spring and summer schedule - off on Mondays and Tuesdays and working through the weekend

NATHAN ALMARODE
Athletic/Aquatic Coordinator:

Athletics:
- Oversee Coed Volleyball season
- Oversee Get Fit program
- Oversee Fitness classes
- Plan youth tennis programming for summer classes
- Assist Waynesboro Youth Baseball/Softball League for their season
- Assist SOCA for their season
- Plan to meet with other athletic league representatives
- Plan for Piranhas swim team season
- Receive race duties and work on them as assigned

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 Lifeguard, First aid, and CPR/AED certified for myself
- Interview, hire and meet with staff to prepare for upcoming season
- Plan for swim lessons
- Plan for Piranhas (swim team)
- Plan for Commonwealth Games
- Plan training for new hires and before season starts

**STEPHEN BLACK**

**Horticulturist:**

- General landscape maintenance at all city buildings, annual beds, and park beds including weeding, spraying, trimming, and mulching.
- We’ve been mulching at Coyner Springs Park, North Park, Greenway, and the AT Campground.
- Continued to respond to citizens’ requests for tree maintenance and work with public works and tree care companies to complete required tree maintenance.
- Created a Standard Operating Procedure (SOP) for equipment maintenance for our Storm Water Pollution Prevention Plan.
- We have continued cutting back and cleaning up perennial beds throughout the city.
- We assisted with preparations for the Mad Anthony Mud Run and the event.
- We assisted with some grounds work at the Plumb House once the new wall and sidewalk were finished.
- We assisted with preparations for the Shenandoah Valley Plant Symposium and the event, as well as a Foodscape workshop, which was held the following Saturday.
- I have completed and submitted the final project report and reimbursement request for the grant we received to remove the Ash trees along Wayne Avenue.
- We are continuing to prepare for our annual Arbor Day Celebration, which will be April 19, 2019.

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.)
- Schedule back flow preventer inspections
- Arbor Day Celebration – April 19, 2019
- Get irrigation systems operational
- Park to Park preparations and event.

**AMANDA REEVE**

**Event Coordinator:**

- Park to Park ½ Marathon – April 27
  - With just over a month to go before the race, we are busily planning and preparing.
  - Working on course details: securing volunteers, traffic control, planning for a secondary alternate route in case of water over the road due to so much precipitation this year, etc.

- Kid’s Mud Run – June 8
  - Registration is open!
  - Working with local businesses to set up sponsorship of the event.
  - Create flyers for schools and posters for promotional use.
- Planning phase of obstacles, potentially create a new obstacle and determine placement.
- Start to recruit volunteers as this event needs lots of them!

- Social Running Club – March through November
  - Pacin’ for Pints Social Running Club starts this month
  - The club will meet twice a month. This year we will alternate business locations we visit after we run.
  - A flyer has been created that regular participants can distribute and post in places they attend regularly: work, gym, favorite dining establishments, etc.

- Parks and Recreation promotion of offerings:
  - I have been working, since the first of the year, on department promotions, trying some different avenues of advertising our classes, trips, and events
  - More social media promotion has provided better reach than traditional print advertising for the Run the Valley. This trend is common across different avenues and businesses these days. So far, the shift in promotions has been positive. I will continue to pursue different ways of promoting to find the best fit for our department and community.

SUSAN ROBERTS
Rosenwald/Special Events:

- Cherry Blossom/ Zoo Trip will be on Saturday, April 13. Seats are going fast and the trip is almost full.
- Easter Egg Hunt is coming up on Saturday, April 20. This event is free to the public, for children 7 years old and under. This year, we are fortunate to have some girl scouts that want to help stuff eggs as part of a badge they are earning.
- Block Party: Our first Community Block Party meeting was 3/5. Volunteers shared ideas and divided up tasks to get things started. The biggest change this year will be to have the alley behind Rosenwald closed off, and the addition of the new maintenance compound. This encourages the creation of a new layout for the event. The next meeting is April 2, 6pm.
- Petpawlooza: Former vendors / entertainers have been contacted and several Facebook posts have gone out to find groups interested in participating in this event. We still need dog adoption groups, a vaccination clinic, and anyone else that may have ‘pet-related’ services or activities to share. This event is scheduled for May 5 at Coyner Springs Park.
- Family Fiestas and Groovin’ on the Greenway are moving along on schedule. At this point, we are only awaiting one contract (though it was agreed upon by email.) Banners have been ordered, event pages are scheduled, and marketing has begun. Food trucks have all been lined up and are in the process of obtaining proper permits.
- Special Events – Maintenance: A meeting with maintenance is planned to establish a new routine for assuring all tasks are done for each event (Ex. proper electrical set up, trash cans delivered, signage, picnic tables, etc.) and who will be reasonable for each part. This will cover Parks and Recreation events as well as non-departmental events (Ex. Riverfest, Fly Fishing, etc.)
STEPHANIE SELTZER  
Project Manager:  

Special Events  
- Shenandoah Valley Plant Symposium (March 15, 2019)  
  - Great turnout for the event - 215 people  
  - Surveys were issued and the results are coming back in daily.  
- Paddling Film Festival (May 1, 2019)  
  - Film selection and lineup are underway.  
  - Two vendors have also committed to attending and doing a small presentation  

Projects  
- Plumb House Wall  
  - Work is completed on the Greenway wall.  

- Phase 2b of Greenway  
  - Preparing ROW items for select properties  
- South River Preserve  
  - RFP has been agreed, created, and should be released at the beginning of April.  
- Wayfinding signs  
  - Estimate and samples are complete  
  - Signs have been ordered  
- Sunset Park  
  - Task Order and PO for Design phase has been issued  
  - Initial design meeting took place on March 3 with visits to existing sites and Sunset Park.  
  - Design elements will pull from a railway theme  
- Ridgeview pedestrian sign and community placards  
  - Organizations have been notified and asked for replacement signs
- Design is complete
- Project should be completed by the end of June

- AT Camper Area
  - Parking places were established and a low half-round fence has been placed along the alley way to improve safety. (See pic)

- I HEART THE PARK
  - Program details have been developed
  - A survey was created and has been disseminated by way of e-blast, Facebook, and website
  - Hope to have a variety of ‘3 words’ for each park to build a campaign on for late spring