

**PARKS AND RECREATION ADVISORY BOARD  
AGENDA  
September 13, 2018**

**ADMINISTRATIVE ITEMS**

- ADMIN-1     Advisory Board Member Introductions  
ADMIN-2     Adoption of Minutes – July 18, 2018 Advisory Board Meeting

**INFORMATION ITEMS**

- I-1             Meadow Creek Valley Master Plan Implementation  
I-2             McIntire Park Projects Update  
I-3             Skate Park Construction Update  
I-4             FY20-24 Capital Improvement Program Preliminary Discussion  
I-5             2017 Citizen Survey Dashboard  
I-6             Tree Inventory Dashboard

**MATTERS BY THE CHAIR**

**BOARD MATTERS**

**DIRECTOR'S MATTERS**

**ADJOURNMENT**



City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
September 13, 2018

**ADMINISTRATIVE – 1**

Advisory Board Member Introductions

**ADMINISTRATIVE – 2**

Adoption of Minutes – July 18, 2018 Parks and Recreation Advisory Board Meeting

**ACTION REQUIRED:**

Advisory Board adoption of the minutes of the July 18, 2018 meeting.

**ENCLOSED DOCUMENTS:**

Minutes of July 18, 2018 meeting.

**MINUTES**  
***July 18, 2018***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, July 18, 2018 at 5:30 p.m. @ Parks & Recreation admin conference room. Members present were: Ruth Barnett, Anne Hemenway, David Hirschman, Hosea Mitchell, Bridget Moss and Jennifer Slack. Members absent: Llezelle Dugger, Jennifer McKeever  
Staff: Brian Daly, Doug Ehman, Vic Garber, Ashley McGee – Intern for Athletics division

**Motion - Adoption of Minutes**

- Jennifer Slack made a motion to adopt May 16, 2018 minutes, second by Anne Hemenway, motion was unanimously approved.

**Advisory Board Member Introductions**

- Ashley McGee, Intern for Athletics, stated that she majored in Sports Management @ the University of Tennessee and has been interning with Charlottesville Parks & Recreation Athletic division.
- Hosea Mitchell was introduced as the new Planning Commission Representative to the Advisory Board
- Brian Daly, Vic Garber & Doug Ehman each gave brief descriptions of their areas @ Parks & Recreation

**Adjustment to Advisory Board Bylaws – Frequency of Meetings**

- Hosea Mitchell suggested meeting Mondays or Thursdays

**Motion:**

- Jennifer Slack moved to approve below new wording, Anne Hemenway second, motion was unanimously approved
- The Advisory Board shall meet no less than six (6) times annually, on dates determined by the Advisory Board at the first meeting of the calendar year, which shall be held in January, at which meeting the Advisory Board shall vote on and adopt an annual meeting schedule. The Chair may also recommend the setting or amending of meeting dates at another meeting if deemed necessary for the functioning of the Advisory Board. The Advisory Board should include dates in its annual calendar of meetings that occur, at a minimum, within the months of January, February, July and September of each year. Regardless of the adopted schedule of meetings, the Chair of the Advisory Board may call a special meeting of the Advisory Board at any time, by giving each member a minimum of seventy-two (72) hours of notice.
- A quorum of the Advisory Board must be present before any action of an official nature may be taken. A quorum is defined as a majority of the members of the Board.
- David Hirschman stated @ the January meeting the board will set the annual schedule.
- 2018 schedule: Thursday, 9/6 and Thursday, November, 11/1

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

- Doug Ehman reported that for the Greenbrier renovation will begin working on boardwalks - 3 sections; improving trail; and pre-engineering.
- #2 design under review, #5 going under design next year, will be getting easements, 250 bypass trail funded, #13 out for bid – closes next Tuesday.

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

- Doug Ehman reported that the Splash Pad @ Tonsler Park is open, (soft opening); closeout meeting will be held this Friday
- Picnic tables & trash cans on order
- New restroom building
- Vic Garber reported that for the Spray Ground still need to do a hard opening, ribbon cutting ceremony; Field House – interior upgrades to center, will be a FT manager w/Assistant and temps. Building will have 75 hours of operation
- Anne Hemenway asked about when will the Field House open? Brian Daly replied will be available in 2-3 years
- Brian Daly stated that staff will include the Voter Board on design

### **Skatepark Construction Update**

- Skatepark video by Dreamland Construction was shown to board members showing skateable components.
- Doug Ehman reported that the bowl areas were done, starting work on plaza, 65% complete, another company coming next week to do flat work,
- Trail connection in process, bridge due to be delivered on August 7<sup>th</sup>, will come in 2 pieces, bridge will connect east to west McIntire
- Working on ramp, approach will be on the west McIntire side near Rugby Avenue
- Staining pattern – NDS and Parks staff are working on smaller pieces, fences, drinking fountains, signs, equipment, etc.
- Vic Garber reported that the job posting for Skatepark Manager will be posted in next couple of weeks and advertised for 30 days,
- If Skatepark area is lighted, will look for donors. There will be a luncheon which will invite potential donors to light the Skatepark
- Phase II –focus on getting pieces done to get parking lot done, drop off area will be big enough for school buses
- David Hirschman asked about Botanical Garden meetings. Brian Daly suggested inviting Botanical Garden members to September meeting

### **Parks & Recreation Citizen Survey**

- Brian Daly reported that the Parks & Recreation Citizen Survey will be presented to City Council on 7/2, will provide City Council all backup materials including first letter, survey results and resident experiences with our parks & programs
- Survey included:
  - focus groups,
  - 490 citizens receiving the survey - good geographic distribution received back, 23.4 response rate
  - Overall satisfaction, excellent – 80
- Responses:
  - Top percentage wanted to preserve open space and the environment
  - Needs – wanted small neighborhood park you can walk to
  - Need for outdoor facilities – water park & spray grounds
  - Need for indoor facilities – exercise & fitness facilities, indoor swimming pools

### **FY 20-24 Capital Improvement Program Preliminary Discussion**

- Brian Daly reported that the CIP would be in a different form, will be divided in three categories – Funded/unfunded or lower level.
- Improvement of Current Assets, New Assets or Services
- David Hirschman stated the Advisory Board will talk about trails @ September meeting

### **Matters by the Chair**

- David Hirschman thanked staff for the Advisory Board tour, and wished staff good luck with the upcoming events of August 11-12
- Read in paper that the Ragged Mountain trial would be held in October; statue trials will be held in October & January

### **Board Matters**

- Bridget Moss asked about recycling for McIntire emails, Doug Ehman replied that materials go to a single source, then they are sorted

### **Motion – Adjournment**

- Hosea Mitchell made a motion to adjourn meeting, Bridget Moss second, motion was unanimously approved.
- Meeting adjourned @ 7:20 pm

Respectfully submitted,  
Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
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### **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**

#### 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 - 3**

#### Skate Park Update

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

### **INFORMATION - 4**

#### FY20-24 Capital Improvement Program Preliminary Discussion

Staff will provide a preliminary list of Capital Project being submitted for the FY20-24 CIP at the Advisory Board Meeting. Advisory Board input on potential projects and funding levels is sought as part of the meeting.

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**INFORMATION - 5**

Parks and Recreation Citizen Survey Dashboard

Staff will present the final Citizen Survey dashboard analytical tool to the Advisory Board, developed in house by Parks and Recreation Staff.

**INFORMATION - 6**

Tree Inventory Dashboard

Staff will present the final Tree Inventory dashboard analytical tool to the Advisory Board, developed in house by Parks and Recreation Staff. This tool was also presented to the Tree Commission at their September 2018 meeting.