

**PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, JANUARY 26, 2017
ROSENWALD COMMUNITY CENTER, PARKS & RECREATION OFFICE**

CALL TO ORDER

MINUTES OF THE MEETING OF OCTOBER 27, 2016

DEPARTMENTAL REPORT

VISITORS

PARKS & RECREATION COMMISSION
MINUTES OF THE MEETING OF OCTOBER 27, 2016

PRESENT:

Pete Marks, Council Representative
Jennifer Lewis, Ward C Chair
Robert Kuykendall, At Large
Donna Ownby, At Large
Brandon Bradshaw – Ward D

VISITORS:

DuBose Egleston
Tom Brokamp

PARKS & RECREATION DEPARTMENT STAFF: Dwayne Jones, Sherrie English

Ms. Lewis opened the meeting at 7:00 PM and welcomed visitors. She asked if all had a chance to review the minutes from September 22, 2016 and if there were questions or comments. No response from the group. Ms. Lewis asked for a motion to approve the meeting minutes. Motion from Ms. Ownby, 2nd. Mr. Kuykendall. All were in favor. None were opposed.

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

- **Horticulture Department** received another Trees for Clean Water Grant. Trees will be purchased and planted in spring of 2017. This is in addition to the previous Trees for Clean Water Grant that provided trees for Coyner Springs Park that were planted along trail which will eventually provide nice shade as they grow. We also plan to add benches. We're very fortunate to receive these Department of Forestry grants.
- **Rosenwald Restroom Renovation** is near completion and should be finished by our next meeting. This has been a very long process but has turned out well. We are all excited about this project.
- **Office on Youth Staff in the Building** and are now at full capacity. The Director was the last staff member to move in from the Gorsuch building. They're busy settling in and finding their way. HVAC system still in the works. Once complete, each office will control their own heating & cooling which was less expensive. However, there was a delay with the units. The inside work should be completed by this week or early next week. Outside units coming in next week. Thankfully, the weather has been cooler allowing for comfortable office temperatures by opening windows or using space heaters as needed. We are excited to have new neighbors and think they are excited as well.
- We've been working on picnic areas at **Rife Park** adding containers, gravel and some other minor upgrades. We've purchased the lumber but have not yet installed the 2nd kayak launch which is a modified version of the one at Ridgeview Park.
- **Park Maintenance Staff** still busy mowing grass but will soon move to leaf removal season.
- **Rosenwald - New Gym Roof Installed** - Virginia Frame did a very nice job installing a dark brown metal roof and included a thin layer of insulation in hopes of helping with the summer heat. This process worked great at the amphitheater by considerably lowering temperatures inside the building. We have future plans for better ventilation.
- **Men's and Women's Volley Ball** season is here and very active this time of year.
- Our next race, **Mad Anthony Mud Run**, is coming up at the end of February on Saturday, the 25th. Three of our races have been nominated in the Best of the Blue Ridge outdoor events – Mad Anthony Mud Run, Park to Park Marathon, and Tour de Valley Bike Race. This is the Blue Ridge Magazine's "Best of" awards. We won with the Mud Run last year and this year we would like to win all three races. We're neck-and-neck with the Blue Ridge Marathon in Roanoke. We would like to win with the Park to Park Marathon as well as keep the crown for the Mud Run. We are not as close with the Tour de Valley but would like to increase our votes. If you would like to join us, we have a link on our Run the Valley website that you can use to vote. The deadline is October 31st.
- Hobby Hill Farms **Artisan Bread and Pasta Making** classes went well last week and are always very popular and fill up quickly.
- **Urbanna Oyster Festival Trip** coming up on November 5th, which we're excited about.
- **Christmas Parade** is upon us and only a month away. All commission members have received an invitation to be judges. Mr. Marks has the option of either riding in the parade as Council or joining other commission members in the role of judging parade entries. We've met with PD with route change in place and we've already received our first toy for the Toys for Tots program as part of the commercial application process.
- **Interpretive Signage** was recently added in the Rosenwald Building in an effort to have in place prior to the Office on Youth move. All room numbers/names were changed and made appropriate for 1st and 2nd floors. Updated signage is a great addition to our building and turned out very well.

- We are very excited about our new **Kayak Guide Service and Rental Program** which is planned for launch in the spring of 2017. We have selected the kayaks and plan to pick up in approximately a month. These services will be provided at the pool with all details there - including a new program for receiving credit cards at the pool.
- We now have **Drone Footage of the Water Trail** and are working on several different projects that we hope to piece together. We have footage of the riverbank and plan to obtain footage after the mercury project to capture the differences. We hope to use this footage to promote the water trail. We are hoping to obtain footage of the different seasons but are still working out the details. We own the raw footage but plan to work with Tourism to turn into a possible commercial. The water trail has been very popular and we receive many calls from citizens with questions about the trail. Tourism is looking at a Virginia Tourism Grant to possibly cover the costs associated with this project.
- **Council Budget Presentation** occurred this past Monday evening (presented before City Council by Mr. Jones). Our budget season begins in late October to early November. Our staff work together to prepare a proposed budget which is then presented to City budget team and then finally to City Council for approval. (Mr. Jones passed around a copy of the slides, from the presentation, to all commission members).
- **Greenway Project** was paved this week, the bridge is complete, step handrails and steps are in, and grass has been planted and is growing. No other exact plans due to bridge project. But, project is nearing completion. We will probably delay ribbon cutting due to bridge construction. We will resume working on area under the Main Street Bridge once we have the OK from the bridge crew.
- **Bridge Project** – Race Avenue, which is the new road adjacent to Constitution Park, will most likely be open before Thanksgiving. Street lights, sidewalks, signage, road striping, brick crosswalks, and seeding all complete. Steel beams are expected late November to early December. Construction area will move closer to bridge allowing open business, walking, etc. which will help with people walking through construction site to see new Greenway (not officially open).
- **Mercury Update:** DuPont permit in place and plans have been approved. They are planning to start project on November 1st. Will probably be a 45-day window and will close the Greenway fencing off area near Dominion Shelter due to amount of equipment. There may be a lot of planting associated with this project. May wait until spring for this process. Parking will still be available in Invista lot, but none allowed on Greenway. Will update as we go along.
- **Glen Alley & Wayne Theatre Parking Project** (Glen Alley parking lot adjacent to Augusta Cleaners) has been started, which are both City properties. Project began on Monday. Will be milling, paving, striping, adding street trees for shade, and LED lights to both parking lots. Should be done before Thanksgiving.
- **Sunset Park** – Requests for proposals for design and engineering have been submitted to businesses. Should have a firm selected by early January. Review and planning will be done from mid-to-late January – March to determine what this plan will look like. Hope to have budget numbers to submit to Council for approval possibly in April and will move forward. This is a project that's been in the works for a while.

Mr. Jones completed his review and asked if members had any questions.

Ms. Ownby voiced a complaint regarding Basic Park - terrible mosquitoes this year - not just along the river but toward parking lot. Mr. Jones stated that he really didn't have a good answer. Could be standing water issues, although river flows well through Basic Park, or something could have changed with water treatment plant. Not a lot of rain this year. We leveled the areas which should have helped with low areas. We've never sprayed for mosquitoes in at least 23 years. He suggested citronella.

Mr. Bokamp requested to speak. He stated that he is representing a group of Coyner Spring's fellow dog walkers that regularly attend the park. This group would like to share comments, concerns, and suggestions:

- Group would like to volunteer to do more for the park;
- Still very concerned and very interested in moving upcoming road location from Coyner Springs park;
- Signs are needed due to high speed;
- Suggest speed bumps to detour speeding;
- City workers have reduced speed in the park – thank you;
- Second trash barrel placed in park in upper lot. Group is very appreciative;
- Request additional dog waste stations as only one currently in park;
- Suggested partnership between park maintenance and volunteers to empty trash containers;
- Request additional trash barrel near generator station;
- Request bear-proof trash containers;
- Concerns regarding animal relocations – one skunk and one groundhog set free in park;
- Appreciate early bush hogging this past July widening paths;
- Concerns that paths are cut smaller as the summer progresses;
- Concerns regarding circular paths that are overused for Parks & Rec events making paths unusable;

- Concerns that park use is measured only by big events (Kite Day/Mud Run);
- Request signs instructing cleanup of dog waste as an inexpensive and effective tool;
- Appreciate added trees but concerns that trees are not staked resulting in leaning;
- Suggest an informational sign with history of pavilion columns;
- Interest in approval and training for volunteers to use equipment (chainsaws, etc.) to help maintain park;
- Group will communicate directly with VDOT regarding new road but request support from the City;
- Requesting shady areas for dog walking paths;

Mr. Jones responded to Mr. Bokamp:

- Thanks to Mr. Bokamp for his time;
- Citizens are always welcome to attend these public meetings;
- Complaints can be addressed sooner by contacting Parks & Rec office directly, via email or phone;
- Open door policy;
- Spoke with staff regarding speeding;
- All citizen requests not possible due to budget/resources;
- No future vegetable gardens permitted in park;
- Discussions have occurred regarding historic park sign containing column information;
- Future plans to expand upper parking lot but still may not meet demand;
- Once upper lot has been expanded, there will be no overflow parking in the grassy areas;
- Ample parking in lower lot;
- Trash containers can be added;
- Considered bear-proof containers – very expensive. Will continue to monitor bear situation;
- We now have a fulltime park custodian which will allow more frequent trash pickups;
- We do not discourage volunteers and is certainly a possibility;
- Please submit typed list of proposed volunteer activities for review;
- Donations are accepted for park donations (tree, bench, dog station) and can be earmarked as such;
- Facebook posts will be made to announce activities but we cannot guarantee all will be included;
- Additional dog waste station is being considered;
- VDOT/Road – Spoke to lead engineer – looking at 2020 timeframe for public meetings
- Will inform the public with VDOT information as much as possible.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

PARKS AND RECREATION REPORT – JANUARY 26, 2017

DWAYNE JONES

Special Project Updates:

STEPHEN BLACK

Horticulturist:

Current Events:

- General landscape maintenance at all city buildings, annual beds, and park beds including weeding, spraying, trimming, and mulching.
 - We've started cleaning up beds downtown and the Serenity Garden to prepare them for 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 annual beds have been cleaned out and replanted with tulips and violas for winter and spring.
- The containers downtown were cleaned out and cuttings were placed in them for winter decoration.
- Some new trees that were planted this fall have been staked.
- Maintenance has been performed on all irrigation systems, and all systems have been winterized.
- Cages have been placed around new trees on the new greenway section, and a trapper has been called for beaver control.
- We've been cleaning up brush in the parks.
- Turf blankets have been placed on the soccer fields to cover bare areas, which has been re-seeded.
- We have helped with snow and ice removal around the city.
- The Christmas tree recycling drop off area has been set up for citizens to dispose of their trees. The trees will be ground up and turned into mulch. The drop off site will be removed in mid-January.
- The snowflake lights were placed in the trees at City Hall and turned on before Thanksgiving. Snowflakes were removed in early January.
- Lights were placed on the city Christmas tree. The tree lights were turned on the night of the Christmas Parade and were removed in mid-January.
- The light poles downtown were decorated for the Christmas Parade.
- The final grant report, for the Trees for Clean Water Grant for tree planting at Coyner Springs Park, has been completed and submitted.
- The first progress report has been completed and submitted for the Trees for Clean Water Grant for tree planting at Constitution Park.
- Our Tree City USA application has been completed and submitted to the Department of Forestry.
- Our budget preparations are completed, for Horticulture, and submitted to our finance department.

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.)
- Snow removal as necessary
- Assist with the Mad Anthony Mud Run and park preparations
- Assist with preparations for the Shenandoah Valley Plant Symposium.

JOHN GOSLIN

Park Maintenance:

- A new 200-amp service has been set by the old Farmers Market pavilion.
- Work on the new part of the greenway is close to completion. Wiring has been put in place for 3 street lights. Each light will have both 110V outlet and irrigation for plant baskets.
- All wire for the new lights has been pulled and we are just waiting on the delivery of the light poles.
- The AT camp area has closed for the season.
- We continue to pick up leaves in the park.
- We are placing a new electrical service in the gym of the Rosenwald Center. The existing one is rather ancient and dangerous.
- We are in the beginning stages of remodeling the downstairs restrooms at the Rosenwald Center.
- We have nearly completed our new budget.
- We are hoping to start work on the playground this month. All decks will be replaced.

BEN LANCASTER

Athletic/Aquatic Coordinator:

Athletics:

- Oversee Coed Volleyball season
- Oversee Youth Wrestling
- Work with adult and youth tennis programming for spring classes
- Meet with Waynesboro Youth Baseball/Softball League to plan for 2017
- Meet with SOCA for the 2017 season
- Continue planning the 2017 Mad Anthony Mud Run
- Continue planning on the 2017 Park to Park Half Marathon
- Plan and meet with coaches for Piranhas 2017
- Continue work with local CrossFit for Youth Strength and Conditioning

Aquatics:

- Set up lifeguard training/recertification
- Plan for the 2017 season
- Meet with staff and send letters to former staff
- Plan for swim lessons

AMANDA REEVE

Event Coordinator:

Mad Anthony Mud Run:

- The Mad Anthony Mud Run registration and promotions are in the home stretch. With the race just over a month away, I am working on the final social media and e-blast push.
- Preparing obstacles and working on a new obstacle placement.
- Working with local sponsors and volunteer groups for event day details.

Park to Park Half Marathon:

- Promoting registration via e-blasts and social media
- Working with local sponsors to partner for the event
- Creating posters and distributing throughout the community
- Starting to organize volunteer groups for the event

Get Fit:

- January kicks off the GET FIT employee wellness program for the second year.
- This year offers six options to gain points where as last year only offered two options. There has been a lot of interest going into the new year of the program.
- Participates have the opportunity to earn rewards for walking, running, and participating in various events throughout the year.

SUSAN ROBERTS

Rosenwald/Special Events:

- Parent's Night Out was held to provide kids with lots of fun while parents took advantage of a little adult time.
- Jim Wood instructed a Concealed Weapons Class on Saturday, December 3.
- Santa wrote approximately 850 letters back to school children that wrote him from Dec. 1st - 20th.
- Our department is offering Massanutten LTS packages this year. This is a great, discounted opportunity for folks to learn to ski/snowboard, or simply use the slopes.
- Kids Klub provided lots of holiday crafts and seasonal food projects in December. After a couple week break, the program has resumed on Tue/ Thu afternoons.
- Hobby Hills Farm instructor, Sharon Munyak, taught classes for making Cinnamon Buns and Mozzarella Cheese at Rosenwald on Saturday, January 14.
- Preparations have been made for changing our program tab. Watch for a new look. In addition to changing the layout a bit, we will using a different printer as well as having the Staunton News Leader distribute it.
- Plans for the Rosenwald Block party committee have begun. The first planning committee meeting is January 24th at 6pm. All are welcome!
- Facility use requests 2017 have been updated.
- All of the performers for Family Fiestas (to be held in June) are now booked.
- New classes in the works: Stretching at the Ridgeview Park amphitheater and the Walk with a Doc program.
- Thanks to volunteer Chris Hewitt for donating his time, skills, and equipment, to provide free Jiu Jitsu instruction for area youth this last year. The program will be ending soon and we appreciate all he did for the kids that participated.

STEPHANIE SELTZER

Special Events Coordinator:

Special Events:

- Plant Symposium (March 24)
- XtremeFest (June 10)
 - We currently have 162 people registered for the event.
 - Eblasts are going out regularly.

- We are offering CEU's through VNLA, VSLD, and Mac-ISA with credits for LA's pending.
- Venue and catering are a go.
- Sponsorships are up this year with \$1700 coming in thus far.
- XtremeFest (June 10)
 - Mid-Atlantic Adventures is contracted.
 - Chris Clark Mountain Bike Stunt Show is contracted. This is a change from the BMX stunt show which has been used in the past.
 - Vendors and community groups still need to be arranged.
- Summer Music Series (Rock N Ridgeview and Groovin' at the Greenway)
 - Rock N will be Thursdays in June- 5 total shows
 - Groovin' will be Thursdays in July- 3 total shows
 - All bands have been booked and contracts are all nearly in
 - Quotes are in for sound and the final determination for the award is forthcoming
 - Food trucks still need to be scheduled
- Summer Extravaganza (July 8)
 - All bands have been booked
 - Quotes are in for sound and the final determination for the award is forthcoming
- Petpawlooza (May 13)
 - PetSmart has been approached for sponsorship and they are working with their corporate office to determine their level of participation
 - Planning is currently underway
- Tree Workshop (September 15)
 - A tentative speaker line up has been created and contact is beginning with them.

Publications:

- Information for the City Wide Newsletter for spring (April, May, June) is currently being collected.
- The January e-newsletter went out on the 1st. The open rate was 34% with a click-through rate of 20%. Waynesboro Trips getting the bulk of the clicks.

Trips:

- Roanoke trip on February 4 is full and will go as planned.
- Brew Ridge Trail Trip was just opened and it has 3 registrants. A mini-bus will be rented due to previous interest in this trip so a larger number of participants can be taken (19 total). If for some reason the minimum for the trip is not met, the passenger van(s) may be able to be utilized so the trip can still go.
- A Maymont/Olive Garden trip is being planned for May.
- A Lewis Ginter/VMFA trip is being planned for June.

Other:

- Kayaks have been purchased for use in the spring.
- Recreation management programs have been investigated to make it easier to set up programs, trips, facility reservations, etc. and process payments. A couple were standouts and reasonably priced however some of the basic features are currently available on our CivicPlus system. Work is being done to get this up and running. CivicPlus is also getting ready to release a module with specific Parks and Rec functionality which could be a good, seamless alternative.
- FY2018 budget has been submitted for review.