SILVER LAKE COMMISSION

May 24, 2017
5:30 PM at Dover City Hall
Caucus Room

DRAFT AGENDA

I. Welcome/Call to order

II. Approval of March 2017 meeting minutes

III. Public Works Updates

IV. New Business

V. Next meeting date

VI. Adjournment

MEMORANDUM

Sharon J. Duca, P.E.
Public Works Director / City Engineer
Department of Public Works
P.O. Box 475
Dover, Delaware 19903
Phone: (302) 736-7026
Fax: (302) 736-4217
E-mail: sduca@dover.de.us

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

CC: Donna S. Mitchell, Acting City Manager
Dave Hugg, Acting Director of Planning & Community Development
Jason A. Lyon, P.E., Water / Wastewater Manager
Robin Eaton, Public Works Operations Manager
George Jamar, Grounds Field Supervisor II
Antonio Bray, Streets Field Supervisor I
Joshua Barth, Environmental Scientist

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

DATE: May 24, 2017

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. **The following items are now part of the continual maintenance requirements for Silver Lake Park. These items are to be monitored and addressed by City staff on a regular basis. As such these items will not be included in future reports.**
    a. Clear areas within the gate / fence at fish ladder.
    b. The DPW Grounds Division will continue to remove invasive plant material, such as porcelain berry, manually and mechanically, via trimmers, along the St. Jones on City property from the northern end of Mirror Lake to the dam. It is intended that the DPW Grounds Division will perform spraying in this area in the spring and fall. As City staff are licensed as a public entity they will only be able to spray on City property.
2. **The following items have been evaluated by staff. As the DPW Grounds Division is currently understaffed adequate resources are not available for implementation. These tasks will be re-evaluated once the Division is fully staffed.**
    a. Implementation of DNREC Maintenance Agreement which relates to areas along the river's edge from the dam to Loockerman Street.
    b. Implementation of Park Maintenance Checklist.

3. **Replace rotting timber bollards.**
   DPW staff obtained an initial cost estimate to (a) install all new timber bollards, (b) install concrete parking bumpers and (c) straighten existing posts and replace missing posts. Costs were received at $27,500, $15,000 and $13,750, respectively. As funding is limited to $15,000 DPW staff will be issuing requests for quotes in accordance with the City's Purchasing Policy to replace approximately thirty (30) missing bollards and straighten / repair approximately sixty (60) leaning bollards. Currently the Acting City Manager supports addressing this issue through the Small Park Improvements Capital Improvement Project (CIP) for FY 2018. Updates will be provided as further information becomes available.

4. **Fertilize, lime or otherwise appropriately amend turf areas for healthy grass.**
   At the January 25, 2017 SLC meeting it was requested by the SLC that the area near the playground be addressed through fertilizer or other turf amendments. A cost estimate has been received for this action item and a budget request for FY 2018 has been made. Updates will continue to be provided to the SLC as they become available.

5. **Assess and address bottom of boat ramp.**
   DPW staff has installed signage at the end of the boat ramp as noted in the update provided on March 29, 2017. At the meeting of March 29, 2017 it was requested that DPW staff explore with DNREC the addition of a three feet (3') wedge at the end of the ramp for fall installation. It is requested that further information regarding the expectations of the SLC be provided so DPW staff can determine the feasibility of this request.

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 is to be included in the Parks and Recreation Silver Lake Park – Master Plan & Plan Implementation CIP. This project is currently slated for FY 2020 and FY 2022 in the Draft FY 2018 Capital Investments Plan. It is recommended that updates on this project be provided directly by Parks and Recreation.

2. **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. It is intended that this work will be complete by June 30, 2017. 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 does not agree with this approach as adding concrete to existing concrete will create a void between the two (2) pours. This void would experience a freeze / thaw condition that would crack the concrete and potentially create a tripping hazard by the concrete heaving. Additionally, adding concrete to the sidewalk would create a dam situation that would stop the water from crossing the sidewalk and cause ponding issues in the grass adjacent to the walkway.

   The proposal from staff is to remove and replace approximately forty (40) linear feet of ten foot (10') wide sidewalk. The newly poured concrete will be installed to match the existing concrete flush as well as provide enough positive drainage to have the rain water sheet flow off of the sidewalk and reduce ponding. Along with some slight regrading of the downhill grassed area, this should alleviate most of the ponding concerns. The estimate for a contractor to replacing 400 square feet of concrete is approximately $11,000. If acceptable to the SLC, funding options will need to be explored.

3. **South Lakeview Drive Drainage Improvements.**
   This project is to hard pipe flow from the west side of Lakeview Drive and discharge it into the Park, due south of the earthen dam. Funding has been secured for this project and approved by City Council. A Pre-Construction meeting for this project is scheduled for June 2, 2017. As this project develops further updates will be presented to the SLC.

4. **Silver Lake Dam Repair Update.**
   This project consists of improvements to the dam including: rip rap installation, stabilization of dam slope, removal of large trees, grout void in boat ramp, rehabilitate piers, repair walkway cracks, repair fish ladder connection and remove vegetation in concrete spillway. The bid opening for this project is May 30, 2017. As this project develops further updates will be presented to the SLC.

   It should be noted that a budget request has been made to perform third party dam inspections annually starting in Fiscal Year 2018 to meet State requirements. This task was previously performed every three to five (3-5) years. It is anticipated that schedule maintenance requirements will be included within these inspection reports.

2017 LAKE DRAWDOWN SCHEDULE AND PROCEDURE

Selection of the 2017 Lake Drawdown proposed dates is to occur at the May 24, 2017 meeting.

Silver Lake Commission
March 29, 2017
5:30PM, Conference Room
Dover City Hall

**** DRAFT ****

Members Present	Absent Members
Dean Holden, Chairman	Tricia Arndt
Nick Adams	Zach Carter
James Burcham	
Lyle Jones	Others In Attendance
Ann Marie Townshend	Carolyn Courtney, City Staff
	Sharon Duca, Public Works Director
	George Jamar, Ground Supervisor
	Ryan Knowles, Dover Police Dept.

WELCOME & CALL TO ORDER: 5:35 P M

APPROVAL OF JANUARY 2017 MINUTES
The chair opened the floor to approve the minutes as presented. Mr. Burcham motioned to accept with Mr. Adams as a second the minutes were approved without objection.

DOG PARK WITH DOVER POLICE DEPARTMENT
Ryan Knowles, Animal Enforcement Officer shared that members of Dover Police Department had discussed having a dog park in Dover, specifically at Silver Lake. A grant will be submitted for the initial construction and potential grants for maintenance, etc. Mr. Jamar noted a concern with the size of the proposed area. Some basic discussion took place about the proposed placement. A potential layout is attached. My idea is to have a straight shot from the parking lot to the dog park is optimal. The law enforcement aspect of it, is why we have chosen Silver Lake Park. Typically, users of dog parks, will take care and police the park themselves as they enjoy and want to keep these areas. In response, Mrs. Townshend noted the procedure for support would be the SLC report to the Parks, Recreation and Community Enhancement committee and then it would go to Council. Discussion on Milford, Middletown, Tidberry and other dog parks familiar to the members. Mr. Jamar noted the ½ acre is rather small and grass will not do well in such a small area. He has concerns about the size. He experience has been to use engineered fiber verses grasses. Similar to what is used on playgrounds and it's not a cheap alternative. Mrs. Duca added if this is recommended that is moves forward with a recommended budget increase for maintenance and staff timing as it is currently not in our budget. Mr. Knowles feels there are options for this such as additional grants and/or to reach out to local businesses to sponsor the dog park in turn the sponsorship monies would go towards the park. No matter the surface, Mr. Jamar noted we will still have to spray for weeds and clean up feces from pet owners who do not follow the rules to be considered with staff demands. He feels he will not be maintenance free no matter what we do.

Discussion of other locations besides Silver Lake. The police department feels this is the most feasible due to its central location and easily accessible for pedestrian and vehicular traffic. In addition, this would be an area for PD to run their dogs as well. They would also be more presence in the park after hours for dog/officer training sessions. Some discussion on placement within Silver Lake took place as well. There is consideration to removing the exercise equipment and using more of the area for the dog park would be beneficial, as the consensus was to have the exercise equipment along the trail verses a stand-alone area. One thing to consider, do not open the dog park too soon, if different turf/grasses are used. Be sure we allow time for that to take hold and route well was recommended by Mr. Jamar.

The Chair asked for motion in support of the dog park. Mrs. Townshend noted the benefit of having it in this location will keep it from being swampy in periods of high rain. Mr. Holden noted this is an underutilized area of Silver Lake as well, so it may be a good fit here. The commission would like to be sure the residents along this area would have the chance to make comments prior to installation. Mr. Burcham felt taking out the exercise equipment and make the area of the dog park larger. Would like to accommodate a large and small dog fenced areas. Members were most concerned about the neighbors along Lake View Drive and the ability for city staff to maintain, with appropriate budgetary considerations for installation and the maintenance thereafter. Mr. Knowles feels the way the grant goes, they will get the initial grant and possibly someone else will need to be overseeing long term/maintenance sponsorship/granting for the upkeep of the dog park area. Mr. Adams motioned support the concept of a dog park for Silver Lake Park off of the Lewes Mill Drive entry, with consideration to maintenance and budgetary funding, a more final design, and comments from the residents Lake View Drive. The motioned was seconded and passed without objection. The commission then thanked Officer Knowles and they hoped it would be accomplished.

PUBLIC WORKS UPDATES

Ms. Duca reported on the attached memorandum. She noted a change in format. Item #1 represents five items that we have discussed at numerous meetings that are now part of continued maintenance. They are grouped together and will be removed from future reports so we can focus on active items. DNREC Maintenance Agreement is the next item. City staff has reviewed and concurred with the plan. A concern is do we have adequate resources and we are going to revisit once we are fully staffed. The timber bollards, possibly the small CIP project budget could possibly be used and we are going estimates and probably will have to go out for quotes. Over the next month, there will be internal action on this to get this work done. The turf amendment area is in progress and funding for improvement of this area was included for FY18. I did want to confirm for the record it was the Silver Lake Commission wanted to see this area addressed for backup for the budget request. Brief discussion of the area(s) of concern. The chairman noted two different areas, near the playground and over off Kings Hwy residential side. Mr. Burcham noted his area is not as bad, but the area where people truly recreate in is the area that is of most concern for our park users. Get good quality grass, removal of pot holes, etc. for this area is our goal. The Chairman stated a concurrence of this commission that we have consistently asked support for turf improvements for the residents. The park maintenance check list remain the same as we are not yet fully staffed. A brief discussion on staffing levels took place. Mrs. Duca it is looking better. Item # 6 was brought up the last meeting, the fence area at the fence area. Mr. Jamar has done some work here and still have some trees are still there that need to be removed. Mrs. Duca noted the next item, the boat ramp. Mr. Jamar described a safety issue that he saw, the void on both sides of the dock, so we put in stone to keep someone from stepping in the holes. At the end of the ramp, there is about 3' of there. We are going to put up a sign, "ramp end here" sign. Brief discussion on what options may be available for fixing the potential drop off. The chair feels we could argue that this is maintenance and not a new project and they city would be allowed to do this without much permitting. He would like to explore options with DNREC and possibly explore when the lake is lowered this year. Possibly a wedge of some sort that may eliminate the drop off. Again, it's probably not very often that a boat trailer goes that far. I would ask that we under the guise of public works and DNREC to explore options on the City of Dover subaqueous land. Mrs. Duca confirmed that you would want us to discuss with DNREC in the spring so that we could do something in the fall. It was then commented the rocks/stone looks good at the ramp and Mr. Jamar was thanked for that improvement.

Mrs. Duca then reviewed the CIP project listings. Brief review of CIP item #1. In reference to item #2, the pathway, Mr. Jamar will be working with engineering staff and as discussed previously, these areas may have pavers installed to replace the sidewalk. We do have money for because it is something that would be forth for the ____ permit and storm water management practices. Pictures show a sample of what we would have installed. Mr. Jones feels we should take tiles out that he found with DNREC under

the ground. I have a video of this area and can share it. The chairman reviewed some drainage issues in this area and the soils. Even if we don't remove the tiles, it should help with draining but it needs to have an under drain area. Mrs. Duca noted we now have to send this out to a consultant with the demands of the commission presented. Discussion took place on wetlands and non-wetlands areas. Mr. Jones will find and share files he has on these areas including video and reporting of soil testing, etc.

Mrs. Duca reviewed the additional CIP items and gave a brief synopsis of the issue and remediation on each. Brief discussion took place and the need to secure funding to complete the projects. They have been reported to council a few times over the past few years. Staff and the commission concur on these projects. Some discussion on the north and side side adjacent to the dam and getting these areas back under control as the plantings have gotten overgrown and unsightly. Mr. Jamar noted if you look we are starting to get some of this done and we are working on it. We are not removing trees and not remove enough so that people can walk as that creates erosion issues. We are working to get these areas cleaned up and maintained for a better view and access for fishing while getting to be aesthetically pleasing. Mrs. Duca noted on the dam, we are doing annual inspections now and we will share the information with the SLC to keep all informed as we move forward.

The lake draw down procedure update from Mr. Holden, noted that Ms. Arndt had spoken with the wetlands scientists of DNREC who said check with fisheries who may have comment. She had no changes to the timeline. Fisheries has said do it whenever we want to do it. It was noted we would stick to the same timeline and bring back to the commission for the next meeting for a review for finalization.

Mrs. Duca then reviewed the final, briefing the commission on the path forward for herbicide treatments. Mr. Jamar has removed invasive and planning for spraying in April. The city can spray on city property as part of their licenses. Possibly, have the volunteers for work on the Murphy School/CMS properties would be excellent opportunities for cleanup initiatives. The chair noted the work looks nice. It was noted a beaver is doing some damage and so far haven't found where he is taking all the trees.

Appreciation was expressed to Mrs. Duca and her staff for this update and the work they have been doing in the park area.

PROJECT UPDATES

The chair commented the wetland flagging that was discussed at the last meeting, was research for the Senator's Bikeway trail. The potential for the Senator Bikeway to go thru the park and connect to the pathway. They were investing where the wetlands are located. This portion of the Senator Bikeway is phase 3 and a few years off. The entire trail would offer a pedestrian/bicycle route from East to West Dover.

NEW BUSINESS

Spring Clean up ideas were discussed amongst the members and staff. Mr. Jamar noted possibly wood chip spreading, again from the HOBY kids as they work hard and get a lot of area covered. The HOBY kids usually are available the 2nd week of June. Discussion on reaching out to DAFB, DHS ROTC and other local groups that have volunteered with us in the past. We need to reach out to see who can help out. Mr. Holden noted he would reach to the DHS and DAFB. Mr. Jones will reach out to Glenn *Stubbalo* of the HOBY organization.

The chair shared information provided from Ms. Arndt and the fish ladder, the intent is to let hearing go thru to the lake. Ms. Arndt included fish counts as well.

Ms. Arndt also provided information about wetland permitting for lake draw downs. Land owners can apply to DNREC for subaqueous land improvements, they will issue permits for work, something such as deck replacement would not require a permit if it is above water. Under water DNREC would confer

with the city to be sure permits are acceptable to the city. Some discussion on city issued permits and what is permit required.

Mr. Burcham added there is progress being made on the old Playtex parking lot. The property has been purchased and over the last week starting doing soil borings. Brief discussion on the property and it's previous uses. They are moving on doing something here.

NEXT MEETING DATES

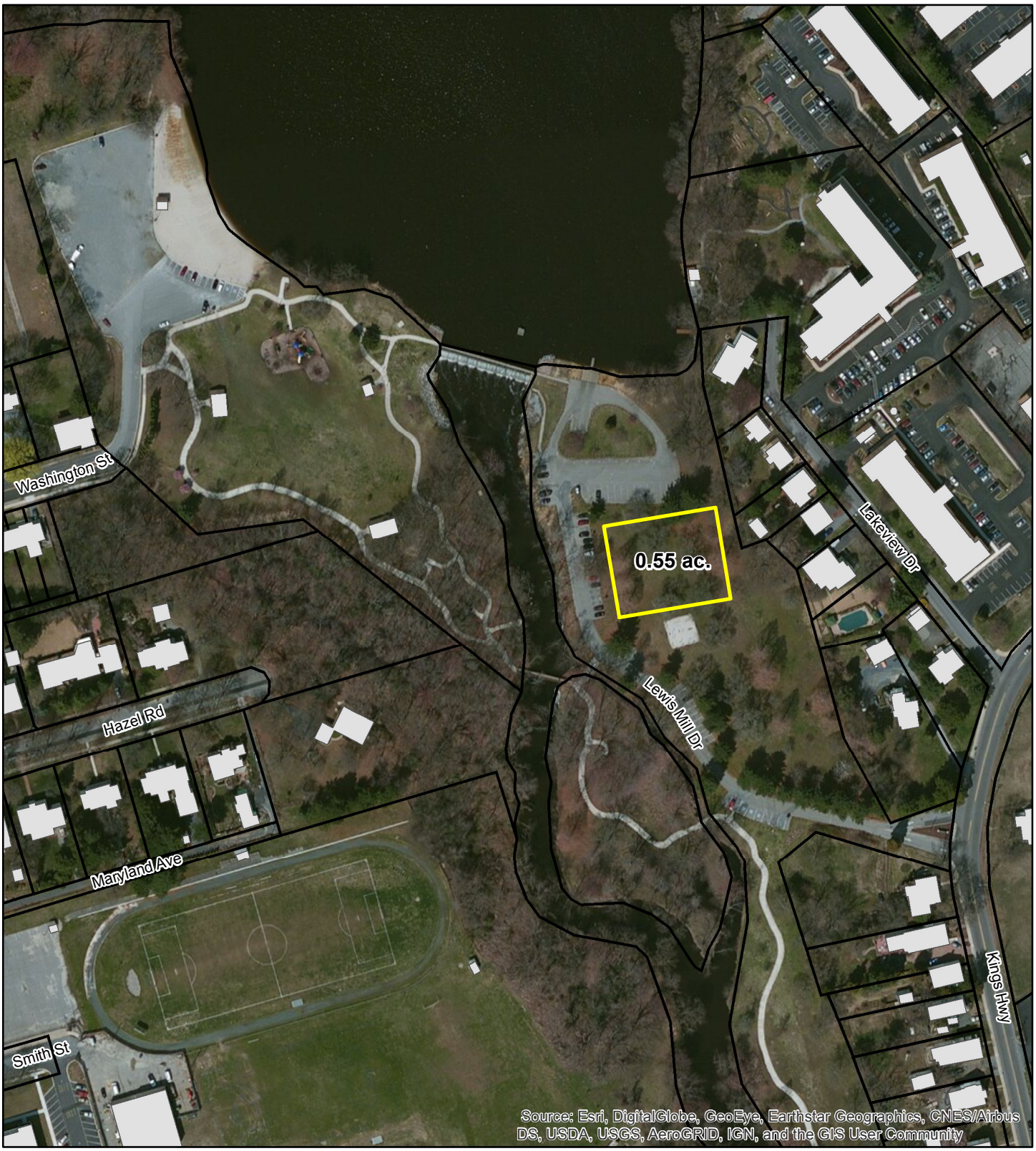
The 2017 meeting dates scheduled are for: May 10, 2017.

ADJOURNMENT

With no further business, the meeting adjourned at 6:31 PM.

City of Dover

Department of Planning & Inspections



Potential Location of Silver Lake Dog Park

Date: 3/29/2017

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0 125 250 500 Feet

Legend

- Location of potential dog park
- Dover Parcels
- 2012 Buildings

MEMORANDUM

Sharon J. Duca, P.E.
Public Works Director / City Engineer
Department of Public Works
P.O. Box 475
Dover, Delaware 19903
Phone: (302) 736-7026
Fax: (302) 736-4217
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TO: Dean Holden, P.E., Silver Lake Commission Chairman

CC: Donna S. Mitchell, Acting City Manager
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Joshua Barth, Environmental Scientist

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

DATE: March 29, 2017

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. **The following items are part of the continual maintenance requirements for Silver Lake Park. These items are monitored and addressed by City staff on a regular basis. As such these items will not be included in future reports.**
    a. Clean grass, sediment and trash from curb line.
    b. Weed and mulch playground (includes playground safety surfacing monitoring and repair).
    c. Grade and seed topsoil placed around pavilion.
    d. Clear weeds and reseed river edge. Remove or trim to grade stumps.
    e. Street sweeping of Silver Lake Park.

2. **DNREC Maintenance Agreement.**
   City staff has evaluated the existing maintenance agreement which relates to areas along the river edge from the dam to Loockerman Street that was previously provided by DNREC. The City is in concurrence with the proposed plan, however, the City is understaffed and does not currently have adequate resources to complete all tasks as outlined in the agreement. This task will be evaluated once the DPW Grounds Division is fully staffed.

3. **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. Due to the cost and time estimate

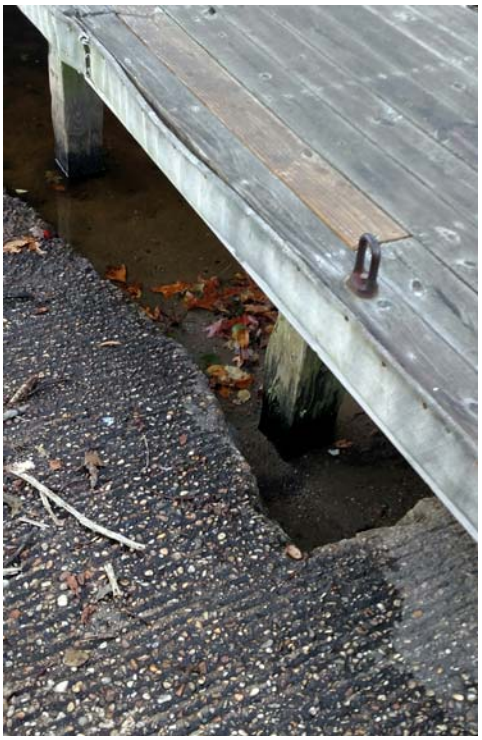
developed by staff to replace the missing timber bollards and install parking bumpers it was recommended by Ann Marie Townshend, Director Planning & Community Development, at the January 25, 2017 SLC meeting that funding available through the Small Park Improvements capital project for FY 2017 be utilized. DPW staff is currently working on obtaining cost estimates from a contractor to perform this work.

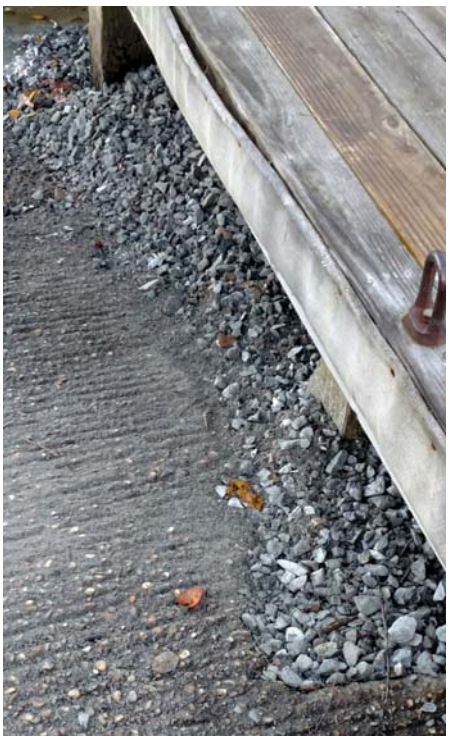
4. **Fertilize, lime or otherwise appropriately amend turf areas for healthy grass.**
   At the January 25, 2017 SLC meeting it was requested by the SLC that the area near the playground be addressed through fertilizer or other turf amendments. A cost estimate has been received for this action item and a budget request for FY 2018 has been made. Updates will continue to be provided to the SLC as they become available.

5. **Park Maintenance Checklist.**
   This task will be evaluated once the DPW Grounds Division is fully staffed.

6. **Clear area within gate / fence at fish ladder.**
   The DPW Grounds Division has performing a preliminary clearing of this area. Numerous trees are located near the fish ladder and staff will be returning over the next couple of weeks to finalize clearing operations.

7. **Assess and address bottom of boat ramp.**
   City staff has assessed the boat ramp and has found no structural issues at this time. When the water level was down on the lake this past fall, a safety issue was identified where the boat ramp meets the pier on both sides. The area was filled with clean #57 stone (see pictures below). Relating to the length of the ramp, it ends at the end of the pier and is in approximately three (3) feet of water at normal level. To assist in this matter, City staff is currently ordering signage to install at the end of the ramp stating that the “ramp ends here” or similar to help prevent some boaters from backing off the end of the ramp.





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 current CIP plan is scheduled for design in FY18, followed by construction in FY19 and FY20. 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.**

   The DPW Engineering Division has completed an analysis of the area. The intent is to move forward with installing pervious concrete in this area. The estimate is approximately $2,500 which is currently available through our NPDES funding as staff would also utilize this best management practice (BMP) towards fulfilling the NPDES permit. A kiosk is proposed to be installed to provide education to the public. Staff is requesting a recommendation of approval from the SLC to install. (Please see the photos below regarding the appearance of the pervious concrete as well as the attached plan layout which shows the proposed areas to be addressed.) Soil borings have not taken place as part of this research. This section will be maintained by the DPW Grounds Division as per manufacturers recommendations.





3. **South Lakeview Drive Drainage Improvements.**
   A flooding study was conducted by a consultant for the City of Dover to evaluate drainage concerns on South Lakeview Drive. The study was funded with Community Transportation Funds (CTF). The results of the study and subsequent design is that the flow from the west side of Lakeview Drive will be hard piped and discharged into the Park, due south of the earthen dam. Construction is not scheduled at this point in time due to funding limitations. As this project develops further updates will be presented to the SLC.

4. **Silver Lake Dam Repair Update.**
   The City has received final specifications for the Silver Lake Dam Improvement Project. The specifications and bid package should be advertised by the middle of April 2017. Improvements include: rip rap installation, stabilization of dam slope, removal of large trees, grout void in boat ramp, rehabilitate piers, repair walkway cracks, repair fish ladder connection and remove vegetation in concrete spillway. As this project develops further updates will be presented to the SLC.

   It should be noted that a budget request has been made to perform third party dam inspections annually starting in Fiscal Year 2018 to meet State requirements. This task was previously performed every three to five (3-5) years. It is anticipated that schedule maintenance requirements will be included within these inspection reports.

2017 LAKE DRAWDOWN SCHEDULE AND PROCEDURE

Planning for the 2017 Lake Drawdown is recommended for the spring. Based upon the January 25, 2017 meeting Tricia Arndt will provide a verification of the regulatory time frame for this activity. Development of the 2017 procedure with proposed dates should occur prior to the next meeting after this information is received.

BUFFER HERBICIDE TREATMENT

The DPW Grounds Division has completed removal of invasive plant material, such as porcelain berry, manually and mechanically, via trimmers, along the St. Jones. This work has been conducted on City property from the northern end of Mirror Lake to the dam. It is intended that the DPW Grounds Division staff will perform spraying in this area at the end of April and again in the fall. As City staff are licensed as a public entity they will only be able to spray on City property.

The original goal of this project was to address the issue of invasives on the Capital School District and Murphy School properties as well. An opportunity for volunteer clean-up initiatives would be to work on the removal of invasives on these other properties. An additional idea would be to assist the City with spreading wood chips on City property after the spraying has occurred.