Silver Lake Commission
October 12, 2016
5:30PM, Conference Room
Dover City Hall

*** DRAFT ***

Members Present	Others In Attendance
Dean Holden, Chairman	Carolyn Courtney, City Staff
Nick Adams	George Jamar, City Staff
Tricia Arndt	
Zach Carter	
Lyle Jones	
Ann Marie Townshend	

WELCOME & CALL TO ORDER: 5:30 P M

APPROVAL OF MAY MINUTES
The chair opened the floor to approve the minutes as presented. Mr. Carter motioned to accept with Mrs. Arndt as a second the minutes were approved without objection.

NEW MEMBER INTRODUCTION
The chair welcomed new member Nick Adams. With brief introductions from those in attendance, Mr. Adams was welcomed to the commission. Mr. Adams shared he is a long time Dover resident, graduate of Dover High School, worked for state government and currently with Wilmington Trust, as resident of Pennsylvania Avenue Ext. he is excited about the opportunity to work on this commission.

REVIEW OF PAST 10 YEARS PROJECT LIST
At this time, we do not have the list ready to present, however, Ms. Courtney will work with members of the commission to develop a list for future discussion.

PROJECT UPDATES
Mr. Jamar reviewed the memo presented from Public Works Director, Sharon Duca. Memo attached. He gave some brief details of the items listed, highlighting the buffer herbicide treatment. Porcelain Berry is on ongoing battle. Using volunteers and potentially inmates to get the weeds and other areas under control is likely an option for us. We have recently met with DNREC regarding a Maintenance Plan/Agreement to get back on track with the maintenance of these areas to get a handle on some of these issues. Staff looked into the timber bollards for replacement, a map (map has been requested for attachment to minutes) was presented that showed which were in the worst shape and which we would target for replacement. The option of concrete barriers is cost prohibitive. They plan to restripe parking areas with the bollard replacement project. I will be working on a comprehensive turf program that includes all areas for fertilization, lime, etc. We do have contractors assisting with mowing park areas. We are taking working on a Park Maintenance checklist and as staffing is resolved this will be increased. Street sweeping did begin in Silver Lake Park in June. However, it will be suspended during October – January during the leaf collection cycle. In referencing Capital Project, the French Drain is just not going to work, investigating impervious materials for this area. Brief discussion on this issue. Lake drawn down is on schedule, the valve was opened on Oct. 3, heavy rains came shortly thereafter. Water levels didn't fall right away. We are seeing a reduction in the level now and we are on target to close the gate on Friday, Oct. 14. Brief discussion took place about the valve opening, relating to dates. We will continue to target October for this activity. Buffer Herbicide has to wait so we don't kill what we want to keep. With discussion, the area and treatment plan, including our neighbors CMS and Murphy School with DNREC assistance. The issue is pulling invasive and then the City would concentrate on the buffer

area. Mrs. Arndt asked, so what happens next, how much staff is needed to get the ball rolling? Mr. Jamar responded that is between the Public Works director (Sharon Duca) and City Manager (Scott Koenig) to address.

The chair offered the support of the Silver Lake Commission and asked what we could do to support these efforts? Mr. Jamar answered to get out and volunteer. With discussion, various groups such as scouts were mentioned to contact for assistance. It was noted that could be a good Eagle Scout project to remove the invasives and monitor regrowth, even if it's a small area. Ideas of "Adopt-A-Park" programs were favorably discussed. Making this a schedule that we can rely on would beneficial to these efforts. Consider planning for a spring clean-up event, the Chair will reach out to Mrs. Duca about a spring clean-up event.

The chair also asked about either side of the dam, the area has become overgrown jungle near the dam and next to dam and boat ramp areas. Mr. Jamar stated he would look in it.

NEW BUSINESS

Mr. Adams asked if the ramp had maintenance, as he noted there is a large drop off at the end of ramp. It was agreed it had been many years since the ramps had maintenance that anyone could recall. Consider some 2" stone at the back end of the ramp, maybe some stone that would just cover the lip of the area in question. With discussion, Ms. Courtney and Mrs. Townshend will look into the matter to see what improvements could be done and permitting necessary. We are charging folks to use it, we should take care of it. Possibly state funds may be available for assistance with improvements. Mr. Carter should be evaluated for safety issues. Mrs. Townshend noted there may be some money in the small capital projects line created in this year's budget as well.

No further no business was brought forward.

NEXT MEETING DATES

The 2017 meeting dates scheduled are for: January 18 and March 29

ADJOURNMENT

With no further business, the meeting adjourned at 6:24 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
Antonio Bray, Street Supervisor I
Joshua Barth, Environmental Scientist

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

DATE: October 12, 2016

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).

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 Parks & Recreation Department (P&RD) continues to monitor the playground safety surfacing on a regular basis.
3. **Grade and seed topsoil placed around pavilion.**
   Re-grading and re-seeding of the area will be scheduled by the DPW's Grounds Division as critical work load permits. It is currently intended that this will be addressed over the next month for the fall growing 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. Areas just below the dam are addressed as part of the regular mowing schedule. Other areas will be addressed in conjunction with the Buffer Herbicide Project (see below). Stumps have been removed or trimmed to grade.

5. **DNREC Maintenance Agreement.**
   DPW staff continues to work on revisiting the maintenance agreement for areas along the river edge from the dam to Loockerman Street with new contacts at DNREC. 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.**
   DPW staff conducted an inventory of the timber bollards (wooden posts) located at Silver Lake. Of the 400 identified 136 were identified as leaning and 30 were missing. A cost estimate was developed to replace the missing timber bollards, re-paint the parking spaces and install parking bumpers. Unfortunately, this was found to be cost prohibitive for the operational budget at this time. This year, most likely in the spring, the DPW Streets Division will replace the missing bollards and line stripe the parking spaces. A cost estimate will be developed this fall for submission with the FY 2018 operational budget to address a portion of the leaning bollards, as well as potential replacement, annually.

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. Due to funding issues however, it has not been possible to incorporate a comprehensive turf program for FY 2017. Budget numbers will be developed for request as part of the FY 2018 budget process. Updates will be provided to the SLC as they become available.

8. **Park Maintenance Checklist.**
   One of the goals of the DPW is to prepare a park maintenance check list of items to be monitored on a regular basis in order to ensure park maintenance items are completed on the appropriate frequency. It is intended that this task will be completed once the DPW Grounds Division is fully staffed. Currently, due to staffing issues, Silver Lake Park is being mowed by a contractor. Our litter crew is working in the park on a daily basis addressing deficiencies while on site as feasible. More complex issues are reported to the Grounds Supervisor to be addressed. As this task develops further updates will be presented to the SLC.

9. **Street Sweeping of Silver Lake Park.**
   At the May 2016 SLC Meeting it was requested that Silver Lake Park be included in the street sweeping routes. The DPW Streets Division started sweeping these areas in June. It should be noted that the close proximity of gravel areas, as well as failing pavement, can effect the appearance of the results. In addition, street sweeping suspends in mid-October for leaf collection season but staff will continue to monitor these areas as feasible.

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. It is currently proposed for design on this project to start in FY 2018. 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 was assigned to the DPW Engineering Division for analysis. Following investigation, the intent is to move forward with installing pervious concrete in this area. The necessary steps for funding, procurement and installation are currently being finalized. This section will be maintained by the DPW Grounds Division as per manufacturers recommendations.

2016 LAKE DRAWDOWN SCHEDULE AND PROCEDURE

Notice was sent to Lakeside Residents, Property Owners and Licensed Boaters on August 15, 2016 regarding the 2016 Lake Drawdown. DPW staff opened the valve on October 3, 2016 at a depth of 13.4. By October 8, 2016 a depth of 11.8 was reached however due to rains received the depth was back to 13.3 on October 10, 2016. The valve will be closed on October 14, 2016 as it is unlikely a drawdown depth of 2 feet will be reached prior. A formal documentation of this procedure is still pending and is to be completed as soon as feasible.

BUFFER HERBICIDE TREATMENT

The goal of this project is to perform a spring and fall application of herbicide on Capital School District, Murphy School and City of Dover properties. DPW staff and DNREC staff need to finalize the scope of work of the spraying application. The intent will remain to spray both the east and west banks in order to properly address the issue of invasives. Prior to spraying the DPW Grounds Division staff have been working on removing porcelain berry within the target zone. In addition, DPW staff is working in concert with DNREC to obtain a work force to assist in removing invasive material on the buffer between Mirror Lake and the Silver Lake Dam. DNREC has secured a small group of male prisoners that will be released to perform this work. It would be supervised by prison guards and the men would only require gloves, water and possibly tools from the City. It is anticipated it would take approximately one to two weeks of work for the six-man team. Once these efforts are complete the spraying will be scheduled.