

**PARKS AND RECREATION COMMISSION
ADVANCE AGENDA
MEETING TO BE HELD THURSDAY, FEBRUARY 27, 2020
ROSENWALD COMMUNITY CENTER - FIRST FLOOR CONFERENCE ROOM**

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF JANUARY 23, 2020

DEPARTMENTAL REPORT

MEMBERS – QUESTIONS/COMMENTS

VISITORS – QUESTIONS/COMMENTS

MINUTES OF THE MEETING OF JANUARY 23, 2020

PRESENT:

Robert Kuykendall, Chair
Vicky Ferreira, Co-Chair
Elizabeth McInnis
Donna Ownby
Calvin Williams

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 November 21, 2019. 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 proceeded to review Parks & Recreation recent activities, upcoming events, and project updates:

- **FY21 Budget (7/1/20 – 6/30/21):** The Parks and Rec budget was completed and submitted to Finance, just before Christmas. Will be reviewed by budget team and then passed on to City Council for approval. Budget was reviewed by staff with some rearranging done and little to no increases. There is a different process for supplemental budget items (additional items not included in the budget), which will be reviewed by the budget team. Commission members are welcome to review the budget at any time by requesting a copy.
- **Basic Park SOCA Complex:** Met yesterday with SOCA. All involved are happy with plan. Will have a site plan review with the City to make sure nothing was missed. There will probably be some minor tweaks to the plan. SOCA will begin their fundraising efforts toward their portion of the costs for the project. Cost estimate will be coming from the engineer but we're a long way from construction. Project is not fully funded but rather a long-range funding plan for the City. Will bring copy of the plans to next month's commission meeting for review.
- **Rosenwald Gym Exterior:** We've been in various stages of a new protective, very detailed, waterproofing application process, as recent warmer weather has allowed. Once complete, will be painted (dependent on temperatures outside). Lane Technology, Inc. has been great to work with.
- **Rosenwald Boiler Leak:** We had a steam line break under the concrete flooring which resulted in adding cap in pipe chase eliminating heating. This occurred in the kitchen and in room 2 on the first floor. We plan to add a similar heating/air system, like we have here in this conference room (room 7), with an approximate cost of \$15,000. Bids are due soon and project should be completed in about two months.
- **Rosenwald Gym Interior:** The plan is to paint the interior of the gym (once the exterior is complete) and to add new flooring. We've had difficulty obtaining bids for the flooring. We plan to restore the gym to its original colors of royal navy and yellow, including adding the school mascot – yellow jacket.
- **Mad Anthony Mud Run:** We are in the prepping stages of preparing for the Mud Run. This is an involved process of cutting 5 miles of trails and adding obstacles.
- **Park Maintenance Projects:** We've had a couple of split rail fence projects, replacing rails with ½ rounds. We've also been painting the park restrooms during the non-busy season.
- **Youth Soccer & Baseball/Softball Season Coming Soon:** Will be kicking off the season in March with SOCA and WYBS registrations taking place.
- **Seasonal Job Postings Coming:** Beginning in February, job postings will go out for lifeguards, pool attendants, pool managers, and seasonal grounds workers.
- **Pool:** New this coming season, we will be replacing antiquated cash registers with two I-Pads and cash drawers. We will use a Point of Sale system through our Civic Plus Rec-1 software.
- **Christmas Tree Recycling Program:** This program is coming to an end soon. We still have a few trees coming in and the program has been a big success.

- **Serenity Garden:** A new irrigation zone has been added to Serenity as we plan to add a larger flower bed for colorful annuals in the spring.
- **Race Updates:** We're currently preparing for the Mad Anthony Mud Run and the Park to Park ½ Marathon. We'll be adding some changes making things new and improved. We will also have a new medal program for 2020. Those registering in all 2020 Run the Valley races will receive all medals, which are currently in the planning stages. We'll also once again offer the Medals for a Cause program. Folks can purchase all medals for a charity donation.
- **Santa Letters:** We had over 1,000 individual letters that went out to children from Santa this year – which is a record.
- **Christmas Parade:** A big thank-you to all members who participated in the Christmas parade this year. It was a huge success with a record number of gifts donated to local children through the Toy Convoy program.
- **Special Events:** We have a new special event application in place for all non-City special events. There were some minor modifications, including some added fees to recover some of the costs incurred by other departments such as Public Works, Police Department, and others. These changes seemed to be well received by event planners.
- **City Special Event Updates:** All entertainers and sound vendors have been booked for the upcoming 2020 summer season, including the Groovin' events and Summer Extravaganza. Planning is in place for the Block Party, which will take place this spring. Block Party volunteers are welcome to participate. We have 3 trips that have been planned, open for registration, and are on the website – Cherry Blossom/National Zoo – 4/4/20, Tangier Island – 5/16/20, Baltimore Inner Harbor – 6/20/20. Pet Pawlooza is coming up on April 18th. Our Shenandoah Valley Plant Symposium is coming up on Saturday, March 20th. We have approximately 120 folks registered so far. The maximum attendance this year will be 225 due to space constraints.
- **Traffic Counters:** We received recent data on our 3 human traffic counters that have been in place for the last 5 months. We experienced an issue with the Port Republic counter. The Ridgeview Park counter revealed an ADT (average daily total) of 270 people and the Loth Springs area approximately 170 people. These numbers will increase as summer approaches.
- **South River Preserve (Constitution Park):** Engineer firm, Anhold Associates, has completed a full survey and have baseline information in place. We have our first group meetings coming up next week, on Tuesday, Wednesday, and Thursday evenings at the library. We've identified 3 core user groups: Fish/Paddling/Birding Group, Event Group (carnival, RiverFest, etc.), and Downtown Businesses Group. Some may attend more than one group as there is much crossover. Will formulate general ideas. We've received some feedback. Commission members are welcome to attend these meetings. A public meeting will be offered in April for general public feedback.
- **Sunset Park Update:** We're excited to have looped in a City associate planner to this project who has an interest in biking trails. We're hoping to receive a grant to fund master plan for the trails. We have an updated timeline and could be out to bid as early as June and possibly start construction this summer. We received road plans, which we will forward to VDOT for review. This is a Parks & Rec project but we will be reimbursed for expenses to build the road.
- **Shenandoah Watershed Grant:** This is a grant to relocate the kayak access point. Unfortunately, we did not receive grant this go around. However, we will continue pursuing a future grant.
- **Greenway – Phase 2B (from Shiloh Church to North Park):** Despite many contacts, still waiting on VDOT right-of-way approval. We've gone as far as possible but hoping we are close to receiving a response.
- **North Park Remediation:** Could be mobilizing as early as February.

Questions/Discussion:

- Ms. Ownby inquired about the status of Greenway Phase 3 mentioning that she knew Parks & Rec no longer managing project. Mr. Jones responded that the project scope has been shortened from Wayne to Magnolia and will connect to existing infrastructure. Public Works is working with engineering firm McCormick Taylor and project is moving forward.
- Ms. McInnis asked if the cameras at the amphitheater worked. Mr. Jones stated, yes, and they monitor between pipe chases. No daily monitoring is done. If incident, can rewind and view approximately 14 days of recordings.

- Ms. Ownby inquired if volunteers were needed for the Mad Anthony Mud Run as she saw volunteers mentioned in the report this month. Mr. Jones stated that we do have group volunteers (DuPont, Murphy Deming, and others) which are currently being organized. Ms. Ownby also asked if parking would be at Target and how many people usually participate in this race. Mr. Jones responded that parking will be at Target and folks will be bussed over to race location and there are usually about 500 registrants for this race. Ms. Ownby asked if there is a map of the race route. Mr. Jones stated that the map is located on www.runthevalley.com.
- Ms. McInnis inquired about the amphitheater paint on the stage side and if there were plans to paint as it appears in bad shape. Mr. Jones stated that, in the past, we've had vandalism in that area. He believes a better solution over painting would be the weatherproofing material that is currently being installed on the Rosenwald gym. Nothing firm is budgeted at this time.
- Commission members inquired about helping at Parks and Rec events, races, etc. as they would like to be more involved as a group. Mr. Jones stated that we do have a complete list of events for 2020 and that we're more than happy to send to commission members. This will be emailed to the group right away. If any interest, members can contact the Parks & Rec office for more details on the event and to assist as there's a need.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

PARKS AND RECREATION REPORT – FEBRUARY 27, 2020

DWAYNE JONES

Special Project Updates:

- Nathan Alamarode has tenured his resignation to take a job with city of Harrisonburg, more money and closer to home – his job has been posted, minimal applicants at this point.
- Sunset Park – budget implications
- North Park – stream bank project set to begin / greenway phase 2B – ROW starts.

MIKE ALLEN

Parks Maintenance Supervisor:

- The exterior of the Rosenwald gym has been completed.
- New heavy-duty downspouts have been installed on the exterior of the gym.
- The interior of the gym has received a fresh, new coat of paint, which resembles the old school colors of Rosenwald.
- New flooring has been installed in the main Parks and Recreation office and also in the staff offices upstairs in the Rosenwald Community Center.
- The Mad Anthony Mud Run will take place on February 29th at Coyner Springs Park.
- Preparations are under way to set up the race course. Bush hogging, trail cleaning, mud pits, mud crawls and building walls are some of the preparations underway.
- The kitchen and room 2 at the Rosenwald Community Center will receive a new heating/air system beginning the first week of March.
- The pool filter building at Ridgeview Park will receive a new chlorine tank and we are working on obtaining and installing a new hair catch system.

NATHAN ALMARODE

Athletic/Aquatic Coordinator:

Athletics:

- Manage volleyball season (Co-Ed) - scheduling, refs, marketing, equipment, communicate with schools, etc.
- Prep for SOCA season to begin – scheduling, marketing, moving equipment, field readiness, etc.
- Prep for WYBS season to begin- scheduling, marketing, field readiness, etc.

Aquatics:

- Monitor applications for all 3 positions (Attendant, Lifeguard, Asst. Manager)
- Upgrade cleaning storage, integrate new POS iPad system, and concession stand items (Coke, Mars, other snack items).

Fitness

- Oversee Fitness classes
 - Scheduling
 - Registration
 - Payment
 - Equipment

- Oversee Get Fit program.
 - Newsletters and announcements
 - Reviewing, logging, counting, and submitting points
 - Collect/ obtain and deliver rewards

Other:

- Receive race/event duties and work on them as assigned
 - Mad Anthony Mud Run - Volunteers and food items for after race
 - Mad Anthony Mud Run - Manage Start/Finish line, manage volunteers, race times and results

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 continued to assist Tom Carlsson with having trees pruned and some overgrown shrubs and trees removed from Fairview Cemetery.
- I have also been working with Tom on the renovation of the Market Avenue Parking lot, and specifications for planting 15 new trees in the lot.
- We received the Trees for Clean Water grant from the Department of Forestry for trees to be planted along streets and in the parks.
- I prepared and sent a request for quotes to local landscape businesses for trees and received those quotes. Village Garden Center will be planting our new trees funded by the grant.
- I have ordered native wildflower seed to begin establishing a meadow area in Sunset Park.
- We have been assisting with our Mud Run preparations, and mulching trees in Coyner Springs Park.
- We attended the Piedmont Landscape Association's seminar in Charlottesville for educational purposes and to promote the Shenandoah Valley Plant Symposium.
- I have also attended training and completed the necessary requirements to maintain my Pesticide and Fertilizer applicator certifications.
- I have worked with an editor for Garden Gate Magazine on an article about flower baskets, which will be published in an upcoming issue.
- Our contracts for mowing and landscape maintenance have been updated.

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 up perennial beds
- Continue with Arbor Day preparations
- Assist with Mad Anthony Mud Run event.
- Assist with Shenandoah Valley Plant Symposium preparations and event.
- Schedule back flow preventer inspections.
- Assist with tent setup for events on the greenway.

AMANDA REEVE

Event Coordinator:

- Mad Anthony Mud Run - February 29, 2020 – 400+ runners
 - Race week!!

- Park to Park ½ Marathon - April 25, 2020
 - Promote Registration via e-blasts and Facebook
 - Work with race volunteers and other service groups to ensure coverage on the course and finish line alongside our staff
 - Deliver posters promoting the race to area business
 - Work with location organizations to secure volunteers for the event

- Kids Mud Run - June 6, 2020
 - Open and promote registration for the Annual Kids Mud Run via Run Sign Up.
 - Work with local businesses to set up sponsorship of this event.
 - Research and design a new obstacle.
 - Create flyer for promotional use within the city and to all city schools.

- Social Running Club
 - Prep and announce new season.

- Departmental Promotions
 - Currently working on the spring edition of the COW newsletter in cooperation with the library, public works, and tourism.
 - Spring program tab just went out to schools and advertised in newspapers.
 - E-newsletter to inform of Parks and Rec happenings.

SUSAN ROBERTS

Rosenwald/Special Events:

- Volunteers are needed to help in any of the following areas:
- Egg Hunt
 - Monday or Wednesday, April 6 / April 8, from 2-5pm (Stuffing plastic eggs with candy)
 - Saturday, April 11, from 8-10:45am (help hiding eggs and running areas designated for specific age groups.)

- Pet Pawlooza
 - Tuesday, March 10, 6pm (Planning committee meeting at Rosenwald)
 - Saturday, April 18, 11-5pm (help with set up, man info booth, clean up)

- Block Party
 - Tuesday, March 24, 6pm (planning committee meeting at Rosenwald)

- Anytime, help with donations/ marketing Saturday, May 9, 11-5pm (help with food table, running a booth, set up/ clean up, etc.)

If you are interested, please email Susan Roberts at robertssb@ci.waynesboro.va.us. We'd love to have you be part of any or all of the events!

STEPHANIE SELTZER

Project Manager:

Events

- Shenandoah Valley Plant Symposium (3/20/20)
 - We currently have 154 people registered for the event. Normally total registration for the event ranges from 200-250. This year we will cap registration at 220 due to space constraints of the venue.
 - Menu has been developed.
 - Set up a vendor booth at PLA seminar to advertise our event and gave away a free entry.

Projects

- South River Preserve
 - 1/28-1/30 - Stakeholder meetings were held with River Special Interest, Events, and Downtown District groups. Anhold shared ideas for the park and listened to those in attendance to collect ideas, wants, and needs. There was overall optimism expressed about the project and no real opposition to change was expressed.
 - Website was updated with slides and boards from the presentation as well as results from a poll of attendees.
 - Met with Anhold to look at Towne Pointe Park which is a great example of park event space.
- Sunset Park
 - 2/20 - Received 50% plans from Wiley Wilson. They are currently being reviewed.
- Support to Partners- Shenandoah River Watershed Grant update
 - We did not get this grant but DGIF expressed the desire to work with us on our plan for fishing access at Basic Park so our application could be considered next round.
- South River Greenway Phase 2B
 - 2/12- We received notice to proceed to Right of Way acquisition from VDOT. KDR. A sub-contractor of McCormick Taylor has sent out letters of introduction to each of the property owners from which we are still in need of easements.
 - AECOM will be beginning work on the streambank restoration shortly. Information about the construction has been shared on the North Park pages so those utilizing the park will not be surprised by the work.