

**PARKS AND RECREATION COMMISSION  
ADVANCE AGENDA  
MEETING TO BE HELD THURSDAY, OCTOBER 25, 2018  
ROSENWALD COMMUNITY CENTER, PARKS & RECREATION OFFICE**

CALL TO ORDER

MINUTES OF THE MEETING OF SEPTEMBER 27, 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 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 a sheet to all members listing responsibilities 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 AND RECREATION REPORT – OCTOBER 25, 2018**

### **DWAYNE JONES**

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

- New staff update
- Greenway phase 3 update
- Sunset Park

### **MIKE ALLEN**

#### **Parks Maintenance:**

- Installed 3 new benches in City parks. One is located at the beginning of the Greenway at Loth Springs and two are located at Coyner Springs along the walking paths.
- Installed new bench at City Hall – which was donated by Virginia Institute of Blacksmithing.
- The Fall Foliage race occurred on October 13<sup>th</sup>.
- Weekend trash runs in the parks have been discontinued until April 1, 2019.
- Both pools are covered. The baby pool is shut down and winterized for the season. The main pool will continue to run until temperatures are around 50 degrees and then will be shut down and winterized for the season.
- All restrooms, except Ridgeview Park, and water fountains will be shut down and winterized by the end of October.
- The playgrounds at Ridgeview Park will be getting a fresh coat of paint beginning the week of October 22<sup>nd</sup>.
- The Frisbee golf course at Coyner Springs will be brush hogged one last time before winter.
- All baseball games at City parks will be ending the season by October 20<sup>th</sup>.

### **STEPHEN BLACK**

#### **Horticulturist:**

- General landscape maintenance at all city buildings, annual beds, and park beds including weeding, spraying, trimming, and mulching.
  - Continued cleaning out annual beds
  - Planted mums downtown for the Fall Foliage Festival
  - Mulched the mini mall area for the festival
  - The baskets were taken down after the festival
- Continued to respond to citizens' requests for tree maintenance and work with public works and tree care companies to complete required tree maintenance.
- The Ash trees along Wayne Avenue have been removed. The stumps have not yet been ground.
- We received plants for the bio retention beds in the Ridgeview Park parking lot and they have been planted.
- We helped with event preparations, such as moving tables and barricades around for Kite Day, and the Fall Foliage Festival.
- The soccer fields at Ridgeview Park have been fertilized and seeded and arrangements have been made for a contractor to aerate the fields at the end of October.
- Rachael and I have been interviewing candidates for the position of Horticultural Assistant.

## 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.)
- Continue cleaning out and replanting the annual beds.
- Winterize irrigation systems
- Aerate, fertilize, and overseed soccer fields
- Begin installing holiday decorations
- Aerate, fertilize, and over-seed soccer fields

## **AMANDA REEVE**

### **Event Coordinator:**

- Race Season 2019 Planning
  - Begin advertising designs for Mad Anthony Mud Run (February 23, 2019) and Park to Park (April 27, 2019)
  - Open registration for Mud Run and Park to Park and promote via social media and e-blasts
  - Secure ad spots with local and regional magazines, etc.
  - Plan for new and/or improved race obstacles, course layouts, etc.
- Richmond Marathon Race Expo (November 8-9)
  - Prep supplies for expo
  - Promote 2018 RTV Series
- Planning
  - "Get Fit" for 2019, new ideas, revitalize, and look for any improvements
  - Promote RTV Series to business for employee wellness program
  - Reach out to community businesses and organizations for support in the 2019 race season
- Parks and Recreation News Letters and Program Tabs
  - Make contact with all pertinent staff and businesses to coordinate the production of the COW Newsletter, E-New letter, and Program Tab

## **SUSAN ROBERTS**

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

- Transitioning of staff roles has begun and time is being spent reviewing files from previous events/activities and getting familiar with who will be doing what.
- Applications for the Christmas parade are online and are starting to come in. This year's event will be on Saturday, December 1 at 6pm. (Make-up date in case of inclement weather will be December 4)
- The teen room continues to be well received and the Health Department programs on Tuesdays have been very successful. Kudos to great staff and programming!

- 2<sup>nd</sup> graders from Berkeley Glenn planned a field trip to Rosenwald where they participated in a recycling program (thanks to Lesa Osteen), as well as planting flowers and making crafts (provided by Rec staff.)
- Parent's Night Out is off to a good start with 8 kids registered to attend the first one for an evening full of Halloween fun.

## **STEPHANIE SELTZER**

### **Project Manager:**

#### **Special Events**

- Harvest Dinner (October 6)
  - Cancelled due to low numbers
- Shenandoah Valley Plant Symposium (March 15, 2019)
  - Pam Beck, Brie Arthur, Tony Dove and Vic Piatt have accepted time slots for the symposium.
  - Website has been started

#### **Projects**

- Plumb House Wall
  - Bid was created to replace the wall and do some additional work
  - It was reviewed by purchasing and is currently being rewritten for competitive sealed bid
  - A winter timeframe for the work is agreeable with Waynesboro Heritage Foundation.
- Phase 3 of Greenway
  - Reviewing scope of work with Dwayne
- Phase 2b of Greenway
  - Competed BAR in order to present offers for permanent easements
  - Letter of intent and offer letters have been completed for 3 owners.
  - Much review of VDOT ROW procedures
- Clickable Park Map
  - Keith is working on a round of revisions
- New Hope Cemetery
  - Received initial prices on two areas of fencing
  - Accepted a bid for chain link to be installed along edge of adjoining property. Work should be completed in November.