Silver Lake Commission
May 24, 2017
5:30PM, Conference Room
Dover City Hall

Members Present	**Approved**	Absent Members
Tricia Arndt	**October 11, 2017**	Dean Holden
Zach Carter		Nick Adams
James Burcham		
Lyle Jones		

Others In Attendance
Carolyn Courtney, City Staff
Sharon Duca, Public Works Director

WELCOME & CALL TO ORDER: 5:35 P M

APPROVAL OF MARCH 2017 MINUTES
Mr. Carter opened the floor to approve the minutes as presented. Mrs. Duca not an edit to add NPDS to bottom of the second page, where text is missing. With no other changes the minutes were approved without objection.

PUBLIC WORKS UPDATE
Ms. Duca reviewed the Public Works Update (attached.) Under Park Maintenance Items: Future reports will not include the fish ladder clearing and invasive plant removal. These items are not part of the continual maintenance requirements for Silver Lake. Staff has evaluated these items and once fully staffed tasks will be addressed for implementation at that time, this includes DNREC Maintenance Agreement and a park maintenance check list. Responding to a question from Mr. Carter, Mrs. Duca noted we have been approved to fill our vacancies and we the recruiting process. DPW staff has obtained an initial estimate to install new book details listed in item #3. Mr. Burcham noted the former Dover High School site has plenty of parking stops, wondered the possibility of obtaining those from the district. Mrs. Duca noted she would look into that option. Item #4, fertilize and line turf areas has a cost estimate and included in FY18 requests. Item #5 bottom of boat ramp has had new signage installed. She would like further clarification on what the SLC is recommending? Mr. Burcham noted having rocks dropped in at the wedge piece. Capital Improvement projects included as item #1 re-sand the beach or convert to parking area will be included in the Master Plan, it is not slated for FY20 & FY22 and go through the Parks & Recreation Department. As we move closer, we will need to get an update from them. With discussion, it was noted to remove this item as it's no longer a public works issue. Mr. Carter wants to ensure it stays on the Parks & Recreation radar. Ms. Courtney will review the item with Dave Hugg, interim director. Item #2 referring to poor drainage issues. This topic was briefly discussed. A plan to have a Mr. Jones meet with staff onsite to discuss the drain and get a better plan in relation to the sidewalk and drain. We will need to seek funding to do this project. Mrs. Duca noted the drainage issues on Lakeview Drive is being resolved, a pre-construction bid meeting is scheduled. The final item will be more continuous and a third party will be doing the annual dam inspections. The next lake draw down will be finalized. Ms. Courtney will follow up Mr. Holden looking to keep similar timeframe as last year.

NEW BUSINESS

Mr. Jones noted he is not sure if he can handle the HOBY kids this year. Mrs. Duca noted she will have staff out there.

Mr. Burcham inquired about the dog park? Ms. Courtney noted at this time it has not moved forward. There is some discussion amongst city staff and council that Silver Lake may not be the best site. Brief discussion took place. Ms. Courtney will share information as it becomes available.

Ms. Courtney noted Chesapeake Utilities would be interested in a community clean up. The information was sent onto Chairman Holden.

NEXT MEETING DATES

The 2017 meeting dates scheduled are for: August 9, 2017.

ADJOURNMENT

With no further business, the meeting adjourned at 6:15 PM.

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.