

City of Charlottesville  
Department of Parks and Recreation  
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*"A World Class City"*

## **PARKS AND RECREATION ADVISORY BOARD AGENDA December 16, 2015**

### **ADMINISTRATIVE ITEMS**

- ADMIN-1      Adoption of Minutes – September 16, 2015 Advisory Board Meeting  
ADMIN-2      Adoption of Minutes – October 21, 2015 Advisory Board Meeting

### **INFORMATION ITEMS**

- I-1              Meadow Creek Valley Master Plan Implementation  
I-2              Tonsler Park Master Plan Implementation Update  
I-3              Update on Piedmont Family YMCA  
I-4              Integrated Pest Management Program  
I-5              McIntire Park Master Plan Implementation  
I-6              Learn to Swim Program Partnership

### **CHAIRMAN'S MATTERS**

### **BOARD MATTERS**

### **DIRECTOR'S MATTERS**

### **ADJOURNMENT**

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
December 16, 2015

**ADMINISTRATIVE – 1**

Adoption of Minutes – September 16, 2015 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the September 16, 2015 meeting.

ENCLOSED DOCUMENTS:

Minutes of September 16, 2015 meeting.

## ***PARKS AND RECREATION ADVISORY BOARD***

### **MINUTES**

***September 16, 2015***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, September 16, 2015 at 5:30 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Byron Brown, Llezelle Dugger, Anne Hemenway, David Hirschman, Jody Lahendro, Ned Michie, Scott Morgan, and Mary Wilson. Members absent: Maurice Walker

Staff: Brian Daly, Vic Garber, Chris Gensic

### **Minutes**

- Ned Michie made a motion to approve July 15<sup>th</sup> minutes, Jody Lahendro second, motion was unanimously approved.
- Mary Wilson made a motion to approve August 19<sup>th</sup> minutes, Ned Michie second, motion was unanimously approved.

### **Meadowcreek Valley Master Plan**

- Chris Gensic stated that they are working on the master plan, majority consists of trail system, and reported the following:
  - Working on two bridge plans based on updated floodplain studies that show a larger/higher floodplain than shown on previous maps. Stated that they hope to wrap up flood study this month and get RFQ for bridge design out by end of the year. Construction of the two bridges could occur by summer, 2016. Design process will take 3-4 months; need approval by NDS, construction should begin in early spring. After the bridges completion will be looking @ surfacing the trails
  - Disc golf course – passed around discs for board members to see. The Disc golf course is complete & open to the public. The Blue Ridge Disc Golf Club did almost all of the work to design & build the course. Working now to build a suspension bridge to cross Meadow Creek using poles installed by Dominion Power at no cost, will be fun addition for this area. Have added some parking & port-a-john to the park, and a new sign @ the entrance. Course is located next to community gardens, is always busy, positive activity, there is another disc course in the area located @ Walnut Creek.
  - The trail culverts under Hydraulic Road & Rt. 250 are about to go to design/engineering once VDOT permit field last month is approved. Hope to get designed this fall & improved by summer, 2016
  - Gardens doing well
  - Working w/Kroger & other landowners to connect the commuter trail up from the creek valley to the new Hillsdale Drive.
  - The proposed railroad tunnel trail is probably a few years away as it is a \$1.5 million project. Have made a request in the CIP for this project, and may be able to get help through the revenue sharing program @ VDOT,
  - Ned Michie asked if the commuter trail should stay on the east side of the creek, Chris Gensic replied that it would require a plan amendment as the public desires to have the hiking/RTF trail on the east/residential side and the bike/commuter trail on the west side of the creek near the commercial areas.

- Replied that staff is working on permits, McIntire West permit, 250 culvert. Hope to have approvals by Thanksgiving. Also asked about RFQ process, Chris Gensic stated that it depends on cost, should have cost estimates by February.
- Reported that they have submitted grant to state, which would double money. Revenue sharing grant – railroad tunnel, matching, City Council will need to put up \$1 million first, or at least half
- Stated that they are forming a means for projects @ locations that are city/county shared

### **Tonsler Park Master Plan**

- Chris Gensic reported that the trail is done
- Brian Daly reported that the basketball courts are done
- Next steps will be design work, picnic shelter area; how to proceed with field house
- Reported that Tonsler Park has been busy, Sounds of Summer event was well received

### **Therapeutic Recreation/VSA Arts**

- Vic Garber reported that the new therapeutic Robin & Mani's All Buddy Camp which was a one week camp that was held @ Jackson Via in June, 12 attendees, consisted of field trips, activities, outdoor recreation. Video of this summer's camp was shown to board members, video was put together by Buddy Camp assistant director, Rachel McLaughlin.
- Therapeutics program is a regional program, which also provides for non-county residents
- Vic Garber reported that the therapeutic camps were 24% city, wheelchair 43% city, VSA, League of our Own – 30% city, swimming – 30-47% city
- Therapeutic program also includes outreach, luncheons for various groups, ex. Visually Impaired, special events, overnight programs, fee based classes and senior programs.
- Approximately \$90,000 is received from Albemarle County for therapeutic programs
- Byron Brown commented that the Robin/Mani program was a great tribute
- VSA Arts show is an annual program, approximately 40-60 participants usually held in March, will be moving location to Carver Recreation Center, new hanging system for art is being installed at this location for people to be able to see the art work
- Poetry book

### **Smith AFC Construction**

- Brian Daly stated that the work performed this summer is complete, facility re-opened on 8/29. Systems are working well, have had positive feedbacks on air quality.
- Vic Garber stated that they have asked lifeguards about air quality, and all have said that it is much better
- Smith Aquatic facility is back open @ 5:30 am per City Council
- The \$315,000 cost for this project came from project savings

### **Draft 2017/2021 CIP**

- Brian Daly stated that the list given to board members included what came back from budget office, projects included in budget process
- Made some adjustments where additional funding, situations had changed

- Meadowcreek Valley, escalation in parkland acquisition funding, City/County Joint – numbers will probably change, told County would not support synthetic turf for fields unless it included lights, rectangular fields
- Lobby heavily to replace softball lights @ McIntire Park, lights are old & need to be replaced
- Phasing in renovation of tennis courts @ Pen Park
- Will isolate Skatepark as own project had been included as part of McIntire Park project
- Complete submissions due in about 3 weeks
- Anne Hemenway asked about indoor tennis @ Towe, Brian Daly replied that they needed to reconvene the Towe Committee to have that discussion. Asked if soccer organization will be asked to contribute funding for fields @ Towe with new turf
- Ned Michie asked about funding for Skatepark in FY 17, wonder if staff had considered flipping funding to try to get grant funding. Brian Daly replied that it makes sense to implement Skatepark in first part, will cost less for the project.
- East side of park will consist of Spray Park, bridge – stream restoration, Botanical Gardens, Visitors Center. Skatepark project more precise, intensive structure
- Naming rights, might be significant funding and that will be coming to the Advisory Board
- Ned Michie asked about Needs Assessment, asked about pre-process for projects. Brian Daly replied that the Needs Assessment did not make it to the list
- Mary Wilson asked about who approves naming rights, process? Vic Garber replied that it will be a sequence for approvals, part of strategy plan
- Brian Daly stated that the ultimate naming right will be with the Advisory Board
- Environmental impact on signage will be considered
- Ned Michie asked if the Tonsler Park project funding had gone up, Brian Daly replied that it had to create flexibility for the Field House
- Byron Brown asked to revisit the master plan for Tonsler Park next month

### **YMCA**

- Brian Daly reported that the YMCA deadline to commence construction is January, 2016, have to put together a financial plan by November One lender asked for a deed of trust, if YMCA abandons project, will hold lease to find another operator that meets condition of the lease, will use. Needs to be approved by City Council.
- Next City Council meeting YMCA will bring financial plan
- Internal meeting with YMCA CEO, Construction Superintendent will be held to iron out last issues for construction project. Have made strong recommendations on plans
- Will agree to non- disruption of activities & maintenance agreement

### **Chairman's Matters**

- None

### **Board Matters**

- Anne Hemenway reported that she takes her dog to McIntire Park
- David Hirschman reported that Azalea Park looks great, bathrooms were nice
- Ruth Barnett asked what was the McIntire Road project that was going on, Brian Daly replied that they were replacing the sewer line

### **Directors Matters**

- Brian Daly reported that this was the last weekend for spray grounds to be open
- Showed board members a data chart which showed #'s for use in facilities, used for budget purposes

**Motion**

- David Hirschman made a motion to adjourn, second by Ned Michie. Motion unanimously approved
- Meeting adjourned @ 7:15 pm

Respectfully submitted,

Linda Daly

Secretary to the Advisory Board

## **ADMINISTRATIVE – 2**

Adoption of Minutes – October 21, 2015 Parks and Recreation Advisory Board Meeting

### ACTION REQUIRED:

Advisory Board adoption of the minutes of the October 21, 2015 meeting.

### ENCLOSED DOCUMENTS:

Minutes of October 21, 2015 meeting.

## ***PARKS AND RECREATION ADVISORY BOARD***

### **MINUTES**

***October 21, 2015***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, October 21, 2015 at 5:30 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Byron Brown, Scott Morgan, Maurice Walker and Mary Wilson. Members absent: Llezelle Dugger, Anne Hemenway, David Hirschman, Jody Lahendro, Ned Michie

Staff: Brian Daly, Doug Ehman, Vic Garber, Philip Seay

### **Minutes**

- No quorum, minutes were not approved.

### **Meadowcreek Valley Master Plan**

- Doug Ehman reported that the Meadowcreek Valley Master Plan project was moving along, working on Flood Plain study, bridge situation – then can design
- Trail development will be straight forward
- Looking @ partial suspension bridge
- By first of year, everything should be in place

### **Tonsler Park Master Plan**

- Doug Ehman reported that the walking path was in, had a signed contract with design firm on splash pad, kickoff meeting next week, going over concepts, timeline, slowed down on field house implementation, lots going on
- Reported lots of use on basketball court, low vandalism; parking will be problem
- Repainted interior & exterior of center

### **2015 Outdoor Aquatics Season Recap**

- Philip Seay, Aquatics Manager reported the following:
  - Swim team – 225+ participants; Division 1 this year , next year will go back to Division 2
  - Outdoor season – closed Onesty on Wednesdays, closed pool @ 7:00 pm in August, little fuss from citizens
  - Less maintenance with spray pads this year, have more maintenance staff – 1 full time, 1 part time, 1 seasonal
  - Sundays Sundown – Aquatics will be taking over event next year @ Washington Park
  - Programs steady across the board; WSI Instructor program – lots of need in this area
  - Looking to expand with Crow Pool back in operation
  - Last year started program @ Buford for students, getting ready to start 2<sup>nd</sup> year
  - Aquatics Goal – swim proof community
  - Outdoor pools picked up attendance – closure of Smith contributed to increased numbers
  - Good summer all in all
  - Byron Brown asked how kids are picked for classes, Philip Seay replied by PE teachers

### **Update on Piedmont Family YMCA**

- Brian Daly reported that there was pre-construction meeting tomorrow morning, going through preliminary steps



- Still have outstanding items on how the project is going to be constructed
- Will be trail connection to CHS throughout construction
- Memorandum of understanding – ground maintenance, landscape care, City staff will not be pushing snow
- Power issues
- November 5 – 10 am official groundbreaking ceremony; 5-7 pm – special event in park w/food & games
- Construction expected immediately, 18 months construction time
- General contractor – Lock Ridge

### **Chairman & Board Matters**

- No matters

### **Directors Matters**

- Doug Ehman reported that a new Project Manager started in June, and that the Parks Division has completed a lot of work; will get list to board members
- Brian Daly distributed Halloween fliers – event will include Inflatable obstacle course, pumpkin carving event @ Carver; Vic Garber stated that they are still looking for volunteers
- In latter stages of FY 17 budget development – reductions are listed in 3 categories – slight, moderate and major impacts
- Revenue projections citywide seems to be fairly consistent with last couple of years
- Will be some new City Council members for FY 17 budget

### **Motion**

- Ruth Barnett made a motion to adjourn, Scott Morgan second, motion was unanimously approved
- Meeting adjourned @ 6:00 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
December 16, 2015

## **INFORMATION - 1**

### Meadow Creek Valley Master Plan Implementation

Staff will provide an update on implementation of the Master Plan for the Meadow Creek Valley.

## **INFORMATION - 2**

### Tonsler Park Master Plan Implementation

Staff will provide a summary of the project status, including the next steps of community engagement regarding the spray ground that will occur in early 2016.

## **INFORMATION - 3**

### Piedmont Family YMCA Update

The YMCA facility in McIntire Park is now under construction. Staff will provide a status of the construction project and actions taken to date.

## **INFORMATION - 4**

### Integrated Pest Management Program

In April of 2015, City Council adopted an Integrated Pest Management (IPM) Policy for the City. One outcome of the Policy is the creation of an IPM Committee. The Committee membership includes numerous City staff members, a representative from the Tree Commission and a representative from the Parks and Recreation Advisory Board. Staff requests that a member of the Advisory Board volunteer to serve on this committee. The time commitment will not be significant and knowledge should include horticulture and/or environmental best management practices. The IPM Policy is attached.

## **INFORMATION - 5**

### McIntire Park Master Plan Implementation

Several projects are in the planning stages for McIntire Park, including the skate park, sanitary sewer line to support the skate park, the parking area on the western side of the park, the pedestrian bridge over the railroad and the improvements to the north side of the park. Staff will provide an update on these project efforts.

City of Charlottesville  
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## **INFORMATION - 6**

### Learn to Swim Program Partnership

The City Schools, in partnership with Parks and Recreation, the Ben Hair Just Swim for Life Foundation and other community partners is launching a new Learn to Swim program. This program is designed to teach swimming as a life skill to City youth utilizing Parks and Recreation and other aquatic facilities in the community. Staff will provide an outline of the new program.

**City of Charlottesville**  
**Parks and Recreation Department**  
**INTEGRATED PEST MANAGEMENT POLICY**  
**Adopted by City Council April 20, 2015**

**INTRODUCTION:** Integrated Pest Management (IPM) is a 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 and economic risks.

For ten (10) years, the Charlottesville Parks and Recreation Department has utilized Integrated Pest Management landscape maintenance principles on City property that the Parks Division maintains. This plan outlines procedures to be formalized that when followed will protect the health and safety of the public and staff from pest and pesticide hazards. Pests are organisms that damage plants, structures, infrastructure, or that impact human or animal health. Pesticides are any substance or mixture of substances intended for preventing, repelling, destroying, or mitigating any pest. This plan is in compliance with all policies and regulations mandated by US Environmental Protection Agency (EPA), US Department of Agriculture (USDA), and Virginia Department of Agriculture and Consumer Services Pesticide Services Division (VDACS).

Objectives of this IPM plan include:

- Elimination of significant threats caused by pests to the health and safety of staff and the public.
- Prevention of loss or damage to City owned assets or property by pests.
- Protection of environmental quality.
- A progressive move over time to reduce chemical pest controls.

This IPM plan will be stored in the office of the IPM Coordinator.

**IPM COORDINATOR:** The City of Charlottesville Landscape Manager or their designee shall be the Parks and Recreation Department IPM Coordinator and be responsible to implement the IPM plan and to coordinate pest management-related communications between Parks and Recreation Department, its service providers, staff and visitors. The Landscape Manager and Parks Manager shall designate an employee of the Horticulture staff of Parks and Recreation Department to serve as the IPM Program Manager for the Parks Division.

**IPM COMMITTEE:** The Parks and Recreation Department will maintain an IPM or other safety-related committee with responsibility for annual review of the IPM program and for assisting the IPM Coordinator in resolving pest-related issues. The committee will meet annually in January for program review, and may meet more frequently if required to determine shifts in approaches.

Minutes will be taken of committee meetings and kept on file by the IPM Coordinator. Membership will include the IPM Coordinator, IPM Program Manager, City Environmental Sustainability Manager, Parks Division Manager, Parks and Recreation Director, and a member from both the Parks and Recreation Advisory Board and the Tree Commission. Both the Advisory Board and Tree Commission shall nominate a member to the IPM committee who has a background in landscape management, horticulture or related field. An IPM Annual Report will be prepared by the committee and presented to the Parks and Recreation Advisory Board each March and subsequently forwarded to City Council each April. The Annual Report will contain a summary of activity and initiatives of the preceding year, and a plan for the following year for the IPM program. Additionally the Annual Report will include specific reporting on the date, site,

common and chemical name of pesticide, and concentration and volume applied per acres, with comparative data over a five year period (beginning 2015); or for previous years where data is available.

**POSTING AND NOTIFICATION OF PESTICIDE APPLICATIONS:** The IPM Coordinator shall be responsible to conduct annual staff training on the proper procedures for posting and notification of planned and emergency applications of pesticides on facility grounds.

When pesticide applications are scheduled on City property maintained by the Parks Division, staff and service providers shall provide notification in accordance with the law, including specifically:

1. Posting a pest control information sign at a prominent place that is in or adjacent to the location of application. All signs will include the date(s), product(s) applied, and staff contact information.
2. Application area shall be marked with small yellow flag markers placed along the pedestrian sidewalk perimeter, spaced eight (8) feet apart on contiguous application areas exceeding twenty five (25) square feet (5X5). Individually treated plants may be marked with a flag. Large application areas may need to be closed to the public during and immediately following application.
3. Application areas shall remain posted for twenty-four (24) hours after application or following regulations for posting required under law by VDACS.
4. Providing pesticide application information to the school administration a minimum of twenty-four (24) hours in advance of any application.

**RECORD KEEPING & PUBLIC ACCESS TO INFORMATION:** The Parks and Recreation Department, Parks Division will maintain records of all pesticide applications, and pesticide applicator licenses, as required by VDACS. All IPM related records will be maintained for at least three (3) years. Information regarding pest management activities will be made available to the public, by appointment, at the Parks Division administrative office at Pen Park.

**TRAINING:** Parks and Recreation, Parks Division staff will be provided with training on the IPM policy at the time of hire and during annual update training. Training will include the rationale for the IPM policy and program elements including use of pest scouting and prohibition on pesticide applications by non-certified individuals.

Additionally, designated staff including the IPM Coordinator and IPM Program Manager will provide advance training and directives to on-site Service Providers using pest control strategies. This training will improve the ability of Parks and Recreation staff to oversee Service Providers in compliance with Parks and Recreation's IPM policy and plan.

**GENERAL IPM STRATEGIES:** IPM decision-making strategies shall use current, professional and comprehensive information regarding pest management. These strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and with pre-approval by the IPM Coordinator, site-appropriate pesticides.

All Integrated Pest Management decisions at Parks and Recreation, Parks Division shall consist of the following steps:

1. Identification of pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information and available financial and human resources with the following procedure:
  - Structural and procedural modifications to reduce food, water, harborage and access used by pests. (site modifications, pruning, native plants, use of goats to control vegetation, irrigation, mulch, soil health)
  - Non-pesticide technologies such as trapping and monitoring devices, use of appropriate biological controls. (barriers, natural predators, beneficial microorganisms)

- Appropriate pesticide compounds, formulations and application methods that present the lowest potential hazard to humans and the environment in the most effective manner.
  - Where appropriate non-synthetic pesticide products shall be evaluated and considered for use.
4. Assess effectiveness of pest management.
  5. Keep appropriate records and documentation.

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to minimize the use of pesticides by good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

All pesticide storage, transportation, and application will be conducted in accordance with the requirement of the Federal Insecticide, Fungicide, and Rodenticide Act; EPA regulations; OSHA regulations; VDACS Pesticide regulations. No person shall apply, store, or dispose of any pesticide on Parks and Recreation managed property without an appropriate Pesticide Applicators License from VDACS. All pesticide applicators will be trained in the principles and practices of IPM and the use of pesticides. All applicators must comply with the IPM policy and follow appropriate regulations and label precautions when using pesticides in or around Parks Division managed properties. Pesticide Service Providers must also comply with these requirements.

**PARKS AND RECREATION STAFF ROLES:** Parks and Recreation administration will provide support to assist the IPM Coordinator in maintaining an IPM program that moves toward pesticide reductions. Such support will include efforts to promptly address any structural, horticultural, or sanitation changes recommended by the Coordinator to reduce or prevent pest problems. Furthermore, Parks and Recreation administration will assist the Coordinator in budget development, staffing, and delivering materials and programs for staff, and the public to educate them about the importance of safe pest control.