SILVER LAKE COMMISSION

September 19, 2018
5:30 PM at Dover City Hall
Caucus Room

AGENDA

I. Welcome/Call to order

II. Approval of August 1, 2018 meeting minutes

III. Public Works Updates

IV. Bollard Replacements

V. Fall Clean up – Mayor's Canoe/Kayak Event

VI. New Business

- Election of Chairman

VII. Next meeting date

VIII. Adjournment

Silver Lake Commission
August 1, 2018
5:30 PM, Conference Room
Dover City Hall

*****DRAFT****

Members Present	Others In Attendance
Dean Holden	Carolyn Courtney, Parks & Recreation Staff
Nick Adams	Eddie Diaz, Planning Staff
Zach Carter	Andrew Howard, DNREC
Margery Cyr	
James Burcham	
Lyle Jones	

WELCOME & CALL TO ORDER: 5:30 P M

AGENDA
The chair presented the agenda for acceptance. The motion was made and seconded for approval. The agenda passed without objection.

APPROVAL OF OCTOBER 2017 MINUTES
The chair presented the minutes for acceptance. Mr. Burcham motioned to accept, with a second from Mr. Jones, the minutes were accepted without objection.

COMPREHENSIVE PLAN 2020
Mr. Diaz introduced himself as a city planner and explained why he requested time on the agenda today. The City's last Comprehensive Plan, 2008, is being updated for 2019. The purpose is to guide the city in future developments and establish goals on a wide range of topics to include city services, transportation, housing, historic preservation and environmental protection. Specifically, Chapter 5, Natural Resources & Environmental Protection, the Silver Lake Commission is described as a partner for managing Silver Lake and water quality within the lake and St. Jones River. The handout shared, includes specific phases in the chapter are where the SLC is discussed. He is here today to learn more about the SLC generally, current goals, some fact finding on projects that were mentioned in 2008 and how we (the City) can support you moving forward. There was some discussion on DAC comments and how they affect the plan. One thing to look at is parcels and how they are described for drainage near the lake. Mr. Diaz noted in 2008, at the time the SLC was working on the Options for Protection of Silver Lake and he asked where does this stand? Mr. Jones noted he retired in 2013, but at that time buffers from the dam south to Division Street and then to Loockerman were installed. We did improvements to improve the stream bank and buffers on at the end of Washington Street. We installed buffers for Mirror Lake. There was discussion on how or whether to include these in the comprehensive plan. A lot of the activities were below the dam, but in the Silver Lake Park area and along Park Drive. Mr. Jones noted pollution control strategies should be included in a comprehensive plan done by the Water Protection Agency. Mr. Jones felt the previous City Manager was provided a copy of this plan. Pollution control projects were included in the strategy plan. Some discussion on where a copy of these could be found. Mr. Diaz asked what is currently being worked on now. The chair noted over the last 10 years the focus has evolved. Good for what has been implemented so far. Mr. Holden noted our focus has been to improve the water quality such as chemical treatment, aeration, a few years was spent on retro fit projects for plans that were designed but did not get funded. Central Middle School streambank restoration and bioretention step pool (not funded). We had a few years where we focused on those types of projects and then we did the activated carbon on Mirror Lake. We spent a few years doing volunteer clean up events typically within the lake some on Central Middle School property. The Commission is searching for its next effort area of effort. Some suggestions have been: the looped trail that was proposed, supporting more events lake the events such as the Mayor's Kayaks event, some discussion has to take place on our next course. Brief discussion on the Senator Bikeway (SBW) and its redesigned Phase 3 that has changed due to the wetlands found. The SBW will still come into the park and connect to the Capital Trail link.

Mr. Diaz noted that it is interesting that you are looking for your next mission along with trails for the area. Mr. Jones noted we had advocated to get some stormwater management projects done. The city could find the dollars out there to get these projects done. Mr. Jones says a bunch of projects were there.

Mr. Holden said that we have had four common themes. The green way trail aspect connecting trails, new activities within the park area to bring awareness to the beauty of the park, performed activities to address

stormwater and water quality and activities to maintain & improve the park itself and highlighted Capital Improvements projects such as paving the parking lot and turning the "beach" area into a grassy area to continue park improvements. With discussion it was noted to have the Master Plan for Silver Lake to address things like realignment of the Lewes Mill Drive entrance to keep cars away from water's edge and potentially a sidewalk entrance especially with the new commercial development that is taking place on Kings Highway.

Mr. Diaz noted this gave him a lot of good information. He asked about the following: St. Jones Riparian Buffer project with was discussed. How about the Punch and Run Study? Answer, we did not have involvement. What about the Silver Lake Revitalization Project called out by the St. Jones Commission. In discussion it was noted this was the St. Jones Greenway Commission. Mr. Holden noted the bigger named project we assisted with was the Mirror Lake Project, Washington Street Project and the Buffer Project (streambank).

Mr. Diaz noted in the 2008 plan the procedures and the review and permit system for docks and piers was being put together. Mr. Carter said the planning office worked on that. The permit requests are supposed to go through DNREC and then DNREC was supposed to come back to the city for review and advisory input on the permit approval/denial. There was discussion on who "owns" the lake.

Additional questions may be answered by the Tributary Action Team reports that at one time the former Planning Director Ann Marie Townshend had we she was in office. Janella Cornwell may have written some of the TAT reports, another former city planning employee.

Mr. Diaz asked what the city can do to support the Silver Lake Commission. Having the Master Plan with a clear vision for Silver Lake Park as the central location of the city. An individual is needed to take charge of ideas. As well in the past we had financial help of Century 21 funding and it would be nice to have Council ask for these funds to draw upon was a benefit in the past that we don't currently have.

We had talked about the CMS and Murphey School frontage; and we had permission to spray the invasives and that effort stalled. If this could be accomplished, it would be a benefit, while not part of the park land it is certainly part of the park aesthetic. Would like to see this effort opened back up again. Mr. Howard noted he does have the license needed to do the spraying if the maintenance plan could be approved again.

Mr. Burcham inquired as the Lidl application? Mr. Diaz noted we are expecting them to expect a new revised plan to the planning commission but we don't know when that will be. Groundwater and Brownfield issues have slowed them down.

PUBLIC WORKS UPDATE

Mrs. Cyr shared the Public Works update noted the Mrs. Duca is on vacation. Mrs. Cyr reviewed the memo provided by Mrs. Duca. They met prior to this meeting for review. The major item is that the awareness that the staffing in not adequate in terms of parks maintenance and city properties. Three people have been added to the city budget that was recently approved. We are expecting this to happen this fall. Once they are hired, we will sit down with Parks & Rec staff to ensure we develop a good plan for park maintenance. She continued by reviewing the highlight the attached memo.

Most discussion took place on the Lake Draw down and permitting issues.

Mrs. Cyr asked the Mayor's Kayak event to be put on the agenda. Basic discussion took place on doing the kayak event in conjunction with the draw down and schedule a cleanup at the cleanup. If possible to the kayak event prior to the water getting cold is to be considered. Lots of groups were discussed for getting the clean-up day put together. Ms. Courtney was directed to do these as two events and not tie the kayak event into the clean-up event. We will work with the Mayor on his event and also coordinate the cleanup event also. Mr. Jones noted that the Kent Conservancy would be interested in helping with the cleanup event.

Mr. Holden went back the fenced area around the dam that is very over grown and signage by PSE. Mr. Carter noted they were the ones who was supposed to take of the maintenance. With discussion, it was felt the fence could come down as they are no longer keeping up on the fish letter or maintenance of that area also remove the sign that is bad condition. Mixed reviews of the fish ladder was mentioned.

BOLLARD REPLACEMENT

Mrs. Cyr noted that the bollard replacement project has been funded in this year's CIP; and we are requesting a grant from DNREC to assist in paying for this project. Duck's Fencing has been contracted to perform the work. All of them will be replace not just the bad one. They will all be identical and some portions of fence are in disrepair we are looking to see if we can get those fixed as well.

APPOINTMENTS

Mr. Holden noted everyone had agreed to stay on the commission for another year. If anyone had not submitted their application, please do so. If you are having trouble, send to Ms. Courtney and she will be sure the City Clerk gets it.

He noted he has notified the Mayor that he will be stepping down from the Chairmanship; and he will discuss this with the Mayor for replacement. Mr. Holden has discussed this with Mrs. Arndt and she is interested. He will ensure we follow the correct steps to move this forward for the next meeting. He will stay on the commission.

BOATING COMPLAINTS

Mr. Holden noted the Mr. Townsend (a lake resident) has complained about boaters and littering on the lake. There was some miscommunication between Mr. Townsend and the city police.

OTHER ANNOUNCEMENTS

Mr. Burcham asked if any more had been done for the dog park. Ms. Courtney responded, the City Manager felt this was not the right time and it has not been included in the city budget.

Mr. Howard noted his position with DNREC and he would be our contact for now. He noted recently Senator Bushweller complained about the appearance of Mirror Lake. City and DNREC staff do clean it up a bit. We will have to look at this in the maintenance agreement we develop with the city for keeping this area clean. Mr. Jones noted geese are tearing up the plants. There are concerns that the sand bar is out there. The plantings did not do what was hoped for keeping the channel open.

Mr. Carter asked if the water monitoring is being continued (carbon project)? Mr. Howard noted the three year results are back and wasn't sure about the five year. Mr. Howard was asked to share the most recent testing results to publicize.

Mr. Burcham asked to have the new grounds supervisor attend a meeting, Roger Ridgeway, Jr. He will be invited with Mrs. Duca's permission.

NEXT MEETING DATES

The 2018 meeting dates were set for: September 19. Possibly again March 13, 2019 and talk about a spring clean-up.

ADJOURNMENT

With no further business, the meeting adjourned at 6:53 PM.

MEMORANDUM

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TO: Dean Holden, P.E., Silver Lake Commission Chairman

CC: Donna S. Mitchell, CPA, City Manager
Margery Cyr, Director, Dover Public Library
Jason A. Lyon, P.E., Water / Wastewater Manager
Robin Eaton, Public Works Operations Manager
Roger Ridgeway, Jr., Grounds Field Supervisor II
Joshua Barth, Environmental Scientist

FROM: Sharon J. Duca, P.E., Public Works Director / City Engineer

DATE: August 1, 2018

SUBJECT: **DEPARTMENT OF PUBLIC WORKS (DPW) UPDATE TO THE SILVER LAKE COMMISSION (SLC)**

The following information provides an update on activities performed by the Department of Public Works.

PARK MAINTENANCE ITEMS

Below please find an update on the status of park maintenance related items.

1. **General park maintenance.**

   It has been acknowledged by the City Manager and City Council that additional staffing resources are needed to improve the level of maintenance provided to the City's parks and designated recreation areas. As a result, a three (3) person Parks & Recreation Crew was added to the FY 2019 budget. The DPW will be working with the Parks & Recreation Department to develop the staffing as well as maintenance expectations.

2. **Maintenance of areas along the river's edge from the Silver Lake Dam to Loockerman Street.**

   The DPW Grounds Division continues to work on evaluating DNREC maintenance expectations for areas along the river's edge from the Silver Lake Dam to Loockerman Street. In addition to controlling invasives, staff is working to ensure wildlife, erosion and security concerns are also taken into consideration.

3. **Fertilize, lime or otherwise appropriately amend turf areas for healthy grass.**

   Currently, additional funding is not available to perform or expand upon current turf management activities. This will continue to be evaluated in conjunction with other City-wide vegetative and property maintenance priorities.

4. **Assess and address bottom of boat ramp.**

   The requested installation of a rip-rap wedge at the toe of the concrete boat ramp was completed as part of the FY 2018 Silver Lake Dam Repair project.

5. FY 2018 Silver Lake Dam Annual Inspection

The Silver Lake Dam was originally constructed in 1944. It is an earthen embankment type dam with a concrete spillway. Upstream of the dam a riser structure with a sluice gate is provided that, when opened, allows water from the lake to drain through a twenty-four inch (24") pipe. Due to failure implications and state guidelines, the Silver Lake Dam is classified as a high hazard dam. Failure of this dam has the high probability to cause loss of human life in addition to property damage. The DPW utilized a consultant to perform above water and underwater inspections of the Silver Lake Dam in the spring of FY 2018. The consultant evaluated the concrete spillway and outlet works, as well as the components in the earth embankment, wing walls, pedestrian walkway and exit channel. The following reflect the observations provided.

- Upstream Slope of Earthen Dam – Considered to be in very good condition. Areas of erosion, tall grass, weeds and small trees to be addressed in near future.
- Downstream Slope of Earthen Dam – Considered to be in very good condition.
- Concrete Spillway – Considered to be in good condition. Small trees growing near bottom of exit channel to be removed in near future. Spalls, delaminated areas and rust spot on wing walls to be repaired in near future.
- Outlet Works – Recently installed sluice gate and stem in very good condition.

Overall, results of the inspection indicate that the dam is in good condition without need for immediate remedial actions. Non-emergency remedial actions identified by the consultant will be programmed by the DPW within two (2) years.

CAPITAL IMPROVEMENTS PROJECTS

1. Install French drains or similar to keep water and debris from flowing across concrete pathway.

Four (4) areas were identified as having drainage issues along the sidewalk downstream of the dam. At the March 29, 2017 meeting DPW staff recommended regrading three (3) of these areas. At the fourth location DPW staff proposed the installation of pervious pavers as a solution to alleviate the ponding. The SLC was not in favor of this proposal. Instead, it was requested to increase the thickness of the existing concrete sidewalk by pouring additional concrete on top of the subject section to essentially create a slope that will have the rain water flow away from the sidewalk.

DPW staff did not agree with this approach as adding concrete to existing concrete will create a void between the two (2) pours. On May 24, 2017 staff instead proposed to remove and replace approximately forty (40) linear feet of ten foot (10') wide sidewalk. This project would be coupled with some slight regrading of the downhill grassed area which should alleviate most of the ponding concerns. The estimate for a contractor to replacing 400 square feet of concrete is approximately $11,000 for which funding options would need to be explored.

At the May 24, 2017 meeting it was discussed that Mr. Jones would meet with DPW staff onsite to discuss the drain located in the area of the subject sidewalk section in order to develop a better plan in relation to the sidewalk and the drain. This meeting occurred as proposed. DPW staff located a buried yard inlet on the west side of the multi modal path. It was originally assumed that the catch basin discharged to the west, into the St. Jones River, however, after cleaning out the catch basin, staff concluded that the catch basin was not connected to a pipe.

At the October 11, 2017 meeting Mr. Jones noted that he would try to do a probe check to locate the drain pipe to the stream. Once DPW staff receives the results of this check they will evaluate the available information to assess the feasibility of addressing the drainage issues and develop an associated proposal. The proposal may include connecting the existing drain pipe, if it is found and has adequate fall, to the existing catch basin or installing a new drain pipe. Any proposal would have to be

reviewed with DNREC and KCD. It is likely that the ultimate project would require the development of an outyear capital improvement project.

Regrading of the three (3) additional areas is still currently pending. It is anticipated that the DPW Grounds Division will complete this work over the next few months.

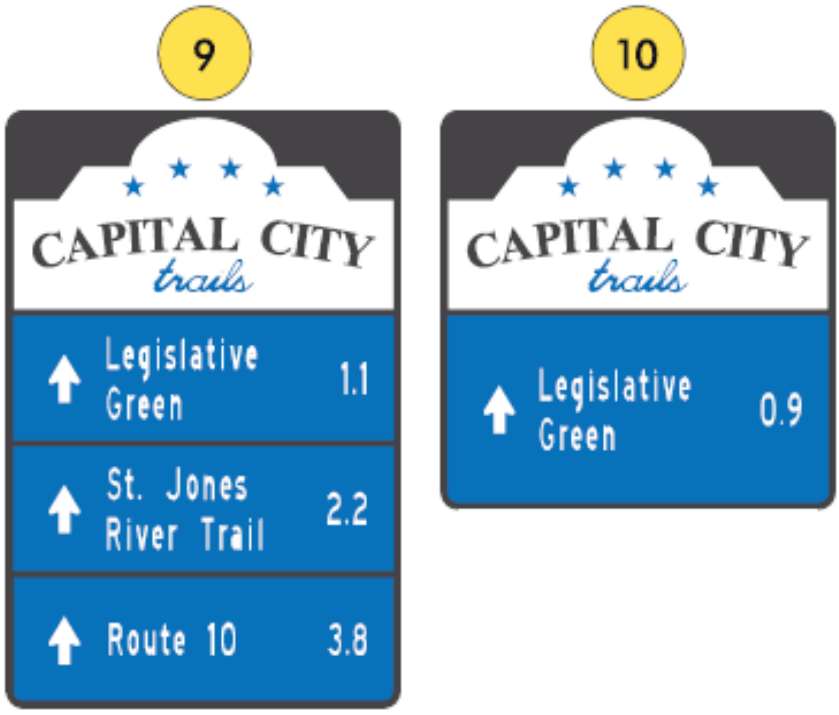
2. FY 2018 Silver Lake Dam Repair

As noted previously, this project was completed in FY 2018. All physical work was completed by February 20, 2018.

3. Capital City Trail Signs

DelDOT is currently working on a contract to install wayfinding signs for the Capital City Trail System. Locations within this system include Scarborough Road, McKee Road, Saulsbury Road, North Street, Silver Lake Park, Park Drive, Martin Luther King, Jr. Boulevard, Route 13, Public Safety Boulevard, and areas south along Route 113 toward Route 10. Most of the proposed sign locations are contained within the public right-of-way. Two, however, are located within Silver Lake Park itself. DelDOT may develop an agreement with the City for the installation of these signs within the park. The location of the signs, as well as a rendering of the proposed signs, are provided below.





2018 SILVER LAKE DRAWDOWN

The annual drawdown of Silver Lake will be planned for October 2018. To coincide with the timeframe of previous activity in 2017, it recommended that the drawdown be scheduled to occur from October 8 – 19, 2018. Drawdown notice would be sent to Lakeside Residents, Property Owners and Licensed Boaters by the Parks and Recreation Department by the end of August 2018. DPW staff would open the valve on October 8, 2018 and close it on October 19, 2018 or when a drawdown depth of two feet (2') is reached.