SILVER LAKE COMMISSION

October 7, 2015
5:30 PM at Dover City Hall
Large Conference Room

DRAFT AGENDA

I. Welcome/Call to order

II. Approval of September 2015 meeting minutes

III. Clean Up Event

IV. Project Updates/Old Business

V. New Business

VI. Next meeting date:

Silver Lake Commission
September 2, 2015
5:30PM, Conference Room
Dover City Hall

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Members Present	Others In Attendance
Dean Holden, Chairman	Carolyn Courtney, City Staff
Tricia Arndt	George Jamar, Grounds Supervisor
David Edgell	
Lyle Jones	
Ann Marie Townshend	

WELCOME & CALL TO ORDER: 5:33 PM

APPROVAL OF APRIL & JULY MINUTES

The chair opened the floor to approve the minutes as presented. Mr. Jones motioned to approve the April minutes with a second the minutes approved without objection.

The record of the meeting held in July was accepted as presented with a motion from Mr. Jones, with a second the motion passed without objection. Mr. Edgell obstained from this vote, as he was not in attendance.

The chair, introduced George Jamar, the new City of Dover Grounds Supervisor and welcomed him. Noted he would be a great asset for the city as we move forward.

PROJECT UPDATES

Buffer Herbicide Treatment

The chair report he met with Mr. Jamar, Sharon Duca and the new environmental scientist, Randy Cole for the city. A general soft criticism and concern from the City of Dover a desire to ensure the activities we are pushing for or actions we wanted to see a kin to contractor trimming or contractor spraying are done within a timeframe that the city can plan, approve, and coordinate those efforts. I think in general that we need to be cognoscente the we are advisory to Council and we need to ensure propose ideas but we let the city work through timing of those ideas with city staff.

In terms of spraying, we did not have a plan for after the spraying, what we would do next and also public notice, were among the concerns the city had. Mr. Jamar, city staff and Matt Grabowski and discussed the project. Mr. Grabowski would like to have in writing the Capital School District (CSD) is ok with the spaying on their property. The Chair reported that we are working with Elliot Hardin of the CSD for this approval. There was a walk with Lara and Mr. Jamar will report on that shortly. The city is cognoscente after the mirror lake planting happened, that coordination with DNREC to ensure all parties are aware of the intentions. Long range plans along the St. Jones are being developed. The Chair shared a Memo from Public Works. (Attached.)

The Chair had not heard back any official update on the wetland plantings that were mistakenly cut by the contractor, however it appears are growing back nicely. There was no significant issue. A brief recap of the cutting back of the over growth of plantings and constituent complaints was reviewed for the benefit of Mr. Edgell who had missed the previous discussion. A lot of the growth came back and now we are working on a path forward for maintenance. Lara (Allison) Jennings will be the point of contact with DNREC. The chairman noted throughout that we go back to the graphics and anything that grows along the bank that isn't a invasive should not be cut, however the city needs to maintain an urban landscape area that is pleasing and protective to the water. The DNREC renderings shown to us is was not what grew as the landscape. It was noted, we should manage to goal of the concept.

Punch List Items

The chair report Ms. Duca noted she could not attend tonight and provided the memo in front of us tonight. So, we can go thru the list and she did a good job of highlighting the list and what we can do moving forward. The Chair reviewed the attached letter and highlighted:

1) *Re-sand the beach area or convert to park area with landscaping to mitigate waterfowl usage.* This project will be evaluated and combined into a Capital Improvements Project (CIP) with other large scale park needs. The SLC will be updated as the project develops.

2) *Clean grass, sediment and trash from curb line.*
   The grounds division is addressing and it will be monitored on a regular bases.
3) *Weed & Mulch Playground.*
   Weeding has been addressed and mulching has been ordered.
4) *Repair flashing on Pavilion II.*
   Damage was likely repaired in the spring as it could not be found on recent site visit.
5) *Grade and seed topsoil placed around pavilion.*
   Grounds division will address this issue. May consider using a mulch product for these areas.
6) *Restripe boat ramp area.*
   Has been completed by our Streets division.
7) *Clear weeds and reseed river edge. Remove or trim to grade stumps.*
   Public works has cleared weeds & mowed in accordance with our request and that of Dover Police Department. Regular monitoring and maintenance will be performed. Lara Jennings of DNREC will be working on a maintenance agreement for the area along the river edge from the dam to Loockerman Street. As the task develops further updates will be given.
8) *Replace rotting timber bollards.*
   Many were replaced this spring. Continued monitoring will take place.
9) *Fertilize, lime or otherwise appropriately amend turf areas for healthy grass.*
   Will be monitored and included in the regular turf program. Updates will be provided.
10) *Install French drains or similar to keep water & debris from flowing across concrete pathway.*
    Assigned to the Engineering division for analysis and they will work with Grounds division for feasible avenues to improve drainage. As task develops, updates will be provided.
11) *Clear path north Division St. of debris and broken glass.*
    Grounds division has addressed and will continue to monitor and clean accordingly.

The chair noted now the city has more staff, that we are going to have some of these issues maintained without being a squeaky wheel.

The chair noted the next item on the list is the lake draw down. Notices were sent out for the October draw down midsummer by Ms. Courtney and she provided a draft procedural outline for future valve openings to Sharon Duca.

LAKE DRAW DOWN SCHEDULE

The lake will begin draw down on October 5, and last until October 17 or until two feet of water have drained. Public works has received the draft drawdown procedure with the intent of memorialize the annual activity. It is being finalized and will be ready for the next SLC meeting.

Last item the **Buffer Herbicide Treatment**. As noted on the memo, the chair summarized the need for authorization from non-city parties for the spraying, as well public notices are posted. It is the intent to spray in October (before the end of the spraying season) and again in October of 2016.

OLD BUSINESS

Maintenance Plan

Mr. Jamar noted following a walk with Lara Jennings, a maintenance plan is being developed to identify DNREC and City responsibilities and how we can work together on these areas going forward. An arial was sent to Ms. Jennings of the area to identify each area and how each is managed. There are differences throughout these areas. We are working together to identify invasives and what we want left there. Ms. Jennings is assisting with a management plan to follow. Mr. Jamar is aware Ms. Jennings had meadow plantings and grass seed picked out, however, Mr. Jamar noted this was really expensive and we need to knockout invasives first so the expensive meadow plantings could take hold. We have to have a plan areas are sprayed or bush hogged. But we need to keep to the plan and no more plantings as that wont help.

Obstruction to Fish Movement (Robin Tyler)

The chair reviewed the information shared by Robin Tyler at the last meeting in regards to moving some obstructions for fish movement. He opened the issue to the floor for discussion. Ms. Arndt did reach out to USGS, the site noted the concrete control listed has been collecting data since 1958. They did not return her email, but she assumes that this is not something they would want to move or alter. Another issue, if removing these structures at low tide, then could be a muddy mess? (In response to a question, this does not refer to the older wooden dam further down the river.) It was noted, the Dr. Tyler was a one man messenger and not necessary a

big push from DRNEC. The chair is asking for direction on this topic, is it something we may want to pursue? Ms. Arndt will see if USGS would even consider notching the structure. The commission will follow up again on this next meeting. Dr. Tyler's thought is they will find good water if they have a path. Moving a few rocks may help, this sounds easy but it isn't that easy as far as DNREC goes.

NEW BUSINESS

Silver Lake Clean Up Day – October 17

The Chair reported discussions with Sharon Duca and Mr. Jamar are leading us towards a general trash, debris clean up. Not plantings or mulching this time, but just cleaning as much of the shore line, ditches, and parks areas as we can with draw down results. Just clean up with in Silver Lake Park. If the city could provide trash bags, we would provide gloves and volunteers. The Chair noted let's let the city get their management plan, how to maintain and let us step out of that effort and focus more on how we can help staff. Mr. Edgell seconded that thought, allowing the city to guide us with what they need. The park gets a lot of use and we all need to keep on top of it.

The ROTC folks are already busy with an event, they do hope to send a few kids, but we posted this on our flyers and website as well as PSA's, Ms. Courtney responding to the chair. She was also asked to contact Mrs. W from environmental sciences at Polytech. Mr. Jamar will follow up on getting trash bags, trash cans are not going to be a problem. Ms. Courtney will reach to Polytech and Central Middle School's Senators In Action and the chair will reach out to Kent County Ducks Unlimited. Mr. Jones feels the new Wesley president wants to continue their involvement in the community. Ms. Arndt noted she could reach out to Wesley. Mr. Jamar will check on trash bags. The City will provide water and we have gloves from previous events.

Mayor's Flotilla

Ms. Courtney stated the Mayor's Flotilla will be repeated this year. Non-motorized boats will be invited to paddle around the lake area following the clean-up event. Some ideas floated around on how to make this a bigger event as it moves forward.

NEXT MEETING DATE

The next meeting date is scheduled for Wednesday, October 7, 2015.

ADJOURNMENT

With no further business, the meeting adjourned at 6:55 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: September 2, 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 July 15, 2015 Silver Lake Commission (SLC) meeting.

SLC – Park Maintenance Items Letter

On February 5, 2015 a letter was sent to the City Manager from the SLC. This letter contained a punch list of items that the SLC identified to be addressed in Silver Lake Park. Below please find an update on the status of each of the items contained within the letter.

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 Parks & Recreation Department (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. **Clean grass, sediment and trash from curb line.**
   This issue is being addressed by the DPW's Grounds Division and will be monitored on a regular basis.
3. **Weed and mulch playground.**
   The weeding has been addressed by the DPW's Grounds Division and will be monitored on a regular basis. Playground safety surfacing (a wooden fiber product) has been ordered by the P&RD. The DPW's Grounds Division will install upon receipt.
4. **Repair flashing on Pavilion II.**
   Damage to the flashing could not be identified by DPW staff over the past month. It is likely that this was repaired in the spring.

5. **Grade and seed topsoil placed around pavilion.**
   Re-grading and re-seeding of the area will be completed by the DPW's Grounds Division prior to the next SLC meeting. Should the turf not hold up to foot traffic, the possibility of covering soil with wood chips will be evaluated.

6. **Restripe boat ramp area.**
   Restriping the boat ramp area has been completed by the DPW Streets Division.

7. **Clear weeds and reseed river edge. Remove or trim to grade stumps.**
   The DPW Grounds Division has cleared the weeds and mowed along the river's edge in accordance with this request and that of the Dover Police Department. This area will be monitored on a regular basis. 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. It should be noted that DPW staff are currently working with Lara Allison Jennings of DNREC regarding a maintenance agreement for areas along the river edge from the dam to Loockerman Street. The intent is to ensure the vegetation is maintainable by DPW staff, that the intent 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.

8. **Replace rotting timber bollards.**
   Replacement of rotting bollards was performed by the DPW Streets Division in the spring. This focus will be monitored on a regular basis by the DPW Grounds Division.

9. **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.

10. **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.

11. **Clear path north of Division St. of debris and broken glass.**
    This issue has been addressed by the DPW's Grounds Division and will be monitored on a regular basis.

In order ensure park maintenance items referenced above, as well as others performed by staff, 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.

In order to transition to providing regular updates from the DPW, this section will no longer specifically reference the letter from the SLC noted above. Instead, this section will be divided into a Park Maintenance and a CIP section. This will allow for continual tracking of requests in these categories and also allow for future requests of the SLC to be easily added to the report.

2015 Lake Drawdown Schedule and Procedure

The DPW has received your letters regarding the 2015 drawdown of Silver Lake. The DPW Grounds Division is prepared to open the valve at the dam starting Monday, October 5, 2015. The valve will remain open until Saturday, October 17, 2015 or until two (2) feet of drawdown is reached. The DPW has also received your

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 in time for the next SLC meeting and presented in a format similar to this update document.

BUFFER HERBICIDE TREATMENT

DPW staff met with Matt Grabowski of DNREC regarding the spraying application on July 31, 2015 to review the scope of work. It is preferred 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. As per our meeting on August 28, 2015 you are working to obtain this permission in writing. Once permission has been received the spraying will be scheduled. It is currently our intent to complete this activity 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 address. In order to provide information to the public the notice shown below will be provided on the City of Dover website and on the City's Facebook page.

