

**PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, OCTOBER 24, 2019
ROSENWALD COMMUNITY CENTER - FIRST FLOOR CONFERENCE ROOM**

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF SEPTEMBER 26, 2019

DEPARTMENTAL REPORT

MEMBERS – QUESTIONS/COMMENTS

VISITORS – QUESTIONS/COMMENTS

PARKS & RECREATION COMMISSION
MINUTES OF THE MEETING OF SEPTEMBER 26, 2019

PRESENT:

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

VISITORS:

Nancy Tyree, City of Waynesboro, Office on Youth
Sally Goodquist, Virginia Department of Health

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 meeting minutes from 8/22/19. He then requested a motion to approve the minutes. 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 turned the meeting over to Ms. Tyree and Ms. Goodquist for a report on the recent cooperative **No Smoking Campaign:**

- Ms. Tyree stated that there will be an information table at Coyner Springs Park on September 28, 2019 at the upcoming Kite Day event. Students from the Youth Coalition will be present with information on the dangers of tobacco smoking, vaping, and e-cigarettes. There will be free handouts available to the public on the dangers of smoking. There will also be laminated posters at the table for public comments that can be written directly on the poster to express viewpoints. At this time, we are unable to stop smoking from occurring in public due to Virginia laws. However, we plan to have signage available, to place at events and other areas where children are present, thanking the public for not smoking to discourage smoking. Ms. Tyree stated that she is excited for Office on Youth, the Department of Health, and Parks & Recreation to partner together on this campaign. She also encouraged all interested commission members to be present at the table. Ms. Tyree then introduced Ms. Goodquist.
- Ms. Goodquist handed out packets of materials to commission members for review (see attached). She stated that she will be presenting an overview of the materials to the commission members this evening. Ms. Goodquist stated that she works with the tobacco control program in the NW Virginia region and is one of 5 regional coordinators in the state. Primarily she advises and provides support. However, the overall goal is to reduce exposure to second-hand smoke, help smokers stop smoking, and prevent people from starting to smoke. Ms. Goodquist highlighted some of the statistics from the information packet to the members. She presented overviews on: Virginia adult tobacco survey, tobacco consumption in parks, secondhand smoking dangers, information on third-hand smoke, as well as a pamphlet on how to stop smoking.
- Mr. Jones thanked Ms. Tyree and Ms. Goodquist for tonight's presentation and asked the group if there were any questions. There were no questions at this time. Mr. Jones stated that a similar campaign was done several years ago and he's excited about the partnership between these groups in an effort to reduce the smoking in public areas. He stated that he would love to have the commission members onboard in support of this program.

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

- **Park Maintenance:** Staff recently added modifications by reinforcing the bracing structure under the railroad along the Greenway, which was in need of additional support. The guys did an excellent job. Canopy has been taken down from greenway and stored for the season.
- **War Memorial Pool:** A 2-inch waterline solenoid went bad which has since been repaired. We were fortunate to have this occur during an off season. The pool will remain running through the end of October for SMAC use and then will be shut down for the season.
- **Horticulture Update:** Horticulture Assistant position previously open due to staff resignation. We did receive a few qualified applicants and conducted some interviews but just could not get acceptance to the salary offer. We have decided to wait until spring and reopen and advertise the position, which is a fulltime position with benefits.
- **Ridgeview Park – Baseball Field No. 3:** We will be converting this field to a turf area that can be used by soccer, lacrosse, and more. This is the field located closest to the pool house. The youth baseball program does not use this as it's a heavy clay field that does not drain well. Plus, North Park has a lighted field that works best for them. We hope to have this conversion completed by spring. However, it will take time due to the hard clay conditions.
- **Race Updates:** The Fall Foliage Race is coming up on October 12th, which is the final race in the Run the Valley race series. So far, we have about 300 registrants. We will be crowning our Run the Valley champion on this day. The awards will be presented at around 10:00 – 10:30 am. We're already planning our 2020 race season. The Mud Run will take place

on Saturday, February 29th, and the Park to Park ½ Marathon is scheduled for Saturday, April 25th. We have a lot of exciting new things coming!

- **Virginia Recreation and Park Society (VRPS) Award:** We're excited to report that our teen room renovation won the award for the best renovation – brick/mortar. We're very excited about this award.
- **Coyner Springs Park Kite Fly:** This annual event is coming up this Saturday, 9/28, from 10:00 am – 3:00 pm. The weather is looking like we'll have some wind for the kites, which is always welcomed for this event. There will be professional kite demonstrations, games, apple slinging contests, wind chime making, Papa John's Pizza, Lucky Duck kettle corn, hay rides, and more. Most everything is free of charge.
- **Plant Symposium:** The Plant Symposium is scheduled for Friday, 3/20/20. We have all speakers in place except for one. This event will take place at the Best Western in Waynesboro.
- **Waynesboro Tree Workshop:** We hosted this event with over 200 folks in attendance from all over the state. Many great topics were shared and we received many positive comments.
- **South River Preserve (Constitution Park):** The landscape architecture and planning firm, Anhold Associates, has been selected for this project. This group is a team of folks that include engineers, scientists, and a bird specialist. We're just getting started and are in the scoping phase. We hope to do a press release in a month or so. We also want to get festival groups involved such as fly fishing, and others. This should all kick off this winter with focus group meetings during January – March 2020. We're super excited about this signature downtown project.
- **Greenway – Phase 4 (from North Park to Basic Park):** We've completed application with the Transportation Alternative Program (TAP) fund from VDOT. We submitted the pre-application and passed and are now at the full application stage, which is due approximately 10/1/19. We should receive results in early spring and plan to start this project fall of 2020. This should be a relatively inexpensive project and only involves one property owner, Allied Ready Mix.
- **Basic Park:** We've applied for NRDA funding that was received by the Department of Game and Inland Fisheries. This grant funding is small with a \$100,000.00 maximum. With the changes planned for the soccer complex, the current kayak access point will be tough to access. Along with the kayak access point change, we would like to add some handicap accessible fishing piers, which would be a great amenity. We believe this fits the criteria to receive the grant funding and should know by Christmas if approved.
- **Fall Program Tab:** (Mr. Jones passed out copies to each member.) This is our most recent program tab that went out to schools in Waynesboro. It includes events and programs occurring from fall to early spring including races, Christmas Parade, and more.
- **Blue Ridge Tunnel Update:** (Mr. Jones passed out tunnel information cards to the members.) Foundation is embarking on a couple of different things. One is an email campaign on becoming a founding supporter. Currently in the final phases to have the tunnel opened to the public, hopefully by spring of 2020, which could benefit eastern Waynesboro. Also, P. Buckley Moss will be launching a new drawing and donating a portion of the proceeds to the Crozet Tunnel Foundation.
- **Greenway – Phase 3 (YMCA through Tree Streets):** Thanks to all commission members for the perfect attendance at the last Council meeting. Council has approved the red route for this project. Since this route has shifted from a traditional greenway to more of a streetscapes project, this project will transition over to Public Parks. We will be involved as the project enters the park and connects to the existing greenway. The engineering firm will develop scope of services to define what 14th Street will look like. Again, thanks to all commission members for all of the time and effort put into this project. Will keep you updated as the project moves forward.
- **Greenway – Phase 2B (from Shiloh Church to North Park):** Just to remind the members of the history of this project, the City was able to obtain one private property located behind the church, but not the other two properties. This created complications and delays resulting in funding rescission. Because of the rescission, no construction can take place until July 2020. We are currently in a holding pattern between now and July of 2020. Best case scenario, we come out of rescission and have right of way, hand our final documents over to VDOT preparing for construction, VDOT would make decision. Further complicating things is the fact that the last and final piece of mercury remediation project within the City is the section located at North Park (Mr. Jones passed out 6-page document titled North Park BMAs – Locations and Proposed Access Roads – see attached.) Because we are in rescission and cannot construct, it behooves the City to let remediation team construct this section of access roads, through the park, so that when we can construct, we'll only have to pave/landscape. (Mr. Jones reviewed attached 6-page document with the members – page by page). More updates will follow as this process moves forward. Presentation will be made to Council in a couple of weeks.

Questions/Discussion:

Various discussion continued among the members regarding Greenway Phase 2B, future meeting dates, other topics, and casual conversation on varied subjects. There were no questions from the members.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

PARKS AND RECREATION REPORT – OCTOBER 24, 2019

DWAYNE JONES

Special Project Updates:

- North Park / Corteva mercury removal / greenway update
- Basic Park soccer complex – preliminary layout of fields and parking
- Overall parks and recreation project timeline forecast

MIKE ALLEN

Parks Maintenance Supervisor:

- Side entrance steps at Rosenwald were updated and reshaped with a new epoxy coating that eliminated cracks and gave the steps a rough texture to aid in slip resistance. The final color was tinted green to match the Office on Youth's logo since that is their primary entrance.
- Work continues on finding a suitable exterior coating for the Rosenwald Gym. Two attempts to locate contractors to cover the surface with a stucco like material have been unsuccessful. Our final attempt is a change in product and procedure that is similar to the step project recently completed
- With the approaching cold weather, we are preparing to have restrooms shut down by 10/31 and the pool winterized for the season

NATHAN ALMARODE

Athletic/Aquatic Coordinator:

Athletics:

- Assist Waynesboro Quarterback Club with football season
- Assist SOCA with their season
- Assist WYBS with baseball season
- Manage volleyball season- scheduling, scores, equipment, communicate with schools, etc.

Aquatics:

- Order necessary items
- Upgrade storage, POS system, safe system, concession stand items, revamp swim lessons,
- Close pool- clean, winterize, organize, inventory, credits, etc.

Fitness

- Oversee Get Fit program
 - Log points
 - Organize prizes
 - Deliver prizes
 - Newsletters and announcements
- Oversee Fitness classes

- Scheduling
- Registration
- Payment
- Equipment
- Market

Other:

- Receive race/event duties and work on them as assigned

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 have been cleaning out and replanting our annual beds with tulips and violas for the winter.
- Mums were planted in the downtown area and mulch applied in preparation for the Fall Foliage Festival.
- The flower baskets were removed **after** the Fall Foliage Festival.
- We assisted with other preparations for the Fall Foliage Festival and Kite Day.
- I have been assisting Tom Carlson with having trees pruned and some overgrown shrubs and trees removed from Fairview Cemetery.
- Rachael and I assisted with Berkley Glenn's field trip to Coyner Springs Park. I gave a presentation on the importance and life cycle of the Monarch Butterfly.
- We cleaned up and pruned plants to prepare for the fall brick dedication in the Serenity Garden.
- I have been coordinating the removal of a baseball field (no longer needed) with our maintenance staff. The infield dirt is being removed and soil spread to be able to establish turf.
- Our decorations for downtown have been ordered for the Christmas season, and I have been making arrangements to put up the snowflake lights, now that we no longer have a bucket truck. We will be able to rent a truck and the lights will be installed in the trees in front of City Hall, as in the past.

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.)
- Winterize irrigation systems
- Finish cleaning out and replanting our annual beds with fall plantings.
- Apply fertilizer and seed to the soccer fields
- Begin installing snowflake lights.
- Create new annual bed at the Serenity Garden.

AMANDA REEVE

Event Coordinator:

- Race Season 2020 Planning

- Begin advertising, designs, and logistics for Mad Anthony Mud Run (February 29, 2020) and Park to Park (April 25, 2020)
- Registration for the Mud run is open, continue to promote via social media, email marketing, and advertising
- Secure ad spots with local and regional magazines, etc.
- Plan for new and/or improved race obstacles for the mud run
- Work on creating medals for 2020 races
- Work on securing sponsors for race season
- Race Expos in November
 - Prep supplies for expo
 - Promote 2020 RTV Series at larger race expos in our region. This is a great opportunity to reach a broader group of runners.
- Planning
 - Promote RTV Series to businesses for employee wellness program.
 - Reach out to community businesses and organizations for support in the 2019 race season
- Parks and Recreation News Letter, COW Newsletter and Program Tabs
 - The 2020 calendar for the distribution of all 3 of the above is set.
 - Work with city staff, designer, and printer to prepare for the next calendar year of work.
 - The next issue of the city wide mailer goes out December 20th. The process of collecting information for that will begin later this month (October).

SUSAN ROBERTS

- The Coyner Springs Kite Fly was held on Saturday, September 28. The winds were just right and lots of kites got up in the air...both from the professional kite flyers and the participants that brought their own (or received one free at the event). A huge thanks to our great community volunteers that helped to make the event a success... Fishburne Key Club, WHS Key Club, State Farm, WHS Interact Club, Girl Scouts, and several Murphy Demming students.
- The next Parks and Recreation event will be the Christmas parade on Saturday, December 7, at 6pm. We hope that all of the commission members will be able to join us and either ride the Toy Convoy float, or walk with it to help collect toys that will go to local families. Parade applications will be accepted until November 25.

STEPHANIE SELTZER

Project Manager:

Projects

- Phase 2b of Greenway
 - Right of Way work is underway.
 - Adding two properties to the Right of Way scope of work. Gathering log of previous work done by department to send to subcontractor.
- South River Preserve
 - Awaiting scope details.

- Bridge Banners
 - New banners went up on the bridges ahead of Fall Foliage Festival.
 - Working with Wil to update seasonal banners for systematic replacement.
- Sunset Park
 - The meadow area has been sprayed. The area will receive further attention (spraying/mowing) in the spring ahead of planting.
 - LPDA sent the latest layout and construction estimate. Reviewed information in detail to further refine the budget and project.
 - Working on the layout of a new fundraising event that will take place at Sunset Park and benefit it.
- Phase 4 of Greenway
 - Submitted grant application to VDOT.
 - Putting together the CIP request for this project for future funding.
- Basic Park
 - The application for the project was submitted to DGIF. Awaiting award announcements in December.
- Anti-smoking Campaign
 - Informational table was manned at Kite Day. Got some good responses during the event.
- Miscellaneous
 - Attended National Recreation and Parks Association Annual Conference in Baltimore. More than 8,000 parks and rec professionals were in attendance.
 - Reviewing Basic Park Soccer Field preliminary plans
 - Designing new kiosks for greenway and parks. The initial kiosk will be placed at Loth Springs Trailhead of the Greenway.

