

**PARKS AND RECREATION ADVISORY BOARD  
AGENDA  
April 18, 2018**

**ADMINISTRATIVE ITEMS**

- ADMIN-1 Advisory Board Member Introductions
- ADMIN-2 Adoption of Minutes – February 21, 2018 Advisory Board Meeting
- ADMIN-3 Adoption of Minutes – March 27, 2018 Advisory Board Meeting

**PRESENTATION ITEMS**

- P-1 Aquatic 2018 Summer Operations

**ACTION ITEMS**

- A-1 Naming of Diamond Field at Pen Park for the Geer Family.

**INFORMATION ITEMS**

- I-1 Meadow Creek Valley Master Plan Implementation
- I-2 Tonsler Park Master Plan Implementation Update
- I-3 McIntire Park Projects Update
- I-4 Skate Park Construction Update
- I-5 Citywide Parks and Recreation Master Plan Survey

**MATTERS BY THE CHAIR**

**BOARD MATTERS**

**DIRECTOR'S MATTERS**

**ADJOURNMENT**



City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
April 18, 2018

**ADMINISTRATIVE – 1**

Advisory Board Member Introductions

**ADMINISTRATIVE – 2**

Adoption of Minutes – February 21, 2018 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the February 21, 2018 meeting.

ENCLOSED DOCUMENTS:

Minutes of February 21, 2018 meeting.

**MINUTES**  
***February 21, 2018***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, February 21, 2018 at 5:30 p.m. @ Carver Recreation Center. Members present were: Ruth Barnett, Anne Hemenway, Marlene Jones, Jennifer McKeever and Jennifer Slack. Members absent: Llezelle Dugger, David Hirschman and John Santoski  
Staff: Brian Daly, Doug Ehman, Vic Garber, Chris Carr  
Guest: Bridget Moss

**Adoption of Minutes**

- Anne Hemenway made a motion to adopt January 17, 2018 minutes, second by Marlene Jones, motion was unanimously approved

**Advisory Board Member Introduction**

- Advisory Board members introduced themselves

**Advisory Board Meeting Venue**

- Brian Daly stated that last month's meeting was held @ the Parks & Recreation's downtown office conference room, and had heard that some board members liked meeting @ the location & offered for discussion the possibility of moving the meetings to the downtown office. He stated that it would be convenient for staff, free parking was available @ Market Street garage & would free up the room for center activities.
- A motion was made by Anne Hemenway, second by Jennifer McKeever to move the meetings to the Parks & Recreation's downtown office conference room. Motion was unanimous to move meetings to the Parks & Recreation downtown office conference room.

**Parks & Recreation Sports & League Programs**

- Vic Garber introduced Chris Carr, Athletic Manager.
- Chris Carr provided the following report on athletic programs:
  - **Current programs**
    - Spring/summer softball – men's/co-rec teams, 77 teams registered in 2017, 74 in fall,
    - Sportsmanship initiative – finding a way to hold participants accountable for bad behavior, @ coach's meeting teams will sign sportsmanship initiative, told what is permissible on the fields.
    - Asked if any board members know of anyone that might be interested in umpiring to let him know
  - **Youth Basketball**
    - 2017 - 308 kids, 34 teams
    - 2018 - 394 kids, 40 teams
    - Achievements/Initiatives:
      - Partnered w/Upward for 5<sup>th</sup>-6<sup>th</sup> girls
      - Super Saturday – schedule teams according to how they finished the season, will be held March 10 @ CHS,
      - 42% of coaches completed the National Alliance for Youth Sports (NAYS) certification.

- Saturday, March 10 – end of season
- **Summer Youth Sports**
  - Flag Football – April 23rd registration
  - Lacrosse Camp – June, July, one week programs, 7-12 years,
  - Basketball Camp
  - Volleyball Camp
  - Tee Ball Play and Spray @ Forest Hills Park, play t-ball, cool off in spray park
  - Tennis Quick Start – summer classes

### **Meadowcreek Valley Master Plan Implementation**

- Doug Ehman stated that they are working through technical issues, Norfolk Southern embankment, section under design @ Brandywine by Kneeder bridge

### **Tonsler Park Master Plan Implementation Update**

- Doug Ehman stated that work continues on splash pad, application & surfacing will be done last week of April, opening May 12. Renovated basketball courts, walking trail, added stairs by tennis courts
- Vic Garber stated that they are working on a proposal for the Field House, and that Riaan Anthony, Facilities Manager was working on RFP, should be finalized in next two weeks, community engagement in 2-3 months

### **McIntire Park Projects Update**

- Doug Ehman reported that March 5<sup>th</sup> will be starting date of the Skatepark project construction @ McIntire Park. Staff has removed everything salvageable from location, will be meeting with warehouse staff to determine what to do with remaining equipment. Brian Daly reported that they have collected \$4,100 from existing ramps from the existing Skatepark
- In process of finalizing bid package for trail which will begin where bridge ends on Skatepark side, April-May timeframe. Will have trail contractor come in same time as Skatepark construction.
- Botanical Garden – the group is reviewing proposals, narrowed down to smaller group, by next meeting may be in negotiations
- Anne Hemenway asked if skateboarding was going to be @ next Olympics
- Doug Ehman reported that there are budget constraints, no lighting presently but fundraising is in process , a contribution has been made by BAMA

### **Citywide Parks & Recreation Master Plan Survey**

- Doug Ehman reported that they closed survey last week, received 524 responses, 100 more than hoped for, had very good geographic distribution, in good shape with data, will have draft in next couple of weeks. Findings will be presented to the Advisory Board
- Brian Daly stated that the results will be very informative for future programming

### **Matters by the Chair**

- Ruth Barnett asked board members who would be attending budget meeting on March 7 to get some idea of who would be going. Anne Hemenway, Ruth Barnett and David Hirschman would be attending

### **Board Matters**

- Anne Hemenway asked about City Council renaming two parks and asked if Parks & Recreation would be involved in new naming of parks, Brian Daly replied that he was not sure what they agreed to except that there would be an opportunity for renaming of the parks. There will be an online survey, placement in rank order, survey will be placed in facilities, utility bills, couple levels of review before action
- Anne Hemenway asked if new initiatives can't happen before the Needs Assessment was completed. Can something like soccer fields happen independently? Brian Daly replied funding has been included in our Capital Improvement Program
- Jennifer Slack stated there was an importance of challenging young people with physical activity – testing on strength & endurance has been lower than in the past, asked if there were plans for Parks & Recreation in this area? Stated that she was excited to hear about the new Music playground, reported that 8 years olds are barely meeting average level of physical activity
- Doug Ehman reported that when selecting playground equipment, constantly looking for challenging equipment, in process for climbing ropes for Pen Park. It is a challenge to stay on top of new equipment available, reported that the Parks Division had lost a Playground Technician, and is having some difficulty filling the position which is slowing down the process.
- Marlene Jones asked if department employs referees that are 16 years old? Chris Carr replied that right now the minimum age is 18.

### **Directors Matters**

- Brian Daly asked board members if they would be interested in a spring facility tour, possibly in May. Board members replied that they were interested
- Stated that naming decisions will be on agenda in March, additional new lands, have received a request from Central Little League - Pen Park

### **Motion to Adjourn**

- Jennifer Slack made a motion to adjourn meeting, Jennifer McKeever second, motion was unanimously approved.
- Meeting adjourned @ 6:40 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

**ADMINISTRATIVE – 3**

Adoption of Minutes – March 27, 2018 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the March 27, 2018 meeting.

ENCLOSED DOCUMENTS:

Minutes of March 27, 2018 meeting.

**MINUTES**  
***March 27, 2018***

The Parks and Recreation Advisory Board held a rescheduled meeting due to inclement weather on Tuesday, March 27, 2018 at 5:30 p.m. @ Parks & Recreation admin conference room. Members present were: David Hirschman, Jennifer McKeever, Bridget Moss and Jennifer Slack. Members absent: Ruth Barnett, Anne Hemenway, Marlene Jones, Llezelle Dugger and John Santoski

Staff: Brian Daly, Doug Ehman, Vic Garber, John Mann, Patrick Hagan

Guest: Raul Arbaelez, Central Little League

**Advisory Board Introductions**

- Board members introduced themselves

**Adoption of Minutes**

- Due to not having a quorum, minutes were not adopted. Will be adopted @ May meeting

**Integrated Pest Management Annual Report**

- John Mann, IPM Coordinator & Landscape Manager for Parks & Recreation, reported on the IPM program:
  - 14<sup>th</sup> year doing the IPM Program, 4<sup>th</sup> year using City Council adopted plan.
  - IPM Committee - members include Brian Daly - Director, Parks & Recreation, Doug Ehman - Parks Manager, Kristel Riddervold - Environmental Sustainability Manager, John Mann - Landscape Manager/IPM Coordinator, Patrick Hagan - Gardener II/IPM Program Manager, David Hirschman - Parks & Recreation Advisory Board representative, Rosanne Simon - Charlottesville Tree Commission Representative. Committee meets once a year for annual report
  - Integrated Pest Management (IPM) is an internationally recognized methodology that establishes an effective and environmentally sensitive response to pests (insects, weeds, pathogens, rodent and other vertebrates). IPM establishes a sustainable approach to managing pests by combining biological, cultural, physical, and if necessary, chemical tools in a way that minimizes health, environmental & economic risks. Program is modeled after one @ Boulder but their program is much more extensive.
  - An effective IPM program requires constant analysis, planning and revision. Looking critically at the level of service & methods used to maintain this level of service are vital to the success of the program. Assessing these methods and practices maintains a level of responsibility and transparency to the public & promotes innovation in the IPM program. Parks & Recreation strives to be proactive rather than reactive in the implementation of IPM methods.
  - Report discloses the present activities of IPM as adopted by City Council in 2015. It will provide insight into the decision-making process as it pertains to the implementation of the IPM program & analyze the past goals as well as highlight the future goals of the program.
  - This strategy includes increasing mulch & compost applications, appropriate pre-emergent applications in weed-prone right of way areas, and continued exploration of safer & more effective products and methods in the implementation of the IPM program.

- Patrick Hagan, Gardener II oversees day to day management of the IPM program and reported the following:
  - IPM Program is internationally recognized, promotes sustainability, decision making process, combines different ways for chemical controls, biological – ex. ladybugs; cultural – irrigation, mulching, physical – hand weeding. Requires constant analysis, goals, and plans for future, proactive.
  - 2017 – used organic on elementary school grounds, learn from, no pre-emergens, tried new organic products, introduced stimulants, reduced problematic areas, new signage of organic applications, funding strategies – mulch blower, raised use of organics
  - Charts in report show everything used for past several years
  - Invasives – trails, Ragged Mountain – issues with poison ivy, etc. Use Pathfinder, highly focused killer of invasives
  - Urban Forestry – treated 35 trees in past two years, applied by contractor. Treatments for Dutch Elm, may include this info as an appendix next year in report
  - Organics do work, timing has to be right
  - There is a need to repair hard surfaces, ex. sealing cracks in parking lots, hardscapes. John Mann stated that staff has learned a lot from the IPM program, makes sense to put money into hardscapes. Looking ahead in 2018 with the following:
    - Continue active pre-emergent applications where necessary
    - Track hardscape chemical applications @ schools & coordinate w/Public Works to improve or replace the most degraded & weed-prone hardscapes
    - Increase mechanical controls & mulch applications utilizing mulch blower
    - Continue bio-stimulant applications
    - Manage glyphosate applications to maintain or reduce current output levels
    - Retain & monitor outsourced pesticide application records or hired contractors
- David Hirschman asked if staff was tracking costs. Patrick Hagan replied that costs are being tracked
- Jennifer McKeever stated that she appreciated the level of service staff is providing with this program.

### **Naming of Diamond Field @ Pen Park for the Geer Family**

- Raoul Arbaelez, President, Central Little League, stated it was his 4<sup>th</sup> & probably final year as President, will probably be around the league in some other capacity.
- Raoul Arbaelez stated that the league has submitted a request to name the upper baseball field @ Pen Park in honor of the Geer Family for their contributions to their league & the City, has helped sustain Central Little League for nearly four decades. For the past 25 years Steve Geer has volunteered his time in various capacities with Central Little League, including serving on the Board of Directors, serving as Equipment Director & Umpire Coordinator, and most importantly serving as a highly respected, long standing coach of one of their majors teams (9-12 year olds)
- Reported that leagues are struggling for field space, ex. - 21% increase @ McIntire, running out of field space, and one way to get back space is through lighting fields. Would like to get lights



eventually for the field, approximate cost \$150,000, if league can raise half, there are grants out there, stated they were aware of the approval process for lighting.

- Due to no quorum @ this meeting a motion could not be made but present board members @ meeting agreed with naming the field to Geer Family Field

### **Meadowcreek Valley Master Plan Implementation**

- Doug Ehman reported that the status was the same as last month, working on getting packages together
- Greenbrier Boardwalk – out in April
- Brandywine – out as alternate, might be able to do with present funding
- Senior Center Bridge – applied for VDOT grant, no official response, Transportation Board meets in June.
- Developer building – 29 to #8 locked in, question who will maintain, #8 to trail – originally part of renovation of Seminole Square,
- Under railroad – CIP, \$1 million,
- Brian Daly reported that funding was for design work for tunnel, this will allow City to apply for grants with VDOT

### **Tonsler Park Master Plan Implementation Update**

- Doug Ehman reported that the splash pad was on hold due to weather by two weeks, not able to get concrete down with recent weather
- Vic Garber reported that staff is finalizing the RFP for Field House, there is a draft, will engage in a community process. Stated that Riaan Anthony, Facilities Manager, will be taking the project on and hopes to finalize in next 2 weeks, will go through at least mid-summer, scheduling community meetings will follow

### **McIntire Park Projects Update**

- Doug Ehman reported that the Skatepark demolition was done, project should be complete in October
- Doug Ehman reported that the bridge on the west side of tracks will be set sometime in June, then will work on ramp, work will coincide with Skatepark project. Trail will be go to bid soon and will be awarded in September
- Vic Garber reported that there was no update on the fundraising.
- Brian Daly reported that the Botanical Garden committee was in the process of finalizing a selection for a Landscape Architect for the Botanical Garden project

### **Citywide Parks and Recreation Master Plan Survey**

- Doug Ehman reported that staff was getting pieces of the survey in and preliminary cross tabs
- Brian Daly reported that staff was sent open summary today, 95% comments positive, will be included when presented in April. Staff will also receive raw data
- David Hirschman asked if this survey will have an impact on the Comprehensive Plan? Brian Daly replied that it will be referenced

### **Matters by the Chair**

- David Hirschman reported that in the Comprehensive Plan the Parks & Rec chapter was well represented and that public meetings will be coming up in May for the general public, encouraged board members to attend public meetings. Brian Daly stated that he will send a schedule received today to board members.

### **Board Matters**

- Bridget Moss, new board member, gave some background on herself as follows: was a nurse practitioner, moved to Charlottesville, 2004 – moved to area to be near hiking, bike commutes to work, child goes through Parks & Recreation classes including swimming and gymnastics

### **Directors Matters**

- Brian Daly reported that the Tonsler spray ground was moving along. Existing spray grounds open May 12
- Facility Tour for board members – Doug Ehman stated that he thought it would be more of a benefit to have in June; Tonsler will be close to done. Will discuss @ April meeting
- David Hirschman reported that he suggested Linden Square for the renaming of Emancipation Park, Court House Square Park for Justice Park

### **Motion to Adjourn**

- No motion to adjourn due to not having a quorum, board members present unanimously agreed to adjourn

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

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## **PRESENTATION - 1**

### Aquatics 2018 Summer Operations

Aquatics staff will provide an outline of upcoming summer 2018 operations and programs within the City's multiple aquatic facilities.

## **ACTION – 1**

### Naming of Diamond Field at Pen Park for the Geer Family

The Central Little League has requested to name the upper diamond field at Pen Park in honor of the Geer Family. A letter requesting this action was submitted to staff in February of this year. The Advisory Board considered this request at the March 2018 meeting and support was unanimous among the members present at the meeting. As no quorum was in place at the March 2018 meeting, formal Advisory Board action is required.

## **INFORMATION – 1**

### Meadow Creek Valley Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for the Meadow Creek Valley. A map of the sections of the trail and bridge improvements is included as an attachment to the Board Package.

## **INFORMATION – 2**

### Tonsler Park Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for Tonsler Park, including the spray ground (nearing completion) and the RFP for design services for the Field House.

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### **INFORMATION - 3**

#### McIntire Park Projects Update

Staff will provide an update of the ongoing efforts to implement the Master Plan for McIntire Park; including specifics regarding the Pedestrian Bridge over the Norfolk Southern Railroad, trails and the McIntire Botanical Garden.

### **INFORMATION - 4**

#### Skate Park Update

Staff will provide an update of the construction progress for the skate park in McIntire Park, currently under construction.

### **INFORMATION - 5**

#### Citywide Parks and Recreation Master Plan Survey

Staff has engaged with the Center for Survey Research at the University of Virginia to conduct a community wide survey regarding parks and recreation needs and desires that will be the foundational information leading toward a Citywide Parks and Recreation Master Plan. The data collection process for the survey is completed, with over 520 completed surveys, providing a solid statistically valid survey.

The final survey results are being compiled by the Center for Survey Research and will be available for public dissemination in the next forty-five days. Staff will present a summary of the survey methodology, demographic and geographic results at the Advisory Board meeting.

# Meadow Creek Valley Implementation Phases



## Status

- 1 - Greenbrier boardwalk - Bid release December 2017 - construction spring 2018
- 2 - "Kneeder" bridge - Bid release February 2017 - construction spring/summer 2018
- 3 - Stone dust trail to Brandywine - construction summer 2018
- 4 - Culverts at Hydraulic/250 - Land acquisitions spring 2018. Construction fall 2018 - included in 29/Hydraulic Planning
- 5 - "Senior Center" Bridge and trails - VDOT grant applied - design and construction ~spring 2019
- 6 - Connection from Hillsdale to valley - 2019? Pending land/easement acquisitions
- 7 - Link to 250 bypass trail - undetermined, included in small area and VDOT planning for area
- 8 - Developer building upper portion 2018. Link to valley trail ~2020
- 9 - Tunnel under railroad - Potential smart scale or TAP grant application 2019

