# MINUTES
## City Council Parks, Trails, & Recreation Committee

**Wednesday, January 15, 2025 - 3:30 PM**
City Council Chambers

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| Members Present: | Lauren Wise, Vice Chair, Council Member<br>Howie Granat, Citizen Member<br>JD Powers, Citizen Member<br>Reba Osborne, Citizen Member<br>Nancy DePippo, Citizen Member<br>Wyn Birkenthal, Citizen Member<br>Mayor Maureen Copelof, Ex-Officio |
| Absent: | Aaron Baker, Chair, Council Member |
| Staff Present: | David Todd, Assistant City Manager<br>Aaron Bland, Assistant Planning Director<br>Becky McCann, Communications Coordinator<br>Stephanie Holland, Planner<br>Selena Coffey, Assistant to the City Manager |
| Guests: | Dave Bradley (*Transylvania Times*) |

**A. Welcome & Call to Order**

Committee Vice Chair Lauren Wise welcomed everyone and called the meeting to order at 3:30pm.

**B. Certification of Quorum**

The quorum was certified by Assistant to the City Manager Selena Coffey.

**C. Approval of Agenda**

Ms. Osbourne moved, seconded by Ms. DePippo, to approve the agenda as presented. The motion carried unanimously.

**D. Approval of Minutes – December 18, 2024 Meeting**

Mr. Granat moved, seconded by Ms. DePippo, to approve the minutes of the December 18, 2024 meeting as presented. The motion carried unanimously.

## E. Review of New Map for Bracken Trail/Climbing Trail Loop

Mr. Granat introduced the agenda item and stated that there isn't a new map to share yet. He updated the Committee that it is expected that there will be an additional 1.5 miles for this portion of the trail, while some sections may be decommissioned. He stated that a new map is expected, along with a quote, within the next two weeks and estimated that the quote may be $25,000-$30,000.

The Committee continued its discussion and expressed enthusiasm with adding this section as a "lunch loop" that will connect closely to the parking lot area. Further discussion ensued regarding funding this section of the trail, as well as signage and maintenance of the trail.

## F. Review of Emergency Access Agreement

Assistant Planning Director Aaron Bland introduced the agenda item summarizing that this is an effort to formalize an access agreement with the Taylor family who owns substantial property on Laurel Falls Road. He clarified that this is an access point that was used during the initial development of the trails over 10 years ago. The access has continued to be used over the years and approximately a year ago, the Taylor family approached the city to formalize the agreement. Since that time, the plat and agreement are substantially complete, and staff expects final approval soon.

The Committee talked about speaking with property owners in Waterford to discuss the potential for another emergency access point. Mayor Copelof asked Mr. Granat for the contact information for a Waterford representative and agreed to contact them to discuss the potential emergency access point.

## G. Scope of Work for Soccer Complex Master Plan

Assistant Planning Director Aaron Bland provided a draft scope of work for the Sports Complex and asked for feedback from the Committee. He indicated that this scope of work focused on capital improvement planning and how to upgrade and improve the current complex, but not a scope for master planning for new facilities.

Mr. Wise noted that he and Mr. Baker had spoken and felt that the scope should focus on moving restrooms to the core of the park, parking and ADA accessibility, and reviewing the City's agreement with Little League. Ms. Osborne questioned whether enhancements could be made to bring more tournaments to the complex and thus increase overnight stays in the city. The Committee discussed the County's use of their side of the park and utilization of the city fields by Little League. Ms. Copelof suggested that any new plans should incorporate the County's recreation planning efforts as much as possible.

Mr. Todd noted that he felt like the process should be a master planning process based on the feedback that he was hearing from the Committee members. Mr. Wise stated that

he agreed with Mr. Todd but noted that his only concerns were that the City probably doesn't have the funds or time to complete a redesign of the complex and he would prefer to address the City's immediate needs for restrooms and ADA accessibility, while learning about the County's future plans. Ms. Copelof recommended asking a representative from the County recreation program to come to a future meeting to further discuss their plans.

The Committee reached consensus that the scope of work should focus on the immediate needs for the restrooms and ADA accessibility and improved parking, with the recognition that a comprehensive master plan needs to be addressed within the next couple of years.

Mr. Wise noted that he would ask Mr. Baker to invite a representative from the County's recreation program to speak to the Committee at its next meeting.

## H. Public Comment

There was no public comment, but Mr. Granat asked about the status of the crosswalk lighting at the railroad. Mr. Todd responded that the City is placing a light at the crosswalk at McLean and Railroad and staff is working to ensure that the City addresses all safety and ADA requirements when installing the lighting.

Ms. Copelof asked about the status of the sunshades for the Skate Park. Ms. Coffey noted that per the minutes, Mr. Hooper will be addressing this since purchase of at least one sunshade was approved by the Committee at the December meeting and some funds are included within the budget. Mr. Todd obtained the color swatches for the sunshade(s)and shared them with the Committee. The Committee noted that they liked the top blue swatch best. Mr. Todd shared that the selected sunshade cost estimate came in at $9,300 per sunshade. The Committee agreed that one should be purchased initially since that approximate amount had already been budgeted.

Ms. Copelof asked about the need to replace playground equipment at Franklin Park. Mr. Todd noted that Public Works staff feels that the equipment needs to be replaced. The Committee agreed that the playground equipment needs to be considered and asked for a safety report and update on the equipment at its February meeting.

## I. Set Date for Next Meeting

The next regular meeting of the Parks, Trails & Recreation Committee was scheduled for Wednesday, February 19, 2025 at 3:30pm.

## J. Adjourn

There being no further business, the meeting was adjourned at 4:36pm with a motion by Ms. Osborne, second by Mr. Powers, and all in favor.

Minutes Approved: February 19, 2025

Aaron Baker, Chair or
Lauren Wise, Vice Chair

Selena D. Coffey
Assistant to the City Manager