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**Agenda
Harrisonburg Parks and Recreation
Commission Meeting
Monday, March 21st, 2016
7:00pm**

- 1. Welcome.**
- 2. Approval of February Meeting Minutes.**
- 3. Presentation by Senior Services Coordinator.**
- 4. Discussion of Westover Park tree removal proposal.**
- 5. Spring opening of park facilities.**
- 6. Questions, concerns from Commissioners.**
- 7. Adjournment.**

Parks & Recreation Commission Meeting
February 22, 2016
Cecil F. Gilkerson Community Activities Center

The regular monthly meeting of the Harrisonburg Parks & Recreation Commission was held on Monday, February 22, 2016 at 7:00 pm in the Community Activities Center. Chair D. D. Dawson called the meeting to order with the following commission members present: John Marr, Deanna Reed, Chris Pipkins, Joseph Riley and Ritchie Vaughan. Also present were Lee Foerster, David Wigginton and Connie Lawson from Parks & Recreation, Thomas Jenkins of Shenandoah Valley Bicycle Coalition and Matt Hassman, Safe Routes to School Coordinator. Absent were commission members: Abe Shearer and Brent Holsinger

1. Chair D. D. Dawson welcomed and introduced new Commissioner Chris Pipkins.
2. Approval of the minutes – The minutes from the November meeting were approved as written.
3. Election of Officers - Joseph Riley made a motion to nominate D. D. Dawson to continue as Commission Chair and Ritchie Vaughan to serve as the Vice-Chair. The motion was seconded by John Marr and approved by unanimous vote.
4. Golf Course Food Service Vendor RFP - David Wigginton reported that we are looking into different venues, the RFP has been advertised for past week and a half. A caterer from Northern Virginia/Maryland area showed interest, but looking at their web site, they appear to be a very “high end” operation. March 10th is the deadline for questions from potential vendors with bids due by March 17th. The ideal candidate may be a “Mom & Pop” business or local caterer that could use commercial kitchen to cater out of when not serving golf patrons. Currently there is no tenant there. D. D. Dawson suggested we contact Triple B Café that runs a concession at the local live stock market on Rt. 11 North High Street. Chris Pipkins suggested working with Spotswood Country Club.
5. Administrative Specialist interview process review - Lee Foerster reported that Wanda Jones had to retire for medical reasons. We received 156 applicants for the position which were narrowed down to 30, then 20, then 12, then 6 and we conducted 5 interviews. Connie Lawson was selected as the top candidate.
6. “Connect Our Schools” presented by Thomas Jenkins of Shenandoah Valley Bicycle Coalition with presentations by Matt Hassman, Safe Routes to School Coordinator. - There is a petition going around in support for the expansion of network of greenways along with focusing on the safety of students while biking or walking to school. SVBC has launched a website in February: ConnectOurShools.org with the announcement of the new school on Garbers Church Rd. They have already received over 1000 signatures of support. Emphasis is now on connecting THMS, HHS and new elementary school area to allow for safe routes. One of the desires is to connect existing paths thru parks and residential areas and to improve or install sidewalks. The Bluestone Trail will be used as a model for future paths. Eventually SVBC would like to extend the paths to other side of city, pending improvements to Country Club road and the I-81 overpass. Trails would open up the city to a lot of people.

7. Comments and questions - Lee Foerster discussed the problems with the recent snow removal and cleanup. Our Parks division did a great job in plowing parking lots and clearing sidewalks.
 - o Deanna Reed discussed the upcoming JMU exhibit of Lucy F. Simms and school at the Simms Center. Exhibit will be from April 25, 2016 until the reunion.
8. Meeting Adjourned.

**The next meeting is scheduled for Monday, March 21, 2016 at 7:00pm
At the Cecil F. Gilkerson Community Activity Center**

**Recreation Commission Report
Community Activities Center
Ed Steele, Center Manager
March, 2016**

As has been reported, on Leap Day, we took the leap into RecTrac version 3.1. This is a complete overhaul by parent company, Vermont Systems, to a web based database. As expected, we were without RecTrac for the better part of three days, and following going live, there were many glitches in the system that kept us from being fully functional. In the weeks that have followed, these bugs have been worked out, and the training that we participated in has started paying benefits. I feel that we are all comfortable with basic functions such as Visit Check In, Activity Registration, and Payment Processing. There will still be a few functions that we have to learn on the fly as they present themselves.

I would like to express my thanks to Scott Erickson for his leadership in this conversion process. Through his advance preparation and training of staff, I feel that we had very few bumps in the road to this journey to RecTrac version 3.1. I also commend the entire CAC staff for their diligence in following the prescribed training, and their patience as the new system was unveiled. And finally, I appreciate the patience of the citizens who encountered many blank stares at the computer screen as we had the “deer in the headlights” look over the first week!

Now that we are relatively proficient in the new RecTrac, we will begin online registration for City Residents on Monday, March 28 for the Spring/Summer Activity Guide. In person and phone-in registration begins on April 4 for City Residents and April 5 for non-residents.

All programs and activities for the new Activity Guide were able to be input into the old version of RecTrac prior to the conversion. Vermont Systems was able to transfer all data to the new system without any loss of data.

Harrisonburg Schools will be on Spring Break the week of March 28 – April 1. We will have a full slate of activities planned for the week for the School-Age Childcare.

Registration will begin on Monday, August 21 for current and past enrollees for Summer Childcare. This enrollment period will last for two weeks, and then we will open registration to new participants.

The School Age Childcare programs serve city resident students from Kindergarten through age 11. When children turn age 12, they age out of the program, and are eligible for an annual membership pass for a \$5.00 fee.

We are serving an ever-growing number of teens with this annual pass. On any given afternoon, we have between 20 and 40 teens that are here primarily to play basketball. We are looking for ways to include this group through our activity planning and facility management. This is a group that we do not want to alienate and give the impression that they are not welcome here.

Aquatic Division Report

For March 2016

Parks & Recreation Commission Meeting

General Information: February was a very busy month at Westover Pool. Planning is well underway for summer events and spring swimming lessons began. Saturday swimming lessons are well underway and weekday classes will be beginning on March 14th.

Lifeguard classes will be beginning soon. There has been a lot of interest in lifeguarding this year and the spots are filling up fast.

Swim Team Information: High school swim teams have officially wrapped up for the season. The new diving blocks purchased this year were a fantastic success. Parents and coaches noted that it was wonderful to have access to "great new equipment."

In addition, VAST is continuing to practice at Westover Pool. VAST's spring season will wrap up at Westover in the beginning of May.

Upcoming Events: Summer event planning is well underway. Even though it is not yet spring, pool staff is already looking ahead to what the upcoming season will bring. The last day of the winter season will be May 6th. After that, preparations will begin to take the dome down and get ready to start for the summer.

Opening day for Summer 2016 will be June 4th.

Upcoming events for summer 2015 will likely include:

- The World's Largest Swimming Lesson
- 5th School's Out for Summer Party
- July Food Drive Swim Party
- Massanutten Regional Library's Summer Reading Games
- Kid's Triathlon
- Master's Swim Team

Athletics Commission Report
March 2016
Erik Dart and Tommy Thomas

1. SVU soccer is taking registrations this month. They will start activities in April and play on Saturdays and practice during the week. . They use Smithland Park soccer fields.
2. Premier Adult Soccer League is preparing it's spring season by registering their teams. They will begin in early April and play on Sundays at Smithland Park.
3. Harrisonburg Women's Adult Hispanic Soccer League is preparing their spring season registering it's teams. They will begin play in early April. They play on Sundays at Smithland Park.
4. Harrisonburg Little League Association. Ages 4-12. Total of 300 participants registered. They will start practices this month and start playing games in April. Games and practices are held at Purcell Park fields 1,2 and 3.
5. Boys Pee Wee League Basketball grades 3-5 will finish the season Tuesday March 15. There were 6 teams. They played on Tuesdays and Thursdays at the National Guard Armory.
6. Boys Junior League Basketball grades 6-8 season ended on Wednesday March 9. There were 4 teams and they played on Wednesday nights. The games were played at the National Guard Armory.
7. Harrisonburg Flash Co-Ed Track and Field Program is for grades 5 – 7. There is a total of 10 participants. The program runs on Tues and Sunday evenings from 7:00 – 8:15pm at the EMU Indoor Track facility.
8. The Youth Volleyball Clinic is entering week 6 of 8. This program filled with 50 participants, and was open for grades 4-8. This program meets on Saturday mornings at the Community Activities Center from 9:30am-11:00am.
9. The Adult Dodgeball League finished on Monday, March 7 with a one-night, single-elimination playoff. This year's winner was the Hitmen. This league filled with 8 teams, and was played on Monday nights at the National Guard Readiness Center.
10. The Shamrock 5K Trail Run is set for Saturday, March 19 in Hillandale Park. 80-90 participants are expected for this event. All proceeds will benefit the Shenandoah Valley High Rollers Wheelchair Basketball Team.
11. Westover Skate Park has hired a new employee. Kathleen Macias started on Monday, March 7. The Summer Skate Park Attendant will be hired in the next few months.
12. The Men's Softball League has filled up again for 2016 (maximum of 16 teams). This season will begin on April 18.
13. Meetings are being held between City/County schools about picking up 7/8 grade football. If this is the case, this will eliminate 7th graders from our football program, which in turn may shift our age/grade divisions. Most likely the shift will narrow the down the separation in the age/grade divisions. This is done by the schools, and then in turn by us mainly for safety concerns. If this were to happen, 2017 is the target start year.

Commission Report – Special Events
March 2016
Matt Little

The final movie night of the winter took place on Saturday, March 12. The attendance drops off as the weather turns. I will explore offering the movies exclusively during January and February as well as possibly eliminating them altogether.

The Easter Egg hunt takes place on March 26th and always attracts many attendees. We are having a photographer on site to take pictures of the families/kids with the Easter Bunny. It will be a nice addition to offer to the attendees.

The summer activity guide has been sent to the printer. It should arrive in city mailboxes around March 23-25. Our early online registration was a success during the winter so we are offering it again. It will start on Monday, March 28 for city residents. The in-person and over the phone registration will begin on Monday, April 4 for city residents and April 5 for non residents.

Commission Report 50 & Wiser

March 21, 2016

March has been a busy month for the 50 & Wiser folks. We have had a couple of special events. Our Thursday afternoon bowling group had a Potato Bar before bowling on March 10. We provided a nice lunch for 32 and it was very appreciated. We also had a "Bleak Midwinter Dinner & Music" at Traditions Restaurant on March 5. We had about 40 people in attendance for dinner at listening to a 7 member band that played "Ole Time Music". It was very entertaining.

All classes are still very popular with our new painting classes really starting to catch on. We continue to get great feedback from the 50 & Wiser participants.

Respectfully submitted,

Lynn Hoy
Recreation Services Coordinator

Monthly Park Maintenance Report

DATE: **March 2016**

Acknowledgement

- John Lambert and Jimmie Pusey attended fertilizer certification course.
- John Lambert, Jimmie Pusey and Luis Pounce attended a tree workshop in Front Royal 3/7/16.
- Lisa, Phil, and Matt worked several days at the Golf Course Pro Shop painting and working on the doors. New door window inserts were installed.
- Matt attended Aquatic Facilitator Operators course at Massanutten Resort 3/15-3/16

Accomplishments

- Ray and Robert continue to work on equipment for preventive maintenance. All new tines were replaced on the aerator. Mowers are ready for the season.
- A load of wood chips was delivered to the Dog Park and we used the chips to cover the wet muddy areas.
- The crew responded to a couple of small snow events. We will start to service snow equipment and store it for the summer.
- The landscaping crew worked on several flower beds in the median of East Market St. A large truck ran through one of the beds and made tire tracks.
- Justin worked on the basketball goals at Kiwanis Park.
- Mowing trailers have been service for the mowing season. We had to buy a set of new tire for one trailer
- Justin has continued to work on repainting park signs. He has started to reinstall the finished signs back in the parks.
- A new / redesigned trash container was constructed for Riven Rock Park.
- Landscaping continues to trim trees for clearance. They are cutting lower limbs along Hillandale walking trail. This will allow us to use the dump truck to spread stone.
- J. Long has continued to work with Athletics on a new loft at Ramblewood Shop. He installed new lighting under the loft.
- J. Long has repaired the drywall ceiling at ADCT bathroom. The ceiling had collapsed from a water break in the winter.
- All shade canopies have been installed at ADCT.
- Due to the warm temperatures, water has been turned on and bathrooms opened at ADCT, Purcell, and Hillandale #1. We have started using employees to work several hours on the weekends.
- The Technician III position has been advertised and we have interviewed five candidates. We are in the process of making an offer.
- We have conducted most interviews for the Summer Crew Member position. Some seasonal employees are going to start early due to warm temperatures.
- Water was turned on a Ramblewood.

Recreation Commission Report
Lucy F. Simms Center
Stephanie Howard, Center Supervisor
March, 2016

Winter session of classes are coming to a close! Just in time for the Spring/Summer session of classes and programs! TDI Preparation Class continues through Mar 28th from 6-7p. 1-2-3 Crochet also is continuing through Mon Mar. 28. With Beginner Hoop Dance continuing to spin until Wed. Mar. 23 from 5:45-7p and Intermediate Hoop Dance class through Mon. Mar. 21 from 7:15-8:30p. The last Iphone Device workshop will be on Wednesday Mar. 23 from 6-7:30p. Our Men's Basketball League continues with games being played on Sunday afternoons here at the Simms Center gymnasium starting at 1pm. The Playoffs are scheduled to begin Sunday Apr. 17th.

Community nights continue and feature use of the Fitness room and full court pickup basketball on Monday/Wednesday evenings 6:30p-8:45p. Also, Computer Lab hours are Monday-Friday 8:30a-11:30a; 2:00-5:00p and Mon/Wed. evenings 6:30p-9:00p. We also offer open gym on Tue./Thurs for pick-up basketball from 11:30a-1:30a. Locker room and showers are available.

Please spread the word about all of the classes/programs happening in Harrisonburg Parks and Rec.! As "word of mouth" is always the best way to get the word out!

Local organizations and residents continue to use classroom space to conduct their meetings, birthday parties, and baby showers.

**Parks and Recreation Commission Report
Heritage Oaks Maintenance Department
March, 2016**

The recent warm has really brought out the golfers as the turf has begun to shed its winter brown look to a spring green. Now that the grass has begun to grow, we have started our mowing operations. Many of the mowers received an extensive overhaul this winter as much of our equipment has outlived its useful lifespan. It will inevitably affect our ability to provide a quality product.

We have begun our annual search for seasonal workers. So far, the labor pool is far more shallow than in the past. We will continue to search until all positions have been filled. They will be starting work at staggered times as the mowing season ramps up to full capacity.

Soil issues, directly related to our poor water quality, have forced us to massage our chemical and nutrient plan. We will address these issues as the budget allows. In the future, we will incorporate these changes into our budget and plan accordingly.

If you have any questions or concerns, please call or stop by.

Stuart H. Scott, C.G.C.S.

HERITAGE OAKS GOLF COURSE
COMMISSION REPORT FOR MARCH 2016

Ladies and Gentlemen,

Cold weather and snow kept us closed down for several days in the month of February. As a result, we saw a total of 598 rounds played in February with a total overall revenue of \$14,651.

Our golf season is about to get underway with warmer weather around the corner. As well, our Men's, Ladies', and Senior Golf Associations, along with several events, will begin within the next month.

We are excited to announce that we will be introducing a new food vendor for Heritage Oaks at the end of March and look forward to working with the vendor to provide our community with a top quality product.

As always, if you have any questions and for any information regarding Heritage Oaks,, please call us at 540-442-6502, visit us at www.heritageoaksgolf.com, like us on Facebook (Heritage Oaks Golf Course) or follow us on Twitter @heritageoaksgc. As always, THANK YOU for your continued support of Heritage Oaks (voted Best In The Valley 2008, 2009, 2011, 2012, & 2015) and we hope to see you out here soon.

Respectfully submitted,

David Johns, PGA
Heritage Oaks Golf Course
540-442-6502