



SILVER LAKE COMMISSION

**May 11, 2016
5:30 PM at Dover City Hall
Large Conference Room**

DRAFT AGENDA

- I. Welcome/Call to order
- II. Approval of October 2015 meeting minutes
- III. Public Works Updates
- IV. Project Updates
- V. Years of Service, David Edgell
- VI. New Business
- VII. Next meeting date: July 6, 2016

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Silver Lake Commission
October 7, 2015
5:30PM, Conference Room
Dover City Hall

*** DRAFT ***

Members Present

Dean Holden, Chairman
Tricia Arndt
Zach Carter
David Edgell
Ann Marie Townshend

Others In Attendance

Carolyn Courtney, City Staff
Sharon Duca, City of Dover

WELCOME & CALL TO ORDER: 5:35PM

APPROVAL OF SEPTEMBER MINUTES

The chair opened the floor to approve the minutes as presented. Mr. Burcham motioned to accept with Mrs. Townshend as a second the minutes were approved without objection.

CLEAN UP EVENT

The chair inquired about groups/sign-ups for the event. Ms. Courtney noted she had reached out to the Dover High School ROTC, Interfaith Housing Mission, United Church of Delaware and Central Middle. At this time, we have little feedback. Mrs. Arndt noted she talked with Dr. Stotts, from Wesley, she noting would follow up with her again. The asked that we coordinate via email on sign up numbers.

Mrs. Townshend stated she had plenty of trash bags and water to provide. She noted the Silver Lake area that we get a lot of complaints about is the area going over the State Street bridge. We could possibly get volunteers to get the weeds out of the sidewalk cracks and edging this area. If George could provide shovels we could get that type of work accomplished.

The chair asked if Public Works staff will be in attendance. Mrs. Duca noted the George would be on site. It was noted maybe 3 people could work on the State Street bridge area, with shovels and (safety vests). We could volunteers to also get some of the debris cut back. Mrs. Duca noted she'll get this area worked on and ready for the clean-up volunteers.

The chair noted he had not heard back from the Ducks Unlimited folks and did not expect to see them this time. It's mainly a trash pick-up event, that will start at 9 am until we have the general area cleaned.

PROJECT UPDATES / OLD BUSINESS

Mrs. Duca noted she thought we met quarterly and her memo has certain references to meeting in that manner. It was noted typically we meet quarterly, this meeting was mainly meant to prep for the clean up event.

Mrs. Duca then reviewed the memo of Oct. 7, 2015 (attached). Noting items 1 – 4 will be kept on the list and assists us in keeping a regular schedule and to let you know we are going to keep after these items. Item 5, the DNREC agreement will be shared once we have something completed. Item 6, is another watch item and work orders will be put into the streets department as needed. Item 7, taking care of the turf areas will fall into our regular turf program. Item 8, hoping to have a list by the end of the calendar year. The Capital Improvements Program will incorporate these items 1 and 2. The lake draw down schedule, noting the value was opened on October 1st due to the impending storm, the level at that time was 13'2", the valve will remain open until we reach 11'2" or October 17. We will continue to monitor. Additionally, we will have the draw down procedure finalized. The buffer herbicide treatment is awaiting written approval from the Capital School District. The chair report Elliot Harding verbally ok'd, but he will follow up for the written approval. It was reported we have not heard back from the Murphy School.

Mr. Burcham asked about the some trees that are close to falling in the water but not there, yet. He inquired about getting those removed before they hit the water. Mrs. Duca noted she will review with staff and proceed accordingly.

The chair noted another item for the maintenance list, the asphalt curb that has a ton of weeds and grass. Possibly we could get this area cleaned up too. The fish ladder area was also discussed for getting the weeds/overgrowth, Mr. Burcham hoped this would be an area we could clean up as well. Brief discussion took place on the fish ladder and it's viability and whether or not it really is serving the purpose it was meant. We are not sure it is an ecological benefit. Mrs. Arndt noted she would check with John about getting into the area for clean-up purposes.

The chair asked about the area adjacent to the dam where trees have been removed, could we also look at these areas for cleaning up the weeds and overgrowth. Mrs. Duca noted she would review the dam maintenance report and move forward from there keeping the area stabilized and maintained.

Mrs. Arndt noted she will be working on butterfly gardens and if there were any funds allocated for more plantings. At this time, we do not anticipate additional plantings and no additional funding has been set aside or applied for at this time.

The chair noted he will follow up on the written approval from the Capital School District and also follow up with Murphy School to see about spraying on those areas. The other component, Lara (Jennings, DNREC) was coordinating with Polytech to hand pull the porcelain berry vine but that was canceled due to the impending storm. We'll follow up with Lara to see if that has been rescheduled. The believed Lara and George have been coordinating.

We need to explore the best management practices these buffer areas we have, potentially Wesley students were looking for a testing area. The chair will follow up.

Mrs. Arndt asked if the volunteer sign in sheet could be shared for use a Coastal Management program grant could use those hours for a federal grant they are applying to receive. Ms. Courtney will share the sign sheet with Mrs. Arndt following the event for this purpose.

NEW BUSINESS

Mrs. Townshend stated she has an inquiry regarding an Eagle Scout project for Silver Lake Park. She is waiting to hear back from the scout for more details and will keep the Commission and Mrs. Duca updated.

Mrs. Townshend noted that staff met with the Ag Sciences teacher at Central Middle. They are exploring an outdoor class room project. The only glitch she currently sees is a shed they would like to place in the flood plain, but believe they could work out something for this project to move forward.

The chair asked if we had heard anything back on the Mirror Lake plantings growing back, as they appear green and lush. Mrs. Duca responded nothing at this time. DNREC and city staff will be watching and reporting accordingly.

A brief discussion on the stormwater and wastewater. Mrs. Duca noted the storm water is manageable, but the waste water was a bit more than our normal flow due to the county currently bypassing through us and with the storm and extra race weekend load had a heavy flow, but we did manage it well from an infrastructure standpoint.

NEXT MEETING DATE

The 2016 meeting date schedule was set for January 6, April 6, July 6, and October 5.

ADJOURNMENT

With no further business, the meeting adjourned at 6:06 PM.

MEMORANDUM

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

CC: Scott D. Koenig, P.E., City Manager
Ann Marie Townshend, AICP, Director Planning & Community Development
Jason A. Lyon, P.E., Water / Wastewater Manager
George Jamar, Grounds Supervisor II
Randy Cole, Environmental Scientist

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

DATE: October 7, 2015

SUBJECT: DEPARTMENT OF PUBLIC WORKS UPDATE TO THE SILVER LAKE COMMISSION

The following information provides an update on activities performed by the Department of Public Works (DPW) in response to topics discussed at the September 2, 2015 Silver Lake Commission (SLC) meeting.

PARK MAINTENANCE ITEMS

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

- 1. Clean grass, sediment and trash from curb line.**
This issue continues to be monitored and addressed by the DPW's Grounds Division on a regular basis.
- 2. Weed and mulch playground.**
Weeding continues to be monitored and addressed by the DPW's Grounds Division on a regular basis. The playground safety surfacing has been assessed by the Parks & Recreation Department (P&RD) and it has been found that levels meet current ASTM and CPSC standards. The P&RD will continue to monitor on a regular basis.
- 3. Grade and seed topsoil placed around pavilion.**
Re-grading and re-seeding of the area will be completed by the DPW's Grounds Division following the completion of mowing season. Should the turf not hold up to foot traffic, the possibility of covering soil with wood chips will be evaluated.
- 4. Clear weeds and reseed river edge. Remove or trim to grade stumps.**
The DPW Grounds Division will continue to monitor on a regular basis the area along the river's edge in accordance with the request of the SLC and that of the Dover Police Department. Stumps will be removed or trimmed to grade as critical work load permits during the mowing season. Any remaining stumps are to be removed after mowing season is complete between mid-October and mid-November.

5. DNREC Maintenance Agreement.

DPW staff continues to work with Lara Allison Jennings of DNREC regarding a maintenance agreement for areas along the river edge from the dam to Lookerman Street. The intent is to ensure the vegetation is maintainable by DPW staff, that the purpose of any DNREC projects is maintained, that public safety concerns are addressed, and that DPW staff have the appropriate training to perform the work required. As this task develops further updates will be presented to the SLC.

6. Replace rotting timber bollards.

This issue continues to be monitored on a regular basis by the DPW Grounds Division.

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

This has been preliminarily assessed by staff. DPW staff concurs that it would be preferred to be able to include these areas into our regular turf management program. Priorities of this program include ballfields (for safety) and irrigated high profile areas. As the program for 2016 is developed the feasibility of including these areas will be further evaluated. Updates will be presented to the SLC at that time.

8. Park Maintenance Checklist.

In order to ensure park maintenance items are completed on the appropriate frequency, DPW staff will be preparing a park maintenance check list of items to be monitored on a regular basis. As this task develops further updates will be presented to the SLC.

CAPITAL IMPROVEMENTS PROJECTS

1. Re-sand the beach area or convert to turn park area with landscaping to mitigate waterfowl usage.

Evaluating the beach area will be combined into a Capital Improvement Project (CIP) along with other large scale needs of the park. The DPW's Engineering Division will work with the P&RD to determine an appropriate year to program the project as well as determine key elements of the scope of work. As this project develops further updates will be presented to the SLC.

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

This task has been assigned to the DPW Engineering Division for analysis. They will work with DPW Grounds Division staff to determine feasible avenues to improve the drainage in this area. At this time it is anticipated that this would likely become a CIP rather than an operational project. As this task develops further updates will be presented to the SLC.

2015 LAKE DRAWDOWN SCHEDULE AND PROCEDURE

The DPW Grounds Division opened the valve at the dam on Thursday, October 1, 2015 due to the impending storm (standard emergency procedure). The level of the lake at that time was 13.2 feet. The valve remained open as it was scheduled to be opened on Monday, October 5, 2015. The level of the lake is currently at 12.6 feet. The valve will remain open until Saturday, October 17, 2015 or until two (2) feet of drawdown is reached (level 11.2 feet). The Silver Lake Clean Up Event is scheduled for Saturday, October 17, 2015. The DPW Ground's Division is prepared to provide trash bags for this event.

DPW staff is currently reviewing the submitted draft procedure regarding the valve opening. The intent of this document is to memorialize the annual activities and schedule for the SLC and DPW. This document will be finalized by the end of the calendar year and presented in a format similar to this update document.

BUFFER HERBICIDE TREATMENT

At a meeting on July 31, 2015, between DPW staff and Matt Grabowski of DNREC, the scope of work of the spraying application was reviewed. It was determined to be preferable to spray both the east and west banks in order to properly address the issue of invasives. This would include not only City of Dover property but also Capital School District and the Murphy School. As such, it has been requested that permission be received from the non-City of Dover parties allowing the spraying activity to be performed on their land. Once permission has been received in writing the spraying will be scheduled. It is still our hope that this activity can be completed prior to when the spraying window closes at the end of October. It is possible that additional spraying will be required in the spring and possibly the fall of 2016 to ensure the invasive issue is properly addressed.