

**PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, NOVEMBER 21, 2019
ROSENWALD COMMUNITY CENTER - FIRST FLOOR CONFERENCE ROOM**

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF OCTOBER 24, 2019

DEPARTMENTAL REPORT

MEMBERS – QUESTIONS/COMMENTS

VISITORS – QUESTIONS/COMMENTS

MINUTES OF THE MEETING OF OCTOBER 24, 2019

PRESENT:

Sam Hostetter, Council Representative
Robert Kuykendall, Chair, At Large
Donna Ownby, At Large
Elizabeth McInnis, 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 meeting minutes from 9/26/19. He then requested a motion to approve the minutes. Ms. Ownby proposed a motion to accept the minutes as written. Second motion was made by Councilman Hostetter. All were in favor – none opposed.

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

- **Park Maintenance Project:** Concrete stair renovation completed at the Rosenwald Community Center – Office on Youth primary entrance. The concrete stairs were old and crumbly and in desperate need of repair or replacement. We found a company, Lane Technology, Inc., that specializes in concrete restoration. They were able to fill the cracks with an epoxy product, add texture, sand, and paint. Stairs were painted green to match Office on Youth colors and turned out great.
- **Rosenwald Gym Exterior Surface Project:** We've had difficulty receiving bids to apply EIFS (stucco like surface) product to the gym. We've made attempts over the past approximately two years but cannot find interested contractors. However, Lane Technology, Inc. completed a sample that appears will work great for the exterior and is about the same price as EIFS. It will be a different look and more textured but is more durable than EIFS (which is a foam material). We may not complete project this calendar year as warm weather is needed to complete.
- **Rosenwald Exercise Room Flooring Project:** We replaced the 15+ year-old exercise mat with a segmented snap together flooring. The old mat didn't provide fall protection, appeared dirty, was difficult to clean, and was taped together. Project turned out great and is much appreciated by all of the users.
- **Horticulture:** Staff have been busy changing out all of the flower beds and containers in the City. Summer flowers have been removed and replaced with pansies and spring tulips. Mums were put out in advance of the Fall Foliage Festival along with new bridge banners to replace faded banners. We also removed leaves and added new mulch. Many visitors come for this event and we like the City to look its best.
- **Ridgeview Park – Ballfield No. 3:** We are in the process of renovating the baseball field located closest to the War Memorial Pool. It's a 1970's designed field created with hard clay. The youth baseball organization does not use this field as it doesn't work well for them. The plans are for the new field to be a turf area for soccer, lacrosse, and more. This will take time due to hard clay conditions and in sharing a backhoe that is used by cemetery.
- **2020 Race Season:** We've kicked off our 2020 race season (Mr. Jones passed out new Run the Valley race brochure to members). You may notice that the Run the Valley logo has been revised with a new look. All race dates for the upcoming year are located on the back of the brochure. Staff plan to attend some race expos and other races to hand out these brochures to get the word out.
- **Coyner Springs Park Kite Fly:** This event was a big success as we actually had wind on this day. The big kites were able to fly this year. We had plenty of volunteer help from the Waynesboro High School Key Club, Fishburne Key Club, State Farm and more.
- **Christmas Parade Coming on December 7th:** Applications are steadily coming in. We will again have the toy convoy float to collect toys for local families. Applications can be submitted up until November 25th. The parade is always a popular event in the City.
- **Greenway – Phase 2B (from Shiloh Church to North Park):** We are currently in Right of Way Phase and moving toward mercury remediation. Plans include rearranging trail along the river at North Park and a new basketball court at North Park, closer to the parking lot (Mr. Jones passed out a map to members). Currently,

cannot access river from North Park. This will be a great opportunity for the City to have a trail along the river, which is what citizens have requested in the past. However, the down side is the loss of trees, underbrush and the construction process. This project is on the Council meeting agenda for Monday, 10/28/19, at 7:00 pm if interested members wish to attend. This project should be completed by 2021.

- **Basic Park Complex:** Preliminary layout map is done (did not bring map to this meeting). Project is going well. The grading plan is complete and utility work planning is in the works. It appears that the most efficient process is to grade the two artificial fields and then re-grade the entire park. Grading will be the first phase which will lead to some good cost estimates.
- **South River Preserve (Constitution Park):** We have a very detailed scope of services, which lays out meetings, preliminary engineering, flood study, and more. First phase of this project involves getting puzzle pieces in the correct location followed by a Press Release with a preliminary timeline. We plan to kick off public meetings this January or February.
- **Sunset Park:** We've completed some work – the meadow area has been sprayed, which is outside of the construction area.
- **Greenway – Phase 4 (from North Park to Basic Park):** We've submitted grant application to VDOT. We're also updating our Capital Improvement Plan to refine for better cost estimate.
- **New Greenway Kiosks Coming:** This will be a winter/spring project for our maintenance staff and will be a fairly long project.
- **Blue Ridge Tunnel Update:** Was able to actually walk through the tunnel yesterday – from one end to the other. This occurred while the tunnel was still in repair mode, VDOT folks were there, etc. Estimate is for June of 2020 for completion. Very exciting time!
- **Capital Improvement Plan:** We currently have a lot of ongoing projects with long reaching goals. This is a quick snapshot, working draft timeline and is a good visual that goes up to FY23, which could change frequently. Mr. Jones passed out color-coded copies to members.

Questions/Discussion:

Various discussion continued among the members including: large locust tree fell in Basic Park and its removal, current greenway kiosk orientation maps not lining up, adding greenway markers and types, adding landscaping to discourage geese, Constitution Park – Dominion Shelter “Love” sculpture damage and its replacement, upcoming budget planning for FY21, ideas/suggestions for employee wellness rewards incorporated into races, and casual conversation.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

DWAYNE JONES

Special Project Updates:

- North Park Greenway / Mercury project
- Budget FY21 preparation is underway – 12/20 completion date
- South River Preserve – under contract – public input meetings planned for early 2020

MIKE ALLEN

Parks Maintenance Supervisor:

- Ballfield #3 at Ridgeview Park has been demolished and all the ballfield dirt has been taken out below grade and topsoil replaced to grade level. Grass seed has been sowed and is being watered
- All bathrooms in the parks, except the one at Ridgeview, have been shut down and winterized
- All park pavilions have been pressure washed and cleaned for the season.
- The playgrounds at Ridgeview, North and Rosenwald have all received new playground mulch chips
- The roof on the baby pool filter building is being replaced this week.
- The fountain downtown has been drained and cleaned for the season.
- All the brush hogging has been completed at Coyner Springs Park for the year.

NATHAN ALMARODE

Athletic/Aquatic Coordinator:

Athletics:

- Manage volleyball season (men's and women's) - scheduling, scores, equipment, communicate with schools, etc.
- Prep for Co-Ed Volleyball season
- Follow up with baseball, football, and soccer about their seasons. Along with doing some season ending tasks (goals moved, nets taken down, equipment removed from parks, etc.)

Aquatics:

- Upgrade storage, POS system, concession stand items, revamp swim lessons

Fitness

- Oversee Get Fit program
 - Log points
 - Organize prizes
 - Deliver prizes
 - Newsletters and announcements
- Oversee Fitness classes
 - Scheduling
 - Registration
 - Payment
 - Equipment
 - Market

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.
- All of our annual display beds have been cleaned out and re-planted with tulips and violas.
- I have continued to assist Tom Carlsson with having trees pruned and some overgrown shrubs and trees removed from Fairview Cemetery.
- The removal of the ballfield in Ridgeview Park is complete. Topsoil has been added to the area and it has been seeded and fertilized to return it to a grass field.
- We have seeded and fertilized the soccer fields in Ridgeview Park.
- Irrigation systems for the soccer fields, North Park ballfield, and the baskets downtown have been winterized.
- Winter rye has been seeded along the greenway (where we have had knotweed sprayed) to fill in until we can seed with wildflowers in the spring.
- The snowflake lights have been installed in the trees at City Hall, with help from public works.
- We have been cleaning up and pruning shrubs around the Plumb House.
- We received a few American Elm tree seedlings from Blandy Experimental Farm. The seedlings are from elm trees thought to be resistant to Dutch Elm Disease. We will provide updates on their growth.

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 to put up Christmas decorations and assist with the parade
- Set up the live Christmas tree drop off for citizens to recycle their trees.
- Begin cleaning up perennial beds.
- Install turf blankets on the soccer fields.
- Complete our Tree City USA application.
- Create new annual bed at the Serenity Garden.
- Plan and order plants for our hanging baskets.

AMANDA REEVE

Event Coordinator:

- Mad Anthony Mud Run – February 29, 2020
 - Planning is underway for 9th Mad Anthony Mud Run.
 - Website updates, an advertising schedule, and course planning are taking place in preparation.
 - Posters to advertise this event will be placed throughout the community and surrounding areas. Creation of the poster design is underway.
 - Making contacts with sponsors, volunteers, etc. is also happening.
- Park to Park ½ Marathon – April 25, 2020

- Advertising has begun in print ads and expo attendance. Much more advertising is to come and that planning is under way.
- Website updates, an advertising schedule, and course planning are taking place in preparation.
- RTV Series Medal Creation
 - For the second year in a row, we will have a medal for each event in the series. Like last year, there will be a common theme between the medals. Although these won't piece together like last year, they will be fantastic! Picture coming once the process is complete.
- COW City Wide Mailer
 - Currently working on the winter addition with the library, tourism, and public works to produce the issue that will go out to residents the end of December.
- RTV Refresh
 - Run the Valley got a fresh new look last month with a brand-new logo and updated website. Ready for 2020.

SUSAN ROBERTS

- The bulk of the emergency preparedness plan has been prepared. Each individual classroom now has instructions to be posted regarding where to go in the event of four different emergency scenarios.
- After much discussion and evaluation, the 2020 fees for (non-city departmental) special events has been revised and sent out to last year's sponsors. This was done to strike at least a little more balance regarding costs to city departments vs. what the event-sponsors were paying. The city will still incur many uncovered expenses, but now the event sponsor will be responsible for paying a bit more for services/items they request.
- Preparations for the Christmas parade are on track and moving right along. The last day to register for the parade is November 25th. Please be sure to bundle up and join us on Saturday, December 7th. Once again, we are collecting toys for the Toy Convoy, to be distributed to local, qualifying children.
- The North Pole Express mail service will begin on December 2nd, for children to write Santa, and to get a personalized response in the mail. Mailboxes will be placed at all city elementary schools through December 19th. Last year, Santa responded to approximately 900 letters, and he's hoping for another good response this year.

STEPHANIE SELTZER

Project Manager:

Special Events

- Shenandoah Valley Plant Symposium (3/20/20)
 - Paul Westervelt of Saunders Brothers Nursery is expected to take the last position
 - Set up the event on REC-1 and have started gathering information for the website

Projects

- Budget-Capital Improvement Plans
 - Submitted CIPs to Dwayne for approval for the following projects: Greenway Phase 2B, Phase V, Sunset Park, SRP, Basic Park Soccer Complex, Basic Park Recreational Access Improvements, Splash Pad, Ridgeview Park Baseball Lighting, Off-Highway Vehicle Trail Park
- Website Updates
 - Updated website information on Sunset, Phase 2B, and SRP with the most recent major happenings
- VDPT LAP Manual Review
 - Reviewing select chapters of the manual to make sure our management of VDOT funded projects has followed the guidelines laid out in the LAP
 - Currently completing quarterly status reports for Phase 2B, and Sunset Park
- Traffic Counters
 - Pedestrian counters are located along the greenway at Loth Springs and Port Republic. A vehicle counter is located at the entrance of Ridgeview Park.
 - Use is highest on Saturday, Sunday, and Thursday, respectively, at all counters
 - Average Daily Traffic is summarized below for all existing data:

Average Daily Traffic								
Year	Site	Aug	Sep	Oct	Nov	ADT	ADTx365	Days with
2019	GW_LothSpgs	5149*	4681	2812	2863*	124.084	45291	83
2019	GW_Port	47*	2996	2928	2243*	88.662	32362	77
2019	Ridgeview	12338*	12447	10448	6840*	353.545	129044	77
* Less than a full month of data available. ADT estimated based on available data								
Totals have been divided by two at each location. Assumes all trips are round trips.								

- Lighting
 - Met with Sonaray at Ridgeview Park to discuss lighting options for playground, parking lot, amphitheater, and Woodland Shelter.
- Virginia Outdoor Plan
 - Attended Central Shenandoah Valley Planning District meeting for the VOP. The Greenway and Crozet Tunnel are listed as priority projects in the 2018 VOP. Updates on these projects were given by Dwayne.
- Construction Projects
 - Working with Mike Allen on two winter projects: Loth Springs Kiosk and an ADA compliant picnic space at Ridgeview Park
 - Locations have been marked in the field and Miss Utility has been called for both project areas
 - Designs for both have been completed
 - Mike will begin construction of these items within the next month