Silver Lake Commission
January 25, 2017
5:30PM, Conference Room
Dover City Hall

***DRAFT ***

Members Present	Absent Members
Dean Holden, Chairman	Lyle Jones
Nick Adams	
Tricia Arndt	Others In Attendance
James Burcham	Carolyn Courtney, City Staff
Zach Carter	Sharon Duca, Public Works Director
Ann Marie Townshend	

WELCOME & CALL TO ORDER: 5:30 P M

APPROVAL OF OCTOBER 2016 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.

PUBLIC WORKS UPDATES
Ms. Duca reported on the attached memorandum. Noting these are ongoing projects therefore she has chosen to leave them on the list. Items shaded in grey are ones that she has a change for this time. Starting with item #3, Grade & Seed Topsoil place around the pavilion; the grounds division did work on over seeding the area since our last meeting and the area will be accessed again in the spring and we may need to do something then to keep this area preserved better. Ms. Duca stated that the grounds division has looked at various types of grass that can grow in this area, in response to a question posed by Mr. Burcham.

Items #5 DNREC Maintenance Agreement; staff has received a maintenance agreeement that was prepared by DNREC. We are reviewing the agreement to ensure vegetation is maintainable by city staff, that city staff has the training and resources to fulfill the proposed terms of the agreement. We will report back on this topic as it develops.

Item #6 Replace rotting timber bollards; public works conducted an inventory and estimates are gathered to put this in the next fiscal year budget request. Some discussion took place on this topic. Mrs. Townshend added that Parks & Recreation can possibly absorb some of these costs in this fiscal year, as we have money in the small capital improvement project line for such projects. Discussion also centered around using concrete bumpers verses bollards.

Mr. Adams noted the boat ramp could also use some repair right at the bottom of the ramp where it drops off. Mrs. Duca will research and get a cost estimate for the ramp repair (just at the bottom of the ramp where the drop off is located). Mr. Adams noted we charge people for the lake access, we should maintain the boat ramp in an effort to prevent licensed boaters from damaging their trailers/boats. Mrs. Duca and Mrs. Townshend will meet to see determine the best path forward for this repair.

Mrs. Duca and Mrs. Townshend will get together and determine the costs and potential to get the bollards/bumpers replaced in this fiscal year, and review costs estimates for boat ramp repairs.

Mr. Holden backed up to the DNREC agreement, is there a timeline? Whats the long range plan for the management of the areas? Mrs. Duca can share a more detailed agreement with Mr. Holden with the

details. After review, we will know if this is something we can follow or would make recommendations for change based on our abilities to maintain with public safety considerations, and trained staff.

Mr. Burcham asked if the area below the dam, in the fenced area. Mrs. Arndt looked into this and contacted PSE&G, they feel it's the city's lock and they should be maintaining this area. Mr. Carter noted this area used to be taken care of by PSE&G. However, the city may ended up just cutting the lock and maintaining this area as it is full of overgrowth and unsightly. Mr. Holden asked about the fish ladder still doing good for the lake, as he thought Robin Tyler had noted fish ladders also let species in the lake that didn't belong. He wondered if some action was taking place on that issue. It was noted different departments DNREC. Mrs. Arndt will share her contact information and discuss repairing the sign that is there as well. Mrs. Duca noted she will add this topic as a new item on this lising.

Item # 7 Fertilize, lime or otherwise appropriately amend turf areas for healthy grass. It was mentioned we would get costs estimates for this improvement. The last page of the memo has a map of Silver Lake Park and the areas that need to be addressed. She asked the commission member to review and get back to her on the where the most work could be done. Mr. Holden noted Lewes Mill Drive and Kings Highway were one of the main areas to be addressed.

Item #9 Street sweeping of Silver Lake Park; Mrs. Duca noted sweeping the park was back on the regular schedule (Wednesdays) with interruption during the leaf pickup dates. Mr. Burcham stated he has seen the difference and thanked staff for these efforts.

Capital Improvement Projects, Item #2 Install French Drains or similar to keep water and debris from flowing across concrete pathway. Mrs. Duca noted the engineering division has completed an analysis of the area and is looking at 10x10 pervious paver pads that will be aesthetically pleasing and I should hopefully have pictures and and costs estimates when we meet again in March. Additionally, grounds will be regrading these areas to improve drainage in the spring.

Item #3 Lake Drawdown Schedule and procedure, Mrs. Duca reported we should start to finalized dates for a fall draw down. Brief discussion took place. At the next meeting we will address dates and plan for notifications accordingly. Mr. Holden thought we had come to terms with dates for a pretty good schedule. Mrs. Duca agreed, yes but at the spring meeting we pick the specific dates and deadlines. Mr. Holden noted he would work with her and have dates ready for the next meeting to share with the commission. Brief discussion took place on the dates of the draw down and why we selected October 2016 and DNREC's involvement. Mrs. Arndt agreed to research any regulatory timeframes on this subject.

Item #4 Buffer Herbicide Treatment, Mrs. Duca noted the clearing of invasives has been done by the grounds department, plan to spray in the spring. They have done a significant amount of removal along the St. Jones. They key things is finalize the Capital School/Central Middle and Murphy School properties. The intent will be to spray both sides for a more effective approach. Mr. Holden noted we had also gotten permission along the private property areas as well. He felt the school district and Murphy School was comfortable with the city moving forward on their properties. Mrs. Duca's concern was there a significant amount of removal that needed to be done from those properties. Mr. Holden offered to assist Mrs. Duca in reaching out to anyone as needed for confirmation of agreement to remove and spray the invasive areas.

The chair noted one other item, the dam safety study that required us to remove a bunch of trees. This area has become quite overgrown now that the trees were removed. He inquired about this area being overgrown and unsightly. Mrs. Duca noted we now do dam inspections annually ourselves and she could add that as in her reporting to us. We are going to start doing some repairs that are needed to the

dam/area and we can give you a summary of the work that's going to be done. Mr. Holden noted it was an area that has gotten overgrown and doesn't appear to be maintained. He did not feel this area was one DNREC would need to sign off on. Mrs. Duca agreed look into this and add as an item for follow up.

Mr. Holden circled back to the management plan, and how the commission could help, we are looking to getting Mr. Jamar to assist in giving us an area to do a clean up project. We want to help where we can help and are looking for public works to help guide those efforts and let us know if there's meaningful things we can do to help out.

PROJECTS UPDATE

10 Year Project List

Ms. Courtney shared a condensed listing dating from 2006 – 2009. The following items were projects the Silver Lake Commission has reviewed or accomplished during this time period:

- Compass Point Wetlands
- Alum Project
- Silver Lake Buffer Project
- Watershed Coordinator/Lake Manager
- Skate Park
- Dover High School Tennis Court project
- Boating Regulations
- St. Jones River Stabilization
- Mirror Lake/Court Street Check Dam
- Biohabitats
- Clean Up Events
- Central Middle School Projects

NEW BUSINESS

Mrs. Arndt asked who had staked the area out with pink flags, wetlands markers. Mr. Burcham reported seeing this as well. No one was aware of any projects going on. Mrs. Arndt noted she would ask around DNREC to see if a division there had been doing a project.

Mr. Adams asked about the park gates. Mrs. Townshend noted Dover Police are supposed to lock at dusk and open them at dawn. Mr. Burcham reported this has been done more frequently than in the past. Patrol does this job sometimes it may be later than others due their calls. Mrs. Arndt noted she has seen the cadets walking through Silver Lake, others have noted they have been seen in the park at various day time hours. Either walking or biking patrols are going through during normal operational hours.

Mr. Burcham inquired about report water quality testing in the regenerative step pool area or the Mirror Lake project? Mr. Holden did not have updates and agreed to reach out to Rick Greene of DNREC and possibly invite him to our next meeting for providing any updates that are available. He noted Mr. Greene may have the step pool testing as he was not really involved, however it is within the same division of DNREC.

NEXT MEETING DATES

The 2017 meeting dates scheduled are for: March 29

ADJOURNMENT

With no further business, the meeting adjourned at 6:31 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
Robin Eaton, Public Works Operations 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: January 25, 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. **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.**
   This area has been over-seeded since the last report provided in October. The area will again be assessed in the spring. Any additional over-seeding and fertilizing will occur as needed. 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 is reviewing an existing maintenance agreement for areas along the river edge from the dam to Loockerman Street that was previously provided by 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, that DPW staff have the appropriate training to perform the work required, and that the DPW has adequate resources to meet the intent of the agreement. 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. In the spring the DPW Streets Division will replace the missing bollards. A cost estimate is being submitted with the FY 2018 operational budget to address a portion of the leaning bollards, as well as potential replacement, annually. In terms of the line striping, the Washington Street side of the Silver Lake Park parking lot was re-striped on October 7, 2016. The parking lot on the Lewis Mill Drive side of Silver Lake Park was re-striped on October 19, 2016.

7. **Fertilize, lime or otherwise appropriately amend turf areas for healthy grass.**
   This has been preliminarily assessed by staff. Clarification regarding areas of concern is being requested to assist in the development of budget numbers for FY 2018 requests. Updates will continue to 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.**
   The DPW Streets Division started sweeping within Silver Lake Park in June 2016. Sweeping of this location is scheduled for Wednesdays. Sweeping suspended in mid-October for leaf collection season but has currently resumed and will continue weather permitting. It should be noted that the close proximity of gravel areas, as well as failing pavement, can effect the appearance of the results.

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.**
   The DPW Engineering Division has completed an analysis of the area. Staff is currently reaching out to a distributor to obtain costs for installing an approximate ten feet by ten feet (10' x 10') pervious paver pad in areas of limited drainage. (This material was selected as it will assist with the drainage issues as well as aesthetically complement existing conditions.) The necessary steps for funding, procurement and installation are also being finalized. This section will be maintained by the DPW Grounds Division

as per manufacturers recommendations. As part of the project the DPW Grounds Division will also be regrading areas to improve drainage. It is currently proposed that this part of the project will occur in the spring.

2017 Lake Drawdown Schedule and Procedure

Planning for the 2017 Lake Drawdown is recommended for the spring. Development of the 2017 procedure with proposed dates will occur at that time.

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. The DPW Grounds Division has been removing 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. Once the efforts by the DPW Grounds Division to remove invasives have been complete spraying will be scheduled. The intent remains to spray both the east and west banks in order to properly address the issue of invasives.

Silver Lake Park



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Department: Public Works GIS
City of Dover, Delaware

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Silver Lake Park

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