

**PARKS AND RECREATION ADVISORY BOARD  
AGENDA  
December 20, 2017**

**ADMINISTRATIVE ITEMS**

- ADMIN-1 Advisory Board Member Introductions
- ADMIN-2 Adoption of Minutes – October 18, 2017 Advisory Board Meeting
- ADMIN-3 Adoption of Minutes – November 15, 2017 Advisory Board Meeting

**DISCUSSION ITEMS**

- D-1 FY19-23 Capital Improvement Program

**ACTION ITEMS**

- A-1 Naming of the Field House at Tonsler Park for Eugene and Lorraine Williams
- A-2 Resolution Honoring Advisory Board Service – Ned Michie
- A-3 Resolution Honoring Advisory Board Service – Elise Cruz

**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  
December 20, 2017

**ADMINISTRATIVE – 1**

Advisory Board Member Introductions

**ADMINISTRATIVE – 2**

Adoption of Minutes – October 18, 2017 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the October 18, 2017 meeting.

ENCLOSED DOCUMENTS:

Minutes of October 18, 2017 meeting.

**PARKS AND RECREATION ADVISORY BOARD**  
**MINUTES**

***October 18, 2017***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, October 18, 2017 at 5:30 p.m. @ Carver Recreation Center. Members present were: Ruth Barnett, Llezelle Dugger, Ned Michie, John Santoski and Jennifer Slack. Members absent: Elise Cruz, Anne Hemenway, Marlene Jones, David Hirschman  
Staff: Brian Daly, Doug Ehman, Vic Garber, Chris Carr  
Guests: 4<sup>th</sup> year nursing students

**Adoption of Minutes**

- Ruth Barnett made a motion to adopt September 20, 2017 minutes, second by Jennifer Slack, motion was unanimously approved

**Introduction of New Parks & Recreation Staff Member**

- Vic Garber introduced Chris Carr as new Athletics Program Manager – worked @ Appalachian State University, has Master's degree in sports administration, 3<sup>rd</sup> day on the job. Has been involved in officiating, club sports and camps. Will be starting youth basketball program in a few weeks.

**Meadowcreek Valley Master Plan Implementation**

- Doug Ehman, City Council approved moving forward with Tap grants, received sign off from NDS for Kneeder Bridge, out to bid for spring work.
- Bid documents for section from Railroad Bridge to Brandywine to Purchasing by end of the month, bid primary and alternate – trail. Bids could be back mid December.

**Tonsler Park Master Plan Implementation Update**

- Doug Ehman reported that the Tonsler Park Splash Pad construction was underway; work should be done by end of the year.
- Restroom building – work should be done by end of November; will include locks on doors and timer

**McIntire Park Projects Update**

- Received a go on Skatepark project, purchase order released today, will be meeting before Thanksgiving with contractor & designers, work should start beginning of March. Will be renovating restrooms, pulling playground equipment by start of construction.
- Vic Garber reported that staff has to figure out what to do with present Skatepark equipment, new Skatepark facility should open approximately October, 2018
- Pedestrian bridge – still waiting for approval from VDOT
- Ned Michie asked about trails, Doug Ehman replied that the package is in the process of being prepared

**Citywide Parks & Recreation Master Plan Survey**

- Doug Ehman reported that the Master Plan survey could be ready by middle of next week, sampling is done. Brian Daly stated that good comments came out of focus groups
- Ned Michie asked when the survey results come back? Doug Ehman replied that the collection window was about 90 days, sending out 2,000 questionnaires, looking for about 420 responses

**Board Matters**

- Llezelle Dugger asked for an update about the Tonsler Park Field House naming, Brian Daly replied that it will be on next month's agenda
- Naming of park for Emily Fornsdale – Brian Daly stated that it was the collective opinion of the Advisory board that it did not rise to the guidelines of the naming policy, this information will be

transmitted to the family. Ruth Barnett stated that the land was not donated but purchased, Brian Daly stated that the land was purchased @ market value

- Jennifer Slack asked what staff saw new @ the NRPA conference, Brian Daly replied information on ball fields, play equipment, under water fitness activity, yoga mats – can secure to sides of pool, kettle ball, refurbishment of fiberglass slides, educational sessions, recreation programming

#### **Directors Matters**

- Vic Garber showed slides of the new Musical Playground @ Pen Park; grand opening was October 10, 2017, 5<sup>th</sup> grade class of Charlottesville Catholic School played a role on opening day program. VSA donated the cost of the playground.
- Playground is designed for children/adults with special needs - music strategies stimulate speech development, provide cognitive & motor development and provide a meaningful environment for socialization.
- Brian Daly commented that it was a unique partnership, gave thanks to Parks & Therapeutic staffs, unique addition @ one of the busiest city parks.
- Reminder – Halloween festival, Saturday, October 28 @ Pavilion on the Downtown Mall includes games, costume contest and trick or treating with merchants on the Downtown Mall

#### **Guests: 4<sup>th</sup> year nursing students**

- Nursing students stated that the group was attending meeting because they were asked to get more involved in community meetings
- Asked question about survey – will it be available online? Doug Ehman replied that to preserve integrity it would be a paper document distributed across the city – equally balanced, random stratified geographical, demographics drive what looking for.
- Asked what role nursing students could play? Vic Garber suggested involvement with wellness trends, stress management
- Brian Daly stated that staff was looking to create more formal partnerships with hospitals.

#### **Motion to Adjourn**

- Llezelle Dugger made a motion to adjourn meeting, Ruth Barnett second, motion was unanimously approved.
- Meeting adjourned @ 6:15 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
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**ADMINISTRATIVE – 3**

Adoption of Minutes – November 15, 2017 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the November 15, 2017 meeting.

ENCLOSED DOCUMENTS:

Minutes of November 15, 2017 meeting.

***PARKS AND RECREATION ADVISORY BOARD***  
**MINUTES**

***November 15, 2017***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, November 15, 2017 at 5:30 p.m. @ Carver Recreation Center. Members present were: Elise Cruz, Anne Hemenway, David Hirschman and Marlene Jones, Members absent: Ruth Barnett, Llezelle Dugger, Ned Michie, John Santoski and Jennifer Slack  
Staff: Brian Daly, Doug Ehman, Vic Garber, Riaan Anthony  
Guest: Tierra Howard, NDS

**Adoption of Minutes**

- Due to not having a quorum, minutes were not approved

**Naming of Field House**

- Postponed until December meeting

**Hardy Drive Park Proposal**

- Tierra Howard, Grants Coordinator - Neighborhood Planning - works with Housing & Community Development projects
- Priority neighborhood – 10<sup>th</sup> & Page, group of residents formed a Task Force and have met to set priorities on how to spend CDBG funds including ADA improvements.
- Residents have stated that the land is not well maintained, feels it is an eyesore. Stated that Chris Gensic, Brian Daly & Doug Ehman have met with the group.
- Task Force has recommended that the area remain as a passive park, stated issues with drainage, underground utilities, box culvert and underground stream part of water management system. Potentially eligible as a historic area, will be under an environment review.
- Initial public engagement, neighborhood meeting included Westhaven was held @ Carver Center, learned site conditions, neighborhood survey-had good feedback, placed sign in actual space with link to survey, met with a lot of staff, received police and JABA feedback, plan to do more community engagement. Citizens want green space, think about safety issues, and want to incorporate adjacent railroad property, signage & art.
- \$550,000 funding available to put towards park, what is not used goes to next priority. CDBG funds have a deadline for use, need to spend a minimum of \$50,000 by April, and rest of funds by mid-April, 2019. Purchasing lighting might be first possibility to spend funds
- Looking into possible design competition
- Would like feedback from Advisory Board

**Recreation Facility Operations**

- Riaan Anthony, Facility Manager – Parks & Recreation gave an overview of facilities operations, recreation centers, community centers – Greenstone, Westhaven, South 1<sup>st</sup> Street, Friendship Court and Skatepark

**Housing Sites**

- Operate according to community, July 1 extended hours per City Council, 4-8 pm from 4-7 pm, provide meals program, substance for kids after school, free hot meal, contract with school,

licensed kitchen @ school, provided 9 months @ facilities, summer @ camp sites, separate funding sources

- Community centers – snack for evening, staff went to workshops, looking @ possibility to attach snack to summer because only serve breakfast & lunch, snacks are served @ Housing sites
- Each center has 1 staff member, trying to request a 2<sup>nd</sup> staff member, limits # of kids, can be a safety issue, would like to accommodate all kids. Program goes up to 17 years; activities are for 8 & above.
- Housing centers – meals first hour, enrichment activity – arts & crafts, board games, physical activity. Field trip every quarter – museum, pools, etc.

### Recreation Centers

- Key Center – recently completed upgrade of front lobby , gymnasium floor, next phase bathrooms, curb appeal
- 1 FT, 4-5 PT, 7 days, sewing, kiddie yoga, drop in programs, pickle ball, open basketball – free to kids \$2 adults, summer, Teen Camp site are held @ center
- Crow Center – adjacent to Walker school, open 3-8 pm, M-F, minor upgrades, painted facility inside, activities – boxing, Lego Robotics, dance, karate, lots of potential in next couple of years to expand, arts & crafts room, adjacent to Crow Pool, which Walker 5<sup>th</sup> graders use to learn to swim
- Tonsler Center – Cherry Avenue, per City Council extended hours July 1, closed Sundays. Added stairs from tennis courts, basketball, trail, splash pad under construction, will start to look @ Field House
- Open to community – meetings for groups are held
- Long term goal - changing philosophy for center, change culture of the park
- Washington Park – after school M-F, 5-8 pm, enrichment, physical activity, averaging 3 kids a day, trying to look @ different ways to expand
- Carver Center – busiest center, provides big program of rentals, 150 average, special events, multi-purpose room - wedding, dinners, awards ceremonies. Activities include birthday parties, Family Prom, Masquerade Ball, Christmas craft, basketball,
- Access pass includes monthly fee, use @ Carver, Smith, and Key. Fitness room, Group X classes, access to gym.
- Anne Hemenway asked if there was a decline in attendance @ facilities since YMCA opened, Riaan Anthony responded that he has seen some decline but can't say if it's the YMCA. Brian Daly responded that the YMCA has not been open long enough for a real impact, but are having a hard time trying to find qualified instructors since being competitive market with YMCA
- Skatepark – starting December 1st open weekends only, will be closed January & February, Hope construction will begin on new Skatepark in March
- Facilities - budget - \$460,000; attendees for all centers – 175,000, housing sites 60,000, federal meals including summer – 8,900 meals

### Meadowcreek Valley Master Plan Implementation

- Doug Ehman stated they have received final plans from railroad, will go to Purchasing week after Thanksgiving
- Kneedler bridge – final design has to be looked at, because of stream work, in process, local corp of engineers, in process
- Two TAP grants submitted for design & construction of trail
- Hydraulic Road underpass – final design done, out for approvals, small area plan, looking @ land acquisition

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

- Doug Ehman stated that the Field House is open for competitive bidding process first of the year for design
- Splash pad – 25 percent complete, site work done, in ground utilities, restroom building – Nov 21, 27<sup>th</sup> set for installation - on schedule
- Restrooms could be operational in May

### **McIntire Park Projects Update**

- Doug Ehman stated that contracts are in place for Pedestrian Bridge & Skatepark, starts first Monday in March, then meet together, projects will be working in the same area @ the same time. Figure out phasing, everything in place
- Pedestrian bridge first, Parks staff will be handling renovation of existing restrooms, installing septic tank
- Brian Daly stated that the RFP for Botanical garden itself has been received, have received responses from 23 architectural firms, moving along

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

- Doug Ehman stated that the first round is out, have received some calls, 2% are bad addresses such as vacant properties. Will be following up letter in 10 days.
- Marlene Jones asked if there will be open data, Brian Daly replied yes

### **Matters by the Chair**

- Elise Cruz asked about the property near Azalea, what was happening with naming? Brian Daly replied that the family has been informed of naming policy and that there might be a possibility of interpretive signage in future about family history of property
- Ragged Mountain – Brian Daly reported that there was a court date in December regarding bike usage

### **Board Matters**

- David Hirschman thanked staff @ Key Center for their work on Election Day
- Anne Hemenway stated that the staff @ Tonsler were also very helpful on Election Day

### **Directors Matters**

- Brian Daly wished board members a Happy Thanksgiving



**Motion to Adjourn**

- Marlene Jones made a motion to adjourn meeting, Anne Hemenway second, motion was unanimously approved.
- Meeting adjourned @ 6:50 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
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**ACTION – 1**

Naming of the Field House at Tonsler Park for Eugene and Lorraine Williams

Consideration the naming of the future field house at Tonsler Park for Eugene and Lorraine Williams.

**ACTION – 2**

Resolution Honoring Advisory Board Service – Ned Michie

Approval of a resolution to recognize the Advisory Board service of Ned Michie. Ned has served as the School Board representative to the Advisory Board since 2010. A formal resolution acknowledging Ned's service to the Board will be presented at the Board Meeting. The text of the resolution is below:

***WHEREAS**, Ned Michie was appointed to the Parks and Recreation Advisory Board as the City School Board Representative in January, 2010 and served through December, 2017, and*

***WHEREAS**, Ned was an advocate for the Parks and Recreation Department's efforts to serve the community and; as well as an advocate for the Department's programs, facilities and staff; participating in major community investment decisions, and*

***WHEREAS**, Ned provided insight into the Department's planning efforts as well as a being a tireless advocate for connectivity within the community, land acquisition and the establishment of a comprehensive trail network, advocating on the part of the community's parks and recreational facilities with the School Board, including the role of the Parks and Recreation Advisory Board in the Master Planning Process for parks and recreational facilities, and*

***WHEREAS**, Ned's unique role as a lifelong City resident provided staff with invaluable guidance regarding the continued expansion and improvement of the Parks and Recreation system in Charlottesville;*

***NOW, THEREFORE, BE IT RESOLVED BY THE** Parks and Recreation Advisory Board that it expresses its appreciation and gratitude to*

***Ned Michie***

*For dedicated and outstanding contributions to the park and recreation experience for the citizens of Charlottesville.*

*Adopted by the Parks and Recreation Advisory Board, December 20, 2017*

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### **ACTION – 3**

#### Resolution Honoring Advisory Board Service – Elise Cruz

Approval of a resolution to recognize the Advisory Board service of Elise Cruz. Elise has served on the Advisory Board since 2016, including one term as Chair in 2017. A formal resolution acknowledging Elise’s service to the Board will be presented at the Board Meeting. The text of the resolution is below:

***WHEREAS**, Elise Cruz was appointed to the Parks and Recreation Advisory Board on January 2016 and served until December of 2017, including one term as Chair in 2017; and*

***WHEREAS**, Elise was an advocate for the Parks and Recreation Department’s efforts to serve the community and; as well as an advocate for the Department’s programs, facilities and staff; participating in major community investment decisions, and*

***WHEREAS**, Elise provided assistance into the Department’s planning efforts as well as advocating on the part of the community’s parks and recreational facilities, providing keen insight into the Department’s programs and services, and*

***WHEREAS**, Elise’s valuable advocacy of the Department’s mission and vision will be missed by both staff and Advisory Board colleagues;*

***NOW, THEREFORE, BE IT RESOLVED BY THE Parks and Recreation Advisory Board that it expresses its appreciation and gratitude to***

***Elise Cruz***

*For dedicated and outstanding contributions to the park and recreation experience for the citizens of Charlottesville.*

*Adopted by the Parks and Recreation Advisory Board, December 20, 2017*

### **DISCUSSION - 1**

#### FY19-23 Capital Improvement Program

The proposed FY19-23 Capital Improvement Program will be discussed. The proposed CIP in its entirety as presented to the Planning Commission is included as an attachment to the Board Package. Included in that document are details on the projects proposed for funding and a list of unfunded project requests.

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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**

#### 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, which is now under construction.

### **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 project for the skate park in McIntire Park, currently scheduled to begin construction in March, 2018. The general contractor for the project is Martin Horn of Charlottesville, Virginia.

### **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 survey instrument is complete and has been mailed. Staff will provide an update of the project's progress and anticipated completion schedule.