

PARKS AND RECREATION ADVISORY BOARD

AGENDA

August 17, 2016

ADMINISTRATIVE ITEMS

- ADMIN-1 Advisory Board Member Introductions
- ADMIN-2 Adoption of Minutes – May 18, 2016 Advisory Board Meeting
- ADMIN-3 Adoption of Minutes – June 15, 2016 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 Parks and Recreation Maintenance Project Report

CHAIRMAN'S MATTERS

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT

ATTACHMENT 1 - Parks and Recreation Maintenance Project Report

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
August 17, 2016

ADMINISTRATIVE – 1

Advisory Board Member Introductions

ADMINISTRATIVE – 2

Adoption of Minutes – May 18, 2016 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the May 18, 2016 meeting.

ENCLOSED DOCUMENTS:

Minutes of May 18, 2016 meeting.

PARKS AND RECREATION ADVISORY BOARD

MINUTES

May 18, 2016

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, May 18, 2016 at 5:30 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Elise Cruz, Llezelle Dugger, Jody Lahendro, Ned Michie and Maurice Walker. Member absent: Anne Hemenway, David Hirschman and Scott Morgan

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

Guests:

- **Shelley Stern** - stated that she lives one block from Rives Park and wanted to thank the board and staff for Rives Gardens, the gardens have had the benefits that they hoped for.
- Bridget and Kelly attending the meeting as part of their Global Health Class

Minutes

- Jody Lahendro asked to make the following corrections to the minutes:
 - First paragraph change date to April 20, 2016
 - Under Skatepark Committee paragraph:
 - 2010 – end of sentence add moved to McIntire Park by golf course
 - Averages 2,000-10,000 users – end of sentence add annually
- Elise Cruz made a motion to approve April 20, 2016 minutes as corrected, Ruth Barnett second, motion was unanimously approved.

Aquatic Operation – 2016 Season Preview

- Philip Seay, Aquatics Facility Manager gave the following update on aquatic operations:
 - Spray pads – Forest Hills, Belmont and Greenleaf opened last Saturday, attendance light due to weather, will operate until 2 weeks after Labor Day
 - Prepping for outdoor pools to open Memorial Day weekend, 89 days summer operation
 - Washington Park Pool – will host summer camps, home for City swim team
 - Washington Park Pool will shut down August 17-21 for annual maintenance
 - Will be hosting three Sunday Sundowns @ Washington Park in conjunction with Bama Works – June 12, July 10, August 7
 - Crow Pool – will utilize during shutdowns, will also handle therapeutic camps and classes
 - Outdoor pools: Onesty – 225 capacity; Washington – 300 capacity
 - 40-45,000 visits between two outdoor pools
- Personnel – Andrea Ross – has been in Aquatics for 16 years, last year held position of Assistant Operations Manager, in her new position, she will handle swim teams, instruction w/WSI, guards & head guards
- Will be interviewing for Andrea's replacement, received 17 applicants, start process next week, hope to have in place 30-45 days
- Tracy Marshall – has been in Aquatics for 13 years, took bulk of duties when Andrea was injured, has done a good job with hiring and training guards
- Swim team registration tonight, participants will meet coaches and aquatic staff

- Jefferson Swim League, City will be hosting four home meets, 6/15, 7/6, 7/13 and 7/20; practice starts 6/6

Meadowcreek Valley Master Plan Implementation

- Doug Ehman reported that the flood plain information has been sent to FEMA

Tonsler Park Master Plan Implementation

- **Doug Ehman reported the following:**
 - Set of stairs by 3rd base fence, out for bid, will begin construction early July
 - Final conceptual plan for splash pad – flow of water towards the front, restructured, give little kids access, few more features put in, restroom, playground, basketball court, plan will go to town hall meeting in Fifeville tomorrow night, out for bid – maybe late summer

Update YMCA

- Doug Ehman reported that he met with YMCA yesterday, plans are rolling along, some pieces behind, some ahead, still on timeline

Ragged Mountain Planning Process Update & Schedule

- Brian Daly reported that there have been three public meetings held, there's a segment of the people who want the area to stay as is, hiking, walking; another group want larger set of uses including dogs, bicycles, etc.
- 8 groups @ last meeting, one group drew on map
- There are areas on the property that have sensitive plant communities
- Trail – floating bridge installed last week
- Propose – 3 options:
 - A – no usage
 - B – leave existing rules in place, complete trail system as shown on plan, no new trails, hiking & fishing only
 - C – allow bikes only on those trails which are really roads, hiking running on rest of trails
- Proposal will also determine dogs/no dogs
- Meetings well attended, 75 average
- Next meeting 5/24 @ Trinity church
- Next step, will come to Advisory Board, public meeting
- Have been capturing all comments from process

Parks & Recreation Maintenance Project Report

- Doug Ehman reported on the following:
 - Basketball resurfacing – recent weather has not permitted work to be done
 - Lee Park retaining wall repairs – out to bid end of June
 - McIntire Park softball light replacement – LED lighting system, first municipal installation on the east coast, looking to also put in @ Skatepark, no light pollution; energy savings – 12-15% consumption

- West Side McIntire Park – parking lot , looking for final approval from NDS, bid mid-June
- Sewer line – NDS approval next two weeks, out to bid end of June
- Ned Michie asked about tennis courts drainage, Doug Ehman replied that it was a small project on the list
- Jody Lahendro asked about the McIntire Railroad Bridge, Doug Ehman replied waiting for VDOT approval, then will go to bid
- City Council has approved \$145,000 transfer from Coal Tower project to McIntire Bridge Project

Chairman's Matters

- Maurice Walker reported that David Hirschman wanted to let everyone know that the Blue Ribbon Commission for statues has given slots to groups, wanted to check if anyone from Advisory Board was interested, deadline 5/27. Information on City's website

Board Matters

- Ned Michie suggested that for the Meadowcreek Valley Project, to get engineering done & in place for bridge, so there won't be a further delay when ready to go
- Elise Cruz reported on Northeast Park – stated that trail through woods has trees fallen and poison ivy vines. Also reported that there may be a UVA group interested in doing Shakespeare in the Park.
- Ruth Barnett reported that there was going to be a Fifeville Neighborhood Association picnic @ Tonsler Park on June 4. McIntire Botanical Garden – reported that is now a small flower bed planted in front of sign

Directors Matters

- Brian Daly introduced Justin McKenzie as the new City Market Manager.
- Justin McKenzie stated that he had been a vendor @ the City Market, also worked as a City Market aide for the past couple of years. Stated he was excited about the opportunity to run the three markets – Saturdays @ Downtown, Wednesdays @ Meade Park and Christmas

Motion – Adjourn Meeting

- Ned Michie made a motion to adjourn meeting, Ruth Barnett second, motion was unanimously approved
- Meeting adjourned @ 6:40 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

ADMINISTRATIVE – 3

Adoption of Minutes – June 15, 2016 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the June 15, 2016_meeting.

ENCLOSED DOCUMENTS:

Minutes of June 15, 2016 meeting.

PARKS AND RECREATION ADVISORY BOARD

MINUTES

June 15, 2016

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, June 15, 2016 at 5:30 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Anne Hemenway, David Hirschman and Scott Morgan. Members absent: Elise Cruz, Llezelle Dugger, Jody Lahendro, Ned Michie and Maurice Walker

Staff: Brian Daly, Vic Garber, Chris Gensic, Mindy Dodge, Sean Kunst

Guests:

- David Hirschman, Chairman, welcome guests to the meeting for Ragged Mountain. Board members introduced themselves to the group.

Minutes

- There was not an adoption of minutes due to no quorum.

Ragged Mountain Natural Area Planning Options

- Brian Daly stated that staff wants to keep board up to date on planning process for Ragged Mountain
- Distributed copies to board members of all comments from held meetings
- Next step – public hearing, location TBD, 7/20/16, meeting will allow anyone time who wishes to speak. Will outline the four options that came out of the meetings
- Planning process - in 2009 the department received approval for an adopted park master plan process which structures how we do planning for parks, provides multiple opportunities for public input. There has been a series of public meetings including three public meetings, an informational meeting, open forum and planning charette
- Next step – Advisory Board will hold a public meeting followed by 30 days for public comments. It will then go back to the Advisory Board, Planning commission, and final step to City Council for adoption
- Options as follows:
 - A – more wilderness option
 - B – existing current rules, hiking & walking only, plan for trails – intend to move trails that are off property onto the property; added one link of trail close to the shore, more tiered system, abandoned non sustainable pieces
 - C – hiking & jogging permitted on all trails
 - D – is C with addition of dogs on leash
 - E – complete shared use
- General information – all options show same network of trails
- Discussing on better ways to get boats in water
- Working with RWSA interested in putting in a kiosk
- Guest – felt that option A, D and E would be C but with the addition of dogs
- Scott Morgan asked how close the trail was to the houses in Ednam Forest
- Anne Hemenway asked where the trails in Ednam Forest meet these trails

- David Hirschman asked how public could ask questions before the public meeting, Brian Daly replied that there was a Ragged Mountain e-mail address that could be used
- Guest – stated that she lived in Ednam Forest and liked option B with no option for dogs on a leash and no bikes
- Guest – asked how final decision will be made, what are priorities for parcel, eco system, David Hirschman replied that they will be looking @ piles of information and studies
- David Hirschman asked for guidance to digest all the information - Natural Area study – 140 pages, rich in information, members look @ land use. Asked about width of trail, was it possible for both hiker, bikes & dogs to coexist; Brian Daly replied that the trails were wide enough to coexist and advised board members to read comments, visit property in its entirety, understand the enormity of it & impacts to area. Chris Gensic stated that there was no underbrush for most of the area, enables walking side by side
- Need signage @ the site
- David Hirschman stated that he appreciated everyone's time, passion and input, and welcomed them back on July 20,

Meadowcreek Valley Master Plan Implementation

- Brian Daly stated that FEMA has until 8/5 to come back with comments
- Have requested to expand scope as Ned Michie has mentioned
- Received year 3 monitoring report yesterday

Tonsler Park Master Plan Implementation Update

- Brian Daly stated that they had put stairs project out for bid, but no bids were received
- Spray pad should be operational for 2017

Update of Piedmont Family YMCA

- Brian Daly stated that they were anticipating to be under roof by 2nd week of July, a lot of concrete has been poured

Summer Recreation Programming Update

- Vic Garber introduced Mindy Dodge, new Youth Programmer and Sean Kuntz new Recreation Specialist for youth programming, both have offices located @ Carver Recreation Center
- Mindy Dodge reported the following:
 - Registered classes – started Monday, 75 classes, held every day of the week, 4-12 participants depending on class, will be doing some focus on older child, 7-14 year olds.
 - Offer Zumba, Dance, Gymnastics, Nature Explorers, Fencing, etc.
 - Summer camp – 54 employees; locations: Provide transportation, wrap around care, 7:30 am-5:30 pm, 6-week program; 3 week additional camps after initial 6 week program
 - Activities include field trips, college tours, volunteering, Fun Day, Massanutten water park, club days, Ben Hair swim lessons – send 90 kids a week for swim lessons that do not know how to swim

- Special events – partner with Bama Works to hold Sunday Sundowns which provides healthy options, includes DJ, pool open, held in June - August; Sounds of Summer – held @Belmont & Tonsler includes musicians, hot dogs, free night of music
- Vic Garber reported the following other summer activities:
 - Basketball camps @ Tonsler Park
 - Swim Meets @ Washington Park
 - Buddy Camp - Therapeutics
 - Pickleball

Parks & Recreation Maintenance Project Report

- Project report in packet
- Onesty pool – windows put in guard office to create more air flow
- David Hirschman asked about priorities; Brian Daly replied that some are seasonal affected
- Anne Hemenway asked about bridge over railroad track; Brian Daly replied that they waiting for VDOT
- Anne Hemenway asked about Community Gardens; Brian Daly replied that all plots had been sold and things were going well

Chairman's Matters

- David Hirschman stated to board members to make sure they are prepared for next month's meeting
- Clarify process – Chris's e-mail
- Seats & benches on downtown mall – put on future agenda
- Commend staff on Ragged Mountain meetings, professionally handled

Board Matters

- Ruth Barnett stated that she would like to see more of Ragged Mountain, interested if other people want to see
- Scott Morgan asked time for next month's meeting
- Anne Hemenway stated that she was impressed with last Ragged Mountain meeting, was glad kids could get to participate

Directors Matters

- Brian Daly stated that he would be out of the office 6/21-7/1
- Virginia Commonwealth Transportation – \$250,000 grant - trail along Water Street , Belmont Bridge, Water street extended, should be under construction before end of year

Motion – Adjourn Meeting

- Ruth Barnett made a motion to adjourn meeting, Anne Hemenway second, motion was unanimously approved
- Meeting adjourned @ 7:00 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
August 17, 2016

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.

INFORMATION - 2

Tonsler Park Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for Tonsler Park. The first two public meeting for planning of the new spray ground features have been held. Staff will provide an overview of the conceptual designs at this stage in the process.

INFORMATION - 3

Update on Piedmont Family YMCA Construction

Staff will provide an update of the construction progress of the new YMCA facility in McIntire Park.

INFORMATION - 4

Parks and Recreation Maintenance Project Report

Staff has developed a reporting structure for ongoing maintenance and renovation projects at Parks and Recreation facilities. The June 2016 report is attached.

Project Planning and Budget Sheet

6/10/2016

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project Name	Priority Level	Bidding Required	Projected Planning Start	Goal Date Plan Complete	Planning Progress	Projected Project Start	Projected Completion	Project Progress	Estimated Cost	Actual Cost	Funding Account
2	Azalea Park Concession Building Renovation	In Progress	TBD	12/18/15	1/15/16	Complete	3/28/16	5/25/16	95%			
4	Basketball Resurfacing - CHS, Rives, Azalea	In Progress	Yes			Complete	4/18/16	5/27/16				
5	Belmont Park Bench Refurbishing/ Replacement	Low	TBD	2/5/16	4/1/16	0%						
6	Belmont Park Hand Dryers	Hold	No									
7	Belmont Park Restrooms Renovation	Hold	No				FY17					
10	Carver Rec Ctr Table and Chair Storage Lift	High	No	2/1/16	4/29/16	25%	TBD					
11	Crow Building Power Washing (Rear Pool and Activity Patio)	In Progress	No				10/26/15	4/22/16	75%			
13	Crow Center Activity Area Space Renovation	Hold	TBD	1/18/16	3/4/16	0%	FY17					
14	Crow Center Floor Abatement	Hold	Yes	2/15/16	3/18/16	0%	FY17					
17	Crow Center New Flooring	Hold	Yes				FY17					
19	Crow Center Pool Side Wall Repairs and Painting	Medium	TBD	12/18/15	1/8/16	0%	FY17					
20	Crow Center Sliding Door Replacement	High	In Process	10/12/15	1/5/16	75%	TBD			\$60,000		
22	Crow Pool Pump Room Plumbing	High	Yes	10/2/15	11/20/15	75%	3/3/16	9/2/16	Started			
23	Crow Pool Reception/Info Area Renovation	Hold	TBD				FY17					
24	Crow Pool Shower Renovations	Medium	Yes			0%	FY17					
25	Crow Pool Tub Re-Lining	High	Yes	6/15/2016	6/24/2016	0%	7/25/2016					
28	Forrest Hills Resurfacing	Hold					10/3/16					
30	Greenleaf Park Fence Replacement	Medium	No	12/4/15	12/18/15	Complete	FY17			\$3,955		
31	Greenleaf Park Water Fountain Replacement	Medium	No				FY17					
32	Jordan Park Basketball Court Surface	Medium	TBD	3/4/16	3/25/16	0%						
34	Jordan Park Bench Replacement	Medium										
35	Key Center Storm Water Issue (Transferred to Facilities)											
37	Lee Park Retaining Wall Repairs	High	In Process			RFQ	4/4/16	6/3/16				
38	Mall East End Tree Grate Expansion and Light Moving	In Progress	No				5/3/2016	6/30/2016	Started			
39	Mall Runnels Renovation	Hold										
40	Mall Tree Grate Cutting in Size	In Progress	No			Complete			75%			
41	Maplewood Cementry Wall Repairs	Medium	Yes	2/12/16	3/18/16	0%	4/1/16	7/1/16				
42	McIntire Park Bat Storage Room Renovation	Hold	No	10/19/15	12/4/15	50%	1/4/16		Started	\$7,000		
43	McIntire Park Hand Dryers	Hold	No									
44	McIntire Park Railroad Bridge	High	Yes									
45	McIntire Park Restroom Renovations	Hold	No	11/9/15	12/11/15	50%	TBD			\$25,000		
46	McIntire Park Skate Park	High	Yes			Complete	TBD					
47	McIntire Park Softball Light Replacement	High	In Process			Complete	TBD					
51	McIntire Park West Side Parking Lot	High	Yes			Complete	TBD	3/17/16	6/3/2016			
54	McIntire Park Wooden Bench Repairs	High	No				In Progress	9/2/2016				
55	McIntire South Side Sewer Line	High	Yes		1/29/16	95%	TBD			\$225,000		
57	Melbourne Shop Storage Efficiency Redesign Work	Medium	No	12/28/15	1/20/16	Complete	2/1/16	4/1/16				
58	Oakwood Cementry Row Markers	In Progress	No	12/21/15	1/6/16	Complete	4/4/16	6/3/16	50%			
59	Oakwood Cementry Wall Repairs	Medium	Yes	2/26/16	4/1/16	0%	4/15/16					
63	Parks Construction Yard Fencing	Fill In Work	No	1/4/16	2/5/16	Complete	In Progress	9/1/16				

Project Planning and Budget Sheet

6/10/2016

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project Name	Priority Level	Bidding Required	Projected Planning Start	Goal Date Plan Complete	Planning Progress	Projected Project Start	Projected Completion	Project Progress	Estimated Cost	Actual Cost	Funding Account
3	Azalea Park Restroom Heaters	Completed	No			Complete		11/11/15	Completed			
8	Belmont Park Shelter Power Washing and Painting	Completed	Completed				9/7/15	9/11/15	Completed	\$4,900	\$4,825	P-00651
9	Carver Rec Ctr Restroom Door Paint & 1st to 2nd flr. Railing	Completed	No			Complete			Completed			
12	Crow Center Activity Area Fence Replacement	Completed	No	11/9/15		Scheduled	11/9/15	11/20/15	Completed		\$2,770	
15	Crow Center Locker Room Painting	Completed	No			Complete			Completed			
16	Crow Center Mansard Roof Painting	Completed	Completed						Completed	\$10,000	\$5,637	P-00828
18	Crow Center Pool Patio Fence Replacement	Completed	No			Complete			Completed		\$3,630	
21	Crow Pool Pump Room Electrical	Completed	TBD	11/16/15	1/8/16	Complete	5/23/16	6/2/16	Completed			
26	Forrest Hills Park "Tubed" Spray Feature Repair	Completed	No	3/2/16	3/8/16	Complete	In Progress	4/1/16	Completed			
27	Greenleaf Park Buildings Painting	Completed	Yes						Completed			
29	Greenleaf Park Trail Bridge	Completed	No			Complete	11/30/15	12/23/15	Completed			
33	Key Center Entrance Railing	Completed	No			Complete	10/21/15	10/21/15	Completed			
36	Mall Brick Cleaning and Re-sanding (Custodial)	Completed	TBD			Complete	3/28/16	4/15/16	Completed	\$18,000		
48	Meade Park Entrance Fence Replacement	Completed	No						Completed			
49	Meade Park Post Base Repairs	Completed	No						Completed			
50	Meade Park Shelter Power Washing and Painting	Completed	No						Completed			
52	Melbourne Shop Paving	Completed	No						Completed			
53	Northeast Bridge Repairs and Painting	Completed	Completed						Completed			
56	Onesty Pool Beam Water Seal	Completed	No						Completed			
60	Parks Greenhouse Control Repairs	Completed	No	1/25/16	2/5/16		In Progress	4/8/16	Completed			
61	Parks Office and Shop Panel Upgrade	Completed	No	10/1/15		Complete	1/26/16	2/3/16	Completed	\$11,000		
62	Parks Office Foundation Drainage	Completed	No	9/1/15	9/11/15	Complete	1/11/16	1/22/16	Completed			
64	Parks Office Men's LL Restroom Ventilation	Completed	No						Completed			
71	Pen Park Hort. Summer Bedding Shade Trellis	Completed							Completed			
73	Pen Park Shop Exterior Lighting Replacement	Completed	No						Completed			
75	Power Washing CRHA Playgrounds	Completed	No						Completed			
76	Quarry Park Trail Bridge (Small Stream)	Completed	No			Complete	12/29/15	4/1/16	Completed			
81	Rives Park Boundary Fence	Completed	No	1/11/16	1/15/16	50%	4/25/16	4/29/16	Completed			
83	Rives Park Restroom Heaters	Completed	No						Completed			
84	Smith Pool Fitness Area Interior Painting	Completed	Yes						Completed			
85	Smith Pool Railing at Pump Room	Completed	No						Completed			
87	Smith Pool Removable Handrail at Entrance Landing	Completed	No						Completed			
88	Tonsler Park Basketball Courts	Completed							Completed			
91	Tonsler Park Exterior Painting	Completed	Completed						Completed			
94	Tonsler Park Interior Painting	Completed	Completed						Completed			
98	Tonsler Park Trail Paving	Completed	No						Completed			
104	Washington Park Men's and Women's Shower Painting	Completed							Completed			
106	Washington Park Roll-up Door	Completed	No						Completed			
108	Washington Park Zero Depth Area Painting	Completed							Completed			