

**PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, JULY 25, 2019
ROSENWALD COMMUNITY CENTER - FIRST FLOOR CONFERENCE ROOM**

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF MAY 23, 2019 AND JUNE 27, 2019

DEPARTMENTAL REPORT

MEMBERS – QUESTIONS/COMMENTS

VISITORS – QUESTIONS/COMMENTS

PARKS & RECREATION COMMISSION
MINUTES OF THE MEETING OF MAY 23, 2019

PRESENT:

Sam Hostetter, Council Representative
Robert Kuykendall, Chair, At Large
Vicky Ferreira, Co-Chair, Ward B
Donna Ownby, At Large
Elizabeth McGinnis, Ward D

VISITORS:

None

PARKS & RECREATION DEPARTMENT STAFF: Dwayne Jones, Sherrie English

Mr. Kuykendall opened the meeting at 6:00 PM and asked the members if they were able to review last month's meeting minutes. He then requested a motion to approve the meeting minutes from April 25, 2019. Ms. Ferreira proposed a motion to accept the minutes as written. Second motion was made by Ms. Ownby. All were in favor – none opposed.

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

- **Busy time of year here at Parks & Rec!** Pool opening, grass cutting, annual flower planting, summer event planning, and so much more.
- **War Memorial Pool** opens this Saturday at 11:00 am. Pool staff have been hired and trained, door project is now complete, painting just completed, major cleaning has been done, water chemistry is perfect, new icemaker installed, and we're ready for what we expect to be our busiest day of the season – Memorial Day. 90-degree temperatures are expected for the weekend.
- **Rosenwald Gym:** Windows have been removed in the gym as the first phase of installing EIFS stucco system on the outside of gym. Bids should be back for the EIFS installation one week from today and should be completed over the summer. New windows will be installed – a more modern window with a boxed frame.
- **Aquatics:** Pool hours will be Monday – Saturday from 11:00 am – 7:00 pm and Sundays from 1:00 pm – 7:00 pm. Athletics/Aquatics coordinator, Nathan Almarode, has received all aquatic certifications, the most recent being the American Red Cross lifeguard teaching certification. All staff are in place and ready to go.
- **Grounds Maintenance Staff:** This year, we have a dedicated grounds workforce in Ridgeview Park, which is something new, and seems to be going well. This is the 2nd week, so far. We still have to work out a few details. We also have a new water truck staff member. We've received great citizen comments on his performance.
- **Memorial Garden** to be designed and installed in Ridgeview Park in memory of Yvonne Young. Stephen Black will be working with Sam Bledsoe, who has offered to design and install this garden. This project should be complete mid-to-late summer. Will keep you posted.
- **Race Updates:** Summer Extravaganza 5 and 10 K race (7/13) registration is up and running. The Kid's Mud Run (6/8) registration is going strong and we've received 150 children's registrations in the last two days with a total of almost 300 registrants at this time. All volunteers are in place. The river should work well this year as part of the children's course (water levels not too high). Totally 80's race registration is also open and will take place on August 17th.
- **Program Insert:** (Mr. Jones passed out a copy to each member). This is the most recent backpack flyer that went out to all of the schools and has the most up-to-date info on activities such as, swim

lessons, races, fitness classes, trips and more. The Citywide newsletter, shared with three other City departments, will go out toward the end of June.

- **May Special Events:** Pet Pawlooza took place on Sunday, May 5th, which was a rainy day. People still attended this event but we had wet dogs and some vendors didn't show due to the weather. The Rosenwald Block Party occurred on Saturday, May 11th, which was another rainy day. The event was moved inside to the gym and we still had a great turnout.
- **Groovin' on the Greenway:** Bands are lined up for each Thursday in June and continuing on Thursdays in July from 6:00 pm – 8:00 pm each evening. Judy Chops will be performing on June 6th. This is a great group that you don't want to miss. Food trucks will be there. We expect great attendance at this downtown location.
- **Family Fiestas in Ridgeview Park:** Each Monday evening in June from 6:00 pm – 7:00 pm, there will be free family entertainment at the Woodland Shelter. Events will occur on June 3rd through June 24th and include the Frisbee Guy, the Mountain Heritage Cloggers, the Wildlife Center of VA, and a juggler (Erin Riley).
- **Coming on July 12th & 13th – Summer Extravaganza 2.0:** We've changed things a bit this year offering Kid's Night on Friday, July 12th, from 5:00 pm – 9:00 pm. There will be amusement rides, a petting zoo, a magic/comedy show, a ventriloquist, a children's craft table, and more. On Saturday, the event will start at 3:00 pm with bands, amusement rides, food vendors, plus more, and will conclude with fireworks at 9:45 pm. No dogs are allowed at these events.
- **Paddling Film Festival** took place at Basic City Brewery. We had half the turnout from last year with about 40 people in attendance. Basic City did a great job hosting this event. We met some new folks including the South River paddling group. We believe the decline in attendance was attributed to Charlottesville created their own film festival. It was still a great event.
- **Greenway – Phase 2B (from Shiloh Church to North Park):** Surveys complete – both ends. Close to right-of-way phase (ROWP) – hoping by end of June early July for ROWP and then out to bid by end of September.
- **South River Preserve (Constitution Park):** The Request for Proposal (RFP) was released for design and engineering services on April 22nd, completed pre-bid meeting on May 10th, plan to interview firms by end of July with a firm on board around the 1st of August, which should start the process. Should take about a year of planning and designing and potentially out to bid by summer of 2020 or early fall.
- **Sunset Park:** Progressing! We're anticipating 60% plan by late September.
- **Civic Signs – Rosser Avenue:** Signs have been removed and are currently in storage. This will allow placement of a new "Welcome to Waynesboro" sign directing traffic to Ridgeview Park, Downtown Area, Summer Extravaganza, etc. Hoping to have complete in early July before the Summer Extravaganza event.
- **Ridgeview Park Fencing:** Post and wire fencing has all been removed on both sides of the park. We're reconfiguring by placing large boulders for traffic control as well as adding some more prominent landscaping.

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

- Ms. McGinnis inquired if Sunset Park was open or off limits. Mr. Jones stated that it's not open to the public but she could certainly go and look around as gates are open every day.
- Ms. Ownby inquired on the status of the Greenway Phase 3 project. Mr. Jones stated that there is a public meeting tentatively scheduled for Wednesday, June 19, 2019, in the Waynesboro Public Library – multipurpose room. Basically, it will be a citizen information meeting with alternate route

options presented that can be voted on in a survey format. There should be a press release in early June to inform citizens. Surveys will be submitted by early July, tabulated by the engineering firm and submitted to Council for final direction.

- Ms. McGinnis asked how citizens are informed of public meetings. Mr. Jones stated that Facebook posts are done as well as a press release. Some TV news channels may elect to announce. We will also share with tree street groups as we want citizens to be informed. We're confident that the information will get out to the public.
- Ms. Ownby inquired about the status of the Coyner Springs Park road addition. Councilman Hostetter answered that the anticipated VDOT construction plan is to start in 2022.
- Ms. McGinnis inquired if the City is being compensated for the road. Councilman Hostetter answered that the City owns the park property and VDOT is paying for the costs associated with road. There is no compensation involved.
- Mr. Kuykendall inquired if this new road would be a City road. Mr. Jones answered that yes it would be a City road.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

PARKS & RECREATION COMMISSION
MINUTES OF THE MEETING OF JUNE 27, 2019

PRESENT:

Sam Hostetter, Council Representative
Robert Kuykendall, Chair, At Large
Vicky Ferreira, Co-Chair, Ward B
Elizabeth McGinnis, Ward D

VISITORS:

None

PARKS & RECREATION DEPARTMENT STAFF: Dwayne Jones, Sherrie English, Stephanie Seltzer

Members and staff met outside of the Rosenwald Community Center, at 6:00 pm, in preparation to take a tour of the Greenway Phase 3 proposed routes. Mr. Jones passed out an 11 X 17 color-coded map to each member that included all of the routes (copy of map is attached). The group gathered in the City van and the meeting was called to order by Mr. Kuykendall at approximately 6:15 pm.

As Ms. Seltzer drove the group to the proposed Greenway routes, Mr. Jones proceeded to review Parks & Recreation recent activities, upcoming events, and project updates:

- **Groovin' on the Greenway Tonight!** Billy and the Backbeats will be performing from 6:00 pm – 8:00 pm.
- **War Memorial Pool** – We had a minor incident at the pool as the electric breaker went out, which was an antiquated out-of-date breaker. We located a vendor that could provide a replacement breaker of the same type and it was overnighted. We were able to install the new breaker, which saved about \$3,000 - \$5,000 in expenses to replace the complete electrical system.
- **Summer Extravaganza 2.0 coming on 7/12 – 7/13/19:** New this year, we've added Kid's Night on Friday, 7/12/19, from 5:00 pm – 9:00 pm. We will have \$20.00 wristbands for all-you-can-ride amusements, face painting, petting zoo, a juggler, children's museum activities, and more kid-friendly themed activities. On Saturday, 7/13, the activities will begin at 3:00 pm, with several bands, amusement rides, clogging entertainment, food vendors, and will conclude following the fireworks. Ads have been placed at Zeus Theatre and in the local newspapers.
- **Greenway Phase 3 – Tree Street Route Options:** The purpose of tonight's tour is to introduce commission members to the variety of route options. Obviously, we are unable to walk the entirety of every route. But, we can view and walk some of the routes to allow members to ask questions, such as which side of the road will the greenway be placed, etc. We do have some ideas. All routes stay in the City right-of-way, with the exception of the blue route.
- **Greenway Tour:** The group started the tour at the AT Hiker area where a brief discussion occurred regarding Loth Springs Park. From there, the group covered approximately 90% of the proposed routes, either by walking or a visual tour of the routes from vehicle. The group walked the steep section of 15th Street, partially walked along 14th Street, walked the Cliffside alley, and drove through the tree streets. Intersections were examined and discussed as were making a left turn versus a right turn, etc. The blue route was not walked due to private property. The tour ended at the bottom of 14th Street. The group completed the tour of all route options (walking when possible and viewing from City van when walking the proposed route was not an option). Mr. Jones continued the discussion inside City vehicle following completion of tour.

- **Greenway Phase 3 - Citizen Library Meeting on 6/19/19:** Mr. Kuykendall and Ms. Ferreira attended the meeting. There were approximately 100 – 120 citizens in attendance and the meeting went well, for the most part. All 100 comment sheets were distributed to those in attendance. Display boards were in place. General questions were made by citizens such as where the funding was coming from, when the project would begin, etc. Some citizens completed their comment sheets that evening. The meeting concluded at approximately 8:30 pm – 9:00 pm. We expect to have all completed survey sheets returned to our office by 7/8/19. All be forwarded to engineer firm, McCormick and Taylor, as they come in. Results should be tallied by early August, possibly before, and then will be presented to Council.
- **Parks & Rec Commission – What’s Next:** It’s up to the Commission members as to how to proceed, as representatives of City Wards. Our next commission meeting will be on July 25th (4th Thursday of the month). We probably will not have the results of the surveys by then. But, a suggestion might be that, now that you’ve seen the different routes, to discuss further at our July 25th meeting. Discussion could occur on the pros and cons. We could add this as an agenda item, if the group decides to do so. Other ideas: Group could decide to vote, as a group, on a particular route or a concept, or an individual member vote could take place, or members could decide to attend a Council meeting and make a presentation, or a letter presentation could be made to Council. Even if there is not a general consensus, that would be fine as well. Council will ultimately make the final decision.

Discussion took place among the members. The group then returned to the Rosenwald Community Center at approximately 7:30 pm.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

PARKS AND RECREATION REPORT – JULY 25, 2019

DWAYNE JONES

Special Project Updates:

MIKE ALLEN

Parks Maintenance Supervisor:

- Summer Extravaganza has come and gone. There was a good bit of preparation and planning that went into the event. But, in the end, I thought it was a big success.
- We've installed an ADA accessible path that goes to the restrooms at the amphitheater from the walking path at Ridgeview Park.
- Brandon Graves resigned as Parks custodian on June 23rd.
- We've hired Louis Spry as the new Parks custodian and he is doing a great job.
- Steve Wright has taken a new position within the city and is no longer with Parks and Rec.
- We've installed a new wayfinding sign on Rosser Ave.
- Groovin' on the Greenway is still continuing on Thursdays with the last one to take place on July 25th.
- New windows have been installed in the gym at the Rosenwald Community Center.

NATHAN ALMARODE

Athletic/Aquatic Coordinator:

Athletics:

- Oversee Get Fit program
- Oversee Fitness classes
- Assist and prep for football season with Waynesboro Quarterback Club
- Assist SOCA with their season
- Assist Park Piranhas swim team season
- Receive race/event duties and work on them as assigned

Aquatics:

- Be present at pool (community concerns, employee needs, problems, logistics, etc.)
- Clean, organize, stock and store aquatic facility
- Order necessary items
- Scheduling for pool staff
- Timekeeping (Kronos) for staff
- Order supplies for pool
- Plan and schedule for swim lessons

Other:

- Help with 80's 8k when needed

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.
 - I have been assessing the trees in Riverview Cemetery for consideration for pruning and removal.
- We have continued to prune trees throughout the parks.
- I have completed the paperwork for the Department of Forestry to reimburse us for half of the cost of treating ash trees to prevent Emerald Ash Borer infestations.
- We assisted with the preparation for paving a new path to the amphitheater bathrooms and an entrance to a grass parking area (event parking).
- We assisted with the installation of new civic signs on the new sign structure along Rosser Avenue. We also installed new landscaping around the sign which includes new perennials and shrubs.
- A new fertilizer spreader was purchased for our tractor, and fertilizer has been spread on all of the soccer fields at Ridgeview Park.
- I have lined up Wild Ginger Field Services to treat the Autumn Olive (invasive species) at Coyner Springs Park to begin reducing the population. We will start with about 9 acres. Wild Ginger Field Services currently maintains and treats for invasive species in our vegetated storm water catchment basins.
- We assisted with preparations for the Summer Extravaganza and also worked the event.

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.)
- Maintain irrigation systems.
- Continue pruning trees as needed.
- Order annuals for fall planting.

AMANDA REEVE

Event Coordinator:

- Summer Extravaganza Race – July 13
 - Race event was a great success. This was the 2nd race in the Run the Valley series out of 4.
 - Update RTV Series Standings
- Summer Extravaganza Event – July 12-13
 - We were able to work with some great community groups to help assist with parking at the Summer Extravaganza event. This event draws thousands of people and with that comes LOTS of cars and need for traffic control.
 - This year, we partnered with two groups from Murphy Deming College of Health Sciences, and division of Mary Baldwin University. One group of Occupational Therapy students and another of Physical Therapy students. Between the two groups, we had 16 volunteers. Their volunteer efforts on Saturday July 13th allowed them to raise funds to support Together We

Rise, a non-profit who connects groups with foster agencies. They were able to supply 20 bags full of essentials and some comfort items that will go to children locally who are going into the foster care system. What an amazing way to give back!

- This new approach to partnership with local organizations to aid us in putting on the largest Parks and Recs event of the whole year was a great success.

- Totally 80's 8K – August 17
 - Continue promoting this event for its 2nd year.
 - Work with sponsors and volunteers groups to secure event coverage
 - Plan course, awards, after party details.
 - Advertising, posters, social media
 - Update RTV Series standings.

- Fall Foliage Race – October 12
 - Open registration and promote.
 - Prepare end of Run the Valley season awards.
 - Advertising, posters, social media

- Pacin' for Pints Social Running Club – March until November
 - Lead the group
 - Encourage runners at races to join
 - Keep Facebook page updated with information for all participants
 - The group is over 100 members
 - This season has brought 15 – 20 runners out on average at each meeting
 - This has become a great community group not only at the runs but online via the FB page where runners start dialogs with one another about races, running tips, etc.

- Parks and Recreation Advertising
 - We are entering a new contract year for the citywide mailer that goes out to all city residences.
 - This is a collaborative project between Parks and Rec, the Library, Public Works, and the Dept. of Tourism.
 - Quarterly, I begin the process of gathering information for the upcoming season and preparing the information for formatting and printing.

SUSAN ROBERTS

Rosenwald/Special Events:

- Groovin' at the Greenway will host its last concert of 2019 on Thursday, July 25th. The Dreaded Blues Lady will be on hand to perform and the Blue Ridge Children's Museum will be providing fun activities for children.

- Prepping for Summer Extravaganza 2.0 was very time consuming for many Parks and Rec employees. However, the end result was one of success and everyone deserves a big 'thanks'. Between departmental staff, volunteers, community sponsors, City departments, food vendors, groups

providing children’s activities, and the folks in attendance, the event was an example of a true community event. There were a few complaints regarding the lack of the arts and crafts show. But, overall, more compliments on the ‘wholesomeness’ of the Friday family night, and how the setting was a positive environment for young families (which was our goal.) Saturday was about an hour behind as far as the regular time the crowds start pouring in. But, once they did, it picked up quickly. Most folks seem to come for the fireworks, so the Saturday evening did not disappoint.

- Initial plans for Kite Fly (Sept. 28) and the Christmas Parade (Dec. 7) have already begun. The parade application has already been requested and will be available online in August.

STEPHANIE SELTZER

Project Manager:

Special Events

- Shenandoah Valley Plant Symposium (3/20/2020)
 - The date for 2020 has been confirmed and the Best Western has been booked.
 - Starting to review information to create a speaker lineup and possible day of workshops.

Projects

- Phase 2b of Greenway
 - Preliminary Engineering work is nearing completion and the next phase of Right of Way will begin as soon as VDOT allows us to move forward.
- Phase 3 of Greenway
 - Hosted a Citizen Input Meeting on June 19 to discuss routes.
 - Commission tour of various routes.
 - The Comment period is over and we received ~ 90 comment sheets back which are being reviewed and consolidated by McCormick Taylor.
- South River Preserve
 - 8 proposals have come in and are currently under review for a preliminary scoring meeting on July 23.
- Wayfinding signs
 - Wayfinding signs are finished in production. They will go up over the next month or so according to Mike’s schedule.
- Ridgeview pedestrian entrance bed and community placards
 - Installation of the signs and bed are complete with the exception of a tree at the far end of the bed which will be installed in the fall.
 - A low guardrail fence was also installed with a break near the signs so pedestrians can enter the park.
 - Milling and resurfacing of the blacktop sidewalk was completed to allow for a new point of entry for vehicles during summer extravaganza.
- AT Camper Area
 - The solar power had stopped working. The batteries, charge controller, and inverter were all faulty. The problem has been fixed at a cost of ~\$2,000. I had a discussion with them about winterization and weather that could extend the life of the new equipment and they said it



would. I will be working with Sigora and Mike to determine the best alternatives for the system.

- Scenic River Designation
 - Field evaluations were scheduled two different times in June and July but had to be postponed due to illness and low water levels.
 - We are currently waiting until levels get back up closer to 2.8/3.0
- Ridgeview Park Entrance
 - The entrance is complete with extended bed, rocks, and fencing. There will be an additional tree planted in the fall.
 - A low guardrail fence has been installed along the alley on both sides of the main entrance
- Ridgeview Park
 - A ADA blacktop path was installed from the existing stamped path to the restrooms at the amphitheater
 - An apron was also installed at the entrance of Linden Lot to reduce the wear and tear on the supplemental parking area.