

LURAY TOWN COUNCIL REPORT

PARKS AND RECREATION DEPARTMENT

NOVEMBER 14, 2016

**LURAY PARKS & RECREATION DEPARTMENT
WEEKLY REPORT
OCTOBER 7, 2016**

HAWKSBILL GREENWAY

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, weeding, mulching, and mutt-mitts.
- Completed fishing platform paver caulking.
- Started ditch project, stump grinding, and tree removal on loop/Green Section.
- Repaired leaking water fountain on Orange Section.
- Received quote to redeck the southern Greenway Ramp connecting trail to Main Street. This repair project will be funded by the Hawksbill Greenway Tractor.

RALPH H. DEAN RECREATION PARK

- Continued routine maintenance of bathrooms, trash removal, ballfield prep, soccer field prep, mowing, weed-eating, shelter rentals and mutt-mitts.
- Sanded and painted all doors on old maintenance building at Field #1.
- Comcast began installing conduit for DTA's.
- Looked into scoreboard red light complaint and didn't find any lights left on.
- Installed new toilet in Men's Restroom at Field #1.
- Repaired soffit on Field #3 press box.

LAKE ARROWHEAD/LAKE MORNINGSTAR/YAGER SPRING

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, shelter and scout camp rentals, and mutt-mitts.
- Continuing to design new Lake Arrowhead signage for the park entrance, kiosk, and trails which are all funded by Page Alliance for Community Action (PACA).

INN LAWN PARK/ CAVE POND/ EUGENE PARK/ POCKET PARKS/VISITOR'S CENTER

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, and mutt-mitts.

MISCELLANEOUS PARKS & RECREATION

- Continued routine maintenance of bathrooms, trash removal, weeding, planting, pruning, mowing, weed-eating, and filling mutt-mitts at all park locations.
- Continued to update the Town website's Parks & Recreation information and pictures, as well as the HWY 340 Event Sign message and sandwich board sign to promote Town events.
- Continued to distribute rack cards and event flyers to all businesses and all kiosks.
- Continued to complete department PO's, credit card forms, and weekly reports.
- Continued to plan and prepare for Halloween, Christmas Parade, Community Reception, Festival of Spring, and Arbor Day.
- Continued to water all hanging flower baskets along Main St.
- Picked up fall décor order at Valley Star Farm and began decorating town.
- Delivered stage to Heritage Festival.
- Received bids for a new tractor and ventrac. Opened all bids at 11:30am on 10/6/2016.
- Attended PACA meeting on 10/4/2016 at PMH at 12:00pm.

UPCOMING MEETINGS & EVENTS

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|--------------|---------------------------------------|------------------|---------------|
| ➤ 10/8/2016 | First LYFL Football Game | RD Park | 12:00PM |
| ➤ 10/13/2016 | Chamber's Window Decorating Breakfast | Mimslyn Inn | 7:30AM-9:00AM |
| ➤ 10/13/2016 | White House Native's Open House | White House Farm | 2:00PM-6:00PM |

**LURAY PARKS & RECREATION DEPARTMENT
WEEKLY REPORT
OCTOBER 14, 2016**

HAWKSBILL GREENWAY

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, weeding, mulching, and mutt-mitts.
- Installed PACA's Turkey Trot 5k banner.
- Picked up a Crepe Myrtle donation from Fort Valley Nursery.

RALPH H. DEAN RECREATION PARK

- Continued routine maintenance of bathrooms, trash removal, ballfield prep, soccer field prep, mowing, weed-eating, shelter rentals and mutt-mitts.
- Completed Fit Trail improvements. Painted all stations and installed all new signage.
- Held Successful first LYFL Football game on 10/8/2016.
- Soccer season ends 10/15/2016.
- Repaired women's toilet at the Skate Park restroom.

LAKE ARROWHEAD/LAKE MORNINGSTAR/YAGER SPRING

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, shelter and scout camp rentals, and mutt-mitts.
- Mowed Lake Arrowhead dam.
- Met with Roger Rothgeb to finalize plans and supplies list to rebuild bridge on Lake A trail.

INN LAWN PARK/ CAVE POND/ EUGENE PARK/ POCKET PARKS/VISITOR'S CENTER

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, and mutt-mitts.
- Prepared Slye Pocket Park for a ribbon cutting ceremony next door.

MISCELLANEOUS PARKS & RECREATION

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- Continued to distribute rack cards and event flyers to all businesses and all kiosks.
- Continued to complete department PO's, credit card forms, and weekly reports.
- Continued to plan and prepare for Halloween, Christmas Parade, Community Reception, Festival of Spring, and Arbor Day.
- Continued to water all hanging flower baskets and mums along Main St. Plan to take down hanging baskets soon.
- Completed decorating town for Fall.
- Stored stage from Heritage Festival.
- Ordered new tractor and ventrac.
- Attended Chamber of Commerce's Window Decorating meeting on 10/13/2016 the Mimslyn Inn.
- Attended the White House Native's Open House on 10/13/2016 at White House Farm.

UPCOMING MEETINGS & EVENTS

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|--------------|---|---------|-------------|
| ➤ 10/17/2016 | Halloween Volunteer Signups | LHS | 11:00AM |
| ➤ 10/19/2016 | Meeting with DCR Rep. – Synthia Waymack | RD Park | 10:30AM |
| ➤ 10/31/2016 | Halloween Celebration | RD Park | 6:00-9:00PM |

**LURAY PARKS & RECREATION DEPARTMENT
WEEKLY REPORT
OCTOBER 21, 2016**

HAWKSBILL GREENWAY

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, weeding, mulching, and mutt-mitts.
- Planted the Tuscarora Crepe Myrtle donation on the Green Section/Loop in memory of Julia Coleman.
- Completed ditch project on Green Section/Loop.
- Received Greenway Ramp Repair Evaluation and Proposal from the Hawksbill Greenway Foundation and sent to Town Manager and Town Council.

RALPH H. DEAN RECREATION PARK

- Continued routine maintenance of bathrooms, trash removal, ballfield prep, soccer field prep, mowing, weed-eating, shelter rentals and mutt-mitts.
- Installed new station numbers on Fit Trail stations.
- Coordinated removal of dirt pile, brush pile, and cleared a dumping spot in the woods. Have asked other departments to not dump at the RD Park and utilize chipper to cut down on brush accumulation.

LAKE ARROWHEAD/LAKE MORNINGSTAR/YAGER SPRING

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, shelter and scout camp rentals, and mutt-mitts.
- Ordered signage for Lake Arrowhead restrooms with afterhours maintenance contact phone number to address vandalism and supplies shortages as they arise.
- Ordered and received supplies for Eagle Scout, Garrett Rothgeb, to rebuild bridge on Lake A trail.

INN LAWN PARK/ CAVE POND/ EUGENE PARK/ POCKET PARKS/VISITOR'S CENTER

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, and mutt-mitts.

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- Continued to complete department PO's, credit card forms, and weekly reports.
- Continued to plan and prepare for Halloween, Christmas Parade, Community Reception, Festival of Spring, and Arbor Day. Held Halloween Volunteer Signups on 10/17/16 at LHS at 11:00AM and had 28 students signup.
- Continued to water all hanging flower baskets and mums along Main St. Plan to take down hanging baskets soon.
- Received new Ventrac 4500Z on Monday and should receive N.H. Work Master Tractor by the end of the week.

UPCOMING MEETINGS & EVENTS

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|--------------|---|---------|-------------|
| ➤ 10/19/2016 | Meeting with DCR Rep. – Synthia Waymack | RD Park | 10:30AM |
| ➤ 10/31/2016 | Halloween Celebration | RD Park | 6:00-9:00PM |

**LURAY PARKS & RECREATION DEPARTMENT
WEEKLY REPORT
OCTOBER 28, 2016**

HAWKSBILL GREENWAY

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, weeding, mulching, and mutt-mitts.
- Completed and submitted the USDA CREP Program Survey.
- Received several donation inquiries this week and updated all donation forms.
- Cutback creek bank from Mechanic St. to the Railroad tracks.
- Repainted 'stop, look, wave' on trail at Mechanic Street crosswalk.
- Removed broken solar lights from Welcome to Luray sign on 340 N. and ordered replacement LED solar lights.
- Hawksbill Greenway Foundation received \$1000 donation check from Charlotte Smeltzer.

RALPH H. DEAN RECREATION PARK

- Continued routine maintenance of bathrooms, trash removal, ballfield prep, soccer field prep, mowing, weed-eating, shelter rentals and mutt-mitts.
- Began Halloween Preparations at the C/O '71 shelter and Rotary Shelter.
- Removed drainage pipe, graded, seeded, and strawed behind Field 1.
- Completed quarterly playground inspection.

LAKE ARROWHEAD/LAKE MORNINGSTAR/YAGER SPRING

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, shelter and scout camp rentals, and mutt-mitts.
- Cleaned up all beach debris and graded sand back due to recent flooding.
- Cleaned and serviced old ventrac.
- Installed new toilet paper dispensers in Lake restrooms and have ordered new soap dispensers that were vandalized over the weekend.
- Completed quarterly Lake Morningstar Stump Monitoring Form.
- Coordinated design of new Lake Arrowhead signage funded by PACA.

INN LAWN PARK/ CAVE POND/ EUGENE PARK/ POCKET PARKS/VISITOR'S CENTER

- Continued routine maintenance of bathrooms, trash removal, mowing, weed-eating, and mutt-mitts.
- Removed ceiling hook, patched hole, and painted patchwork in the LDI Office.

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- Continued to water all hanging flower baskets and mums along Main St. Plan to take down hanging baskets soon.
- Recorded a Christmas Radio Ad for Rascal 1330 on 10/26/16 to run through the month of November.
- Attended Tree & Beautification Committee Meeting on 10/26/16.
- Ordered '21 prelit LED Christmas tree with star topper and ornaments for lighting ceremony at the Holiday Reception. LDI made a matching contribution to fund the purchase.
- Attended Halloween meeting with LPD & PW on 10/27/16.
- Received New Holland Work Master Tractor on 10/27/16.
- Dale's Upholstery repaired our little moon bounce and new Ford Ranger truck seat.

UPCOMING MEETINGS & EVENTS

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|--------------|-----------------------|---------|-------------|
| ➤ 10/31/2016 | Halloween Celebration | RD Park | 6:00-9:00PM |
| ➤ 11/1/2016 | PACA Meeting | PMH | 12:00PM |
| ➤ 11/14/2016 | Tournament Meeting | RD Park | 1:00PM |