1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

   Documents:

   PARKS AND RECREATION MEETING MINUTES-OCTOBER 2020.PDF

3. CHAIRMAN’S REPORT: Mike

4. COUNCILMEMBER’S REPORT: Karl

5. GUESTS AND PRESENTATIONS

6. TOWN STAFF REPORT: Gina/Ashley/Nancy

   6.I. Town Staff Report

   Documents:

   RECREATION AND PARKS STAFF REPORT ~ 19 NOVEMBER.PDF

6.II. Caboose Closed Due To COVID-19

   Upon review of the Governor’s most recent Executive Order and a discussion amongst the members of the Emergency Response Team, Mayor Rockinberg has determined that having the caboose open to visitors puts employees at risk.

   Additionally, all Town Hall staff have been encouraged to telework.

   Please note this is a cautionary measure. The reopening of the caboose will continue to be an item on the Emergency Response Team’s agenda and will be reevaluated at each meeting.

6.III. Dog Park Areas Closed

   Public Works has closed two of the three dog park areas for the winter in order to preserve the grass from being damaged over the winter months.

6.IV. Watkins Park Bathroom Closings

   Mayor Pat Rockinberg contacted the ERT for any feedback concerning closing the Watkins Park restrooms. It has been brought to our attention that perhaps the bathrooms should be closed again with the rise in COVID cases and the health concerns both to staff and the community.

   It was suggested that the Town temporarily lease a handicap accessible bathroom that will be cleaned by a contractor and place it near the current bathrooms.

   Unless we hear good reason to not proceed, the Watkins Park bathrooms will be locked starting tomorrow, November 20.

6.V. Twin Arch Crossing/Brittany Manor Area Update

   Finishing touches are being done to the Twin Arch Crossing Park in accordance with the agreement with Brittany Manor:
   1. The slope in front of the basketball court will remain as is – no further grading will be completed to expand the slope.
   2. The level spreader will be constructed per the plan past the basketball court.
   3. The sidewalk will continue along the entire length of the parking lot connecting to Back Acre Circle.
   4. The parallel parking will be constructed in front of the basketball court where the perpendicular parking was proposed.
   5. The section will continue to be a 5’ grass / 5’ sidewalk /3’-5’ grass behind sidewalk before 3:1 slope.
   6. Contractor will transition slope grading in front of perpendicular parking to existing slope in front of basketball court.

6.V.i. Field Allocations Updates - Nancy

7. UNFINISHED BUSINESS

7.I. Windy Ridge Mountain Biking Trails

   Notes from staff:
Attached is a quote presented by Patrick and Kristen Ellis from Greenstone Trailcraft, LLC that proposes to work with stakeholders to create several deliverables listed in the proposal for a bike trail at Windy Ridge. The quote is $5,500. We are beginning the initial stages of budgeting for FY2022 so this could be included in next year's budget. To complete project before June 30, 2021 using Town money would require a budget amendment approved by Town Council.

- The second attachment is a sample deliverable from Greenstone
- There is a grant called the “People for Bikes” grant which was just updated for the Spring 2021 cycle. It would cover for up to $10,000 and 50% of a project. The Letter of Interest is due January 22, 2021, full grant application due April 9 and award May 28th. See more at HTTPS://PEOPLEFORBIKES.ORG/GRANT-GUIDELINES/
- There may be other grants applicable as well
- There were a few comments on the Town survey regarding requests for more bike trails and paths in Mount Airy.

<!-[if !supportLists]->

Documents:

MOUNT AIRY TRAIL DESIGN QUOTE.PDF
PHASE 1 MAP.PDF

7.II. Wildwood Park Fitness Equipment

Notes from Staff:

We have received a concern from Tina Swanson, Chairperson of the Beautification Commission, that she feels the equipment will "clutter" the park. She’s shared that two women contacted Beautification saying the seniors “don’t want it”.

In response, Town staff created and distributed by hand to the Wildwood 55+ community and talked to several neighbors while out and about. They seemed appreciative of the Town seeking their input. The community as a whole also had a chance to provide input at the budgeting meetings and several Recreation and Parks Board meetings where the project was discussed.

The survey did not get an overwhelming response, but of those that responded, 100% were in favor of additional equipment. The type of equipment was not specified as it has not been chosen and some did give input on the type of equipment they would like to see. Both the flyer and the results are attached.

Town staff also reached out to Lorien staff’s Activity Director and Director of Sales and Marketing. They thought that equipment designed for seniors would be a wonderful addition to the park and said that the senior community center has equipment that is designed for rehab, but equipment that addresses overall cardio and strength health for seniors would be of great benefit to the senior citizens in the area.

This information was shared with the Town Administrator and Mayor. Considering all factors, they recommend that staff moves forward with the project. Mayor Pat specifically wanted to share that he, "loves our senior citizens" and wants to give back to them.

Documents:

WILDWOOD EQUIPMENT FEEDBACK SURVEY-PERSONAL INFORMATION REMOVED.PDF
WILDWOOD EQUIPMENT FEEDBACK SURVEY FLYER.PDF

7.III. Future Park Projects Google Doc

MT. AIRY PARKS PROJECTS - GOOGLE SHEETS

8. NEW BUSINESS

8.I. Growth Development Task Force Town Survey Results Have Been Received

Staff Notes:

- Every commission member on our email list received an email regarding the results of the Town Survey. (If you did not receive the email and you are a commission member, please contact creilly@mountairymd.gov to be added to the list.)
- Commission members should review and consider feedback from survey for future projects.
- You can find the power point presentation regarding the survey on the website at GROWTH TASK FORCE TOWN SURVEY RESULTS SLIDE PRESENTATION 2019-2020
- The survey results are also on the website at GROWTH TASK FORCE TOWN SURVEY REPORT 2019-2020

8.II. List Of Nice-To-Have Park Enhancements

Staff Notes:

- an organization has reached out to fund a park project in honor of someone
- the organization is looking for guidance in types of projects
- Town Administrator advised staff to seek list of items from Recreation and Parks Board that would be nice enhancements to parks that they believe Mayor and Council would approve
- Town staff (or Recreation and Parks Board) can then create a "catalog" of ideas to present when requests such as this come in
8.III. First Staff Budget Kick-Off Meeting In December

- Departmental Budget Reviews in February
- Recreation and Parks Budget Review early April
- Public Town Budget Workshop in April
- Final Budget to Town Council in May

Please make sure the Mt. Airy Parks Project google doc is up-to-date with your selections as this document will be used to create draft budget.

If there is a particular project that you feel strongly needs to be addressed in FY2022, please submit a narrative for staff to include in budget meetings. Any public support (including survey feedback) or fact-finding you can do can help the project get pushed through.

Public can feel free to use the button on the Recreation and Parks webpage for projects they would like to see.

8.IV. December Meeting?

9. UPCOMING EVENTS

9.I. National Anthem Played On Main Street - Fridays At Noon

9.II. The Official 2020 Town Ornament Is Available For Pre-Order!

Ornaments have not yet arrived but are due in the weekend after Thanksgiving, but you may pre-order now at mtairyornaments.com.

This year for the first time, we are offering either pick up or shipping options! Customers will prefer pickup will be contacted via email for pickup options.

Ornaments may also be sent via USPS for an additional fee to any address inside the continental US.

Town ornaments usually sell out and once they are gone, they are gone!

9.III. Santa’s Motorcade - December 1 And 3rd From 5-7:00 PM

The Big Man himself will be joining Mayor Patrick Rockinberg to travel around town to ring in the holiday season. Please look for the motorcade route posted online to see where they will be visiting while in town. Then bundle up and join us in saying Hi to Santa! Find Santa’s route on our website at www.mountairymd.gov/santa-motorcade

9.IV. Shop $mall Contest - Now Through December 5th

The Shop $mall Contest is running now through December 5th! Purchase at a Mount Airy small business and enter your receipt of $25 or more to win $5,000 in prizes!

Find out more at WWW.MOUNTAIRYMD.GOV/SHOPSMALL

9.V. Tree Lighting At The Train Station - December 1st, 4:30 PM

9.VI. Menorah Lighting At The Train Station - December 10th 5:00 PM

9.VII. Santa’s Workshop - December 12: 1:00 - 4:30 PM

Santa Claus will be at the picturesque Mount Airy Train Station! Santa will be on the train station rear deck and have a list to check off who has been naughty or nice! This event is ticketed to allow for all safety precautions due to COVID. It is now sold out.

10. ADJOURNMENT
Parks and recreation meeting minutes
October 15th meeting

Attendance: Board Members: Chairman Mike Riegel, Marc Mignogna, Ryan McCulley, Scott Rieland, George Guevara, Drew Heck, Councilman Munder
Board Member Absent: Heather Hobbs
Town Staff: Ashley Collier Parks and special events coordinator, Nancy Hernandez parks attendant
Press: Tony Burke Mount Airy Messenger

The meeting was called to order at 7:04 following the Pledge of Allegiance
The September minutes were approved
Chairman’s comments: Chairman Riegel stated he played his first pickleball game on the court. He is looking forward to the new pickleball signs. He also stated he has been attending other commission meetings.
Council Report: Councilman Munder stated the town council meeting was held on October 5th. It was a quick meeting, housekeeping the budget. The next council meeting will be on November 2nd. Lashier is moving along.

Staff Report:
Prospect: Public works has on schedule signs ordered
Rails to trails boardwalk: Dam reviewed, additional fee was approved, redesign portion will be installed over dam
Rails to trails west of main: Close deal with CSX, Lawyer gave ok, eligible for 100% reimbursements
Railyard Acquisition: POS funding to acquire Gallagher railyard property was given for ¼ of CC town funding for $74,603.00
Summit Ridge paving for ADA Accessibility: Paving delayed due to rain but should begin any day
Trail Cams: Ordered and received. Ashley is working on set up and installation
ADA Playground: Public works approved, received structural layout for pavilion, Staff will forward to county along with additional info requested next week
Wildwood senior fitness area: Have received one design, Ashley is working on others
Wildwood Fountain: Up and running by spring
Windy ridge boardwalk project: Applied for recreation trails grant designs, Hopeful to get timeline announcement this week

New Business:
Summit Ridge playground concerns: Rusted areas on playground, purchased in 2000. Staff is looking into costs, PW recommends looking into replacing handle bars and repairing the steps. Staff has contacted Game Time

Unfinished Business:
Windy Ridge MB Trail: Contacted the Ellis’s no current updates. Concerns from other sources about potential damage to the trail. Mike will forward the link
Wildwood senior fitness area: $15,533.57 total for equipment, budget is $15,000 exploring options
Future parks projects: No new updates
Ashley went over all the upcoming events
Drew made a motion to adjourn the meeting Marc 2nd all in favor

Respectfully,
Marc Mignogna

The meeting ended at 8:01. The next meeting will be on November 19th at 7:00 Zoom format and on Facebook live.
To: Recreation and Parks Board
From: Gina Campanile, Director of Community Development
Ashley Collier, Parks and Events Coordinator, Parks Naturalist
Nancy Hernandez, Parks Attendant
Re: Staff Report – November 19, 2020

**Prospect Park Pickleball Court**

- Public Works has on their schedule to line the rear pickleball court this fall
  - Two signs with pickleball court rules are installed

**Rails to Trails Town View Boardwalk Project**

- Dam Safety has reviewed and approved project alterations initial design.
- Additional fee for engineering has been approved and Century Engineering is working on redesigning the portion of the project that will be installed over the dam

**Rails to Trails West of Main – CSX Acquisition**

- Very close with purchase agreement with CSX.
- Town lawyer Tom McCarron has been given the Ok to proceed with minor alterations of the last proposal submitted by CSX.
- Acquisition projects are eligible for 100% reimbursement of expenses related to land acquisition in the Program Open Space grant funding and MD Capital Miscellaneous Grant funding already obtained.
  - Received MD Capital Project Grant Agreement for $300,000 and sent to CSX for signatures (week of 11/2/2020)

**Railyard Acquisition**

- The preliminary application to seek Program Open Space funding to acquire the Gallagher railyard property was submitted in May and preliminary approval was given for ¼ of the Carroll County town funding allotment or $74,603.
  - Appraisals of the property are in progress

**Summit Ridge – Paving for ADA Accessibility**

Paving completed. Parking spaces have been lined.
Summit Ridge Playground Repairs

- Received feedback from citizen regarding poor condition of Summit Ridge playground including photographs.
- Staff met with Public works to determine next steps. Decided to:
  - Remove horizontal loop bar and replace. – completed.
  - Brace up the landing that had broken welds with aluminum L channel - completed.
  - Order 1 gal. of rubberized coating that the manufacturer recommends and testing to see how well that works on equipment – ordered but not yet received.

Trail Cams

Ordered and received. The trail camera system will be installed in their semi-permanent location in Windy Ridge on 11/20/2020.

Twin Arch Crossing Basketball Court Tiles Repair
Watkins Park Inclusive Playground

- Board of Public Works approved request
- Playground equipment and pavilion have been ordered and equipment deposit made.
- Pavilion permit application has been submitted to Carroll County and is in the approval process
- Received digital structural calculations for pavilion from Playground Specialists. Staff has forwarded to County along with some additional information requested next week (week of October 19th)
- Addition load requirement received from Carroll County (CC). Informed Playground Spec and received new design. Forwarded to CC (11/6/2020)
- Since the playground equipment is coming from Germany, expected delivery is after January 1.
- Installation window is three weeks
- Installation window will be scheduled when there is a constant 40 degrees and rising temperature
- Staff is working on replacing existing electrical panel in old shed and then demolishing the shed

Wildwood Park Senior Fitness Area

Added as a separate agenda item to discuss

Wildwood Park Fountain

“Up and running by spring,” according to Public Works

Windy Ridge Boardwalk Project
• Applied for Recreational Trails grant for designs of two boardwalks to traverse the low lying and often flooded portion of the East West Park/Windy Ridge Trail in May of 2020.

• Contacted program administrator on 10/9/2020 for update. Was informed that grant program is, “... in a bit of a holding pattern while details from the continuing resolution are worked out.” They were hoping to get a timeline out for announcement the week of October 12th.

• Emailed 11/12 again and received word that announcement will be very soon

Changes since last month
Client: Mount Airy, MD

Contact: Patrick Ellis

Location: Windy Ridge Park, Mount Airy, MD

Date: October 29, 2020

Quote Valid For: 30 Days

Overview: Patrick has inquired about trail planning services on approximately 90 Acres of rolling topography. Working with a trail professional during planning and design helps maximize utility and sustainability of trail networks, while minimizing future maintenance and user conflicts. During initial conversations, I suggested a goal of approximately 5 miles of trail to be suitable for a property of that size. Final design elements and goals will be determined with input from stakeholders and a thorough exploration of the property.

Timeline: Design work will commence as soon as December 2020 and will be completed by February 1, 2021.

Scope of Work: Greenstone will work with stakeholders to determine goals, limitations, and available property before analyzing the property and creating a concept for the trail network. Similar projects generally focus on a combination of multi-use and bike-optimized elements, depending on the goals and priorities of the land manager. Greenstone will perform several site visits to determine best use of the terrain. Design elements will be marked with flagging tape, and/or pin flags, stakes, etc. GPS data and concept maps will be provided as part of design documents.

Deliverables:

- Kick-off meeting to make introductions and determine goals
- Trail and feature field design and marking (estimated 5 mi, combination of mixed-use and bike-optimized trails/features)
- Post-design field meeting to review and adjust prior to finalizing design documents
- Trail network overview map, detail map if necessary.
- Design documents including GPS data, photos, specifications, construction proposal, safety and maintenance information.

Cost: $5,500

Payment Terms: 20% deposit required upon project initiation. Invoice will be provided no more than every 30 days. Payment due within 30 days.
Senior Fitness Equipment at Wildwood Park

<table>
<thead>
<tr>
<th>Date</th>
<th>In Favor?</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>10/16/2020</td>
<td>Yes</td>
<td>emailed Parksmanager</td>
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<tr>
<td></td>
<td></td>
<td>YES. I am interested in senior fitness equipment being added to Wildwood Park.</td>
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<tr>
<td>10/16/2020</td>
<td>Yes</td>
<td>emailed Parksmanager</td>
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<td></td>
<td></td>
<td>Katie talked to</td>
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<tr>
<td>10/29/2020</td>
<td>Yes</td>
<td>emailed Parksmanager</td>
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<td></td>
<td>i think it is a great idea to install fitness equipment at the park, it would make another great reason for us to go to the park in good weather . . .</td>
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<tr>
<td>10/20/2020</td>
<td>Yes</td>
<td>called Gina</td>
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<tr>
<td>10/21/2020</td>
<td>Yes</td>
<td>called Gina</td>
</tr>
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<td></td>
<td></td>
<td>I think it would be great to add some senior fitness equipment to the park. I walk the park and often see seniors. Walkers for arms and leg strength would be helpful. Thanks for thinking of us</td>
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<tr>
<td>10/21/2020</td>
<td>Yes</td>
<td>emailed Parksmanager</td>
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<td></td>
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<td>we are interested in senior fitness equipment being added to Wildwood Park.</td>
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<td>The equipment would be a good addition to the park in my opinion.</td>
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<td>Thanks for asking. I believe that fitness equipment in Wildwood Park would be great. It would probably be used by more than seniors. I assume that it would be located on the upper side of the park so as not to interfere with any of the flowers or plantings.</td>
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<tr>
<td>10/23/2020</td>
<td>Yes</td>
<td>emailed Parksmanager</td>
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<td></td>
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<td>I moved to Wildwood last August. I have noticed since COVID-19 a lot more people are using the park of all ages for walking etc, and I am one of them. I think the reason for this is, seniors can't go to the senior center for exercising. This is an awesome idea. I hope that if it is added to the park it is put in another area away from the playground. Parents are bringing kids here.</td>
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<td>In my opinion, it depends on the type of fitness equipment. I have seen several types set up in various areas. . . . some that are extremely simple to use and encourage a bare minimum of exertion; some that are extremely challenging, and some that are in between. I do not think it is worth setting up the minimum exertion equipment which is what seems to be in the pictures on your flyer. For able seniors it would not be worth going there for, and the people who would benefit from that equipment are probably not able or likely to get to the park if you can find equipment that would be challenging but not overwhelming, that might work. You can throw in a few easier pieces. Obviously the extreme equipment would be too much.</td>
</tr>
<tr>
<td>10/30/2020</td>
<td>Yes</td>
<td>mailed Parksmanager</td>
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<td></td>
<td>…please include occupational, physical and therapeutic recreation therapists from Lorien Nursing Facility in the discussion. They might have great ideas on adapted equipment that could best meet the needs of the residents whom they serve on a daily basis.</td>
</tr>
<tr>
<td>10/31/2020</td>
<td>Yes</td>
<td>called Gina</td>
</tr>
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</table>
What do you think?

The Town of Mount Airy is soliciting feedback from residents to see if seniors are interested in senior fitness equipment being added to Wildwood Park.

Please feel free to email parksmanager@MountairyMD.gov or call Town Hall directly at (301)829-1424.

*Image above for reference not the actual design.