

MEETING MINUTES OF  
THE KENT COUNTY PARKS AND RECREATION ADVISORY BOARD  
March 18, 2019

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**Present:** Melinda Bookwalter, Myra Butler, Melissa Cannon, Kate Ervin, Commissioner Bob Jacob, Faye J. Little, Commissioner Tom Mason, Penny Usilton, Greg Welch, and Jim Wright

**Absent:** Mary Fisher, Joyce Moody, and Bryan Williams

**I. CALL TO ORDER**

- a. Ms. Bookwalter called the meeting to order at 6:00 p.m.

**II. NEW COUNTY COMMISSIONER WELCOME**

- a. Ms. Butler introduced newly elected Commissioner Bob Jacob. Newly elected Commissioner Tom Mason was also in attendance and introduced.

**III. OLD BUSINESS**

a. Recreation

i. Surveillance Camera Project Update

1. Ms. Butler gave an update on the surveillance camera project. Cameras have been installed and are operational at Millington & Bayside pools, but are not live for viewing as of yet. Betterton Beach will have a surveillance system installed when the bath house is renovated in the future.

ii. Seasonal Employment Job Fair Overview

1. Ms. Butler gave an overview of the inaugural job fair that was held in January. Despite the amount of advertising that we placed throughout the County, we did not have the turnout we were hoping for. We are planning on holding the job fair again next year and are going to look into changing the date and time the event is held in hopes of increasing the number of applicants that attend.

iii. Horizon's Dance With The Stars Event at KCCC

1. Ms. Butler gave an overview of the Horizon's "Dance with the Stars" event. We relocated programs to the high school for the day and unfortunately the weather made this a little more difficult than we had hoped. The parking lot at the High School was not plowed and sidewalks were not cleared so the decision was made to cancel programs.

b. Parks

- i. Mr. Wright gave an update on the additional parking spaces they will be adding to Worton Park.
- ii. The service road at the rear of the park will be improved so that sports teams that store equipment have better access to the equipment storage buildings.
- iii. Mr. Wright gave an update on the new park and grounds maintenance building scheduled to be built.

c. Other

- i. There was no other old business.

**IV. NEW BUSINESS**

a. Recreation

i. New Seasonal Employee Classification – Contractual

1. Ms. Butler reviewed the new contract that is required for seasonal employees hired after January 1, 2019. This will help eliminate the mandatory state contribution to the retirement system for staff scheduled to work more than 500 hours per year.

ii. Middle School Age Youth Transportation Cancellation

1. The new initiative in partnership with the Kent County Detention Center didn't have enough participants register so it was cancelled.
  2. We eliminated the request for additional funding in the 2020FY budget for this initiative because we didn't have enough interest in it.
  3. We are extremely disappointed that this initiative didn't receive the interest we were hoping for. We sent flyers to the school to send home with the students, we posted it on our Facebook page, we placed an ad with the Chamber of Commerce and placed flyers throughout the County.
- iii. National Recreation & Parks Association (NRPA) Agency Membership
1. Ms. Butler gave a brief overview of the benefits available to the Board Members now that we are an Agency Member of the NRPA. Board Members should now receive the newsletter on a monthly basis. Board Members mentioned that there was an influx of emails being received from NRPA now that we are an Agency Member. Ms. Butler is going to check and see if we can minimize the amount of emails being received.
- iv. Maryland Recreation & Parks Association (MRPA) Celebration of Excellence Awards
1. There are a number of awards given each year and they cover a broad spectrum of categories. This year Kent County Parks and Recreation won for Best Website.
- v. Spring/Summer 2019 Program Schedule/Newsletter
1. Ms. Butler briefly reviewed the current Newsletter and upcoming programs and events.
- vi. FY2020 Budget Request Overview
1. A budget meeting is scheduled with the County Commissioners for April 2nd to present each department's proposed budget for FY2020. The Parks and Recreation Department is asking for \$11,000 less for FY2020 than the requested amount for FY2019. We are asking for a Park Supervisor/Monitor for Betterton Beach. We are looking for someone that has policy enforcement experience that is capable of handling confrontational situations when they arise. Betterton Beach has a high volume of users and is difficult for our Lifeguards to keep up with the capacity.
  2. There is a meeting scheduled with Mayor Sutton of Betterton to address some of the challenges and reoccurring issues that tend to happen during the season.
  3. Commissioner Jacob asked if regulation signs could be placed facing out to the water so they were visibly accessible to boaters as they came into the beach at Still Pond Station.
  4. Ms. Butler gave an overview of capital items that are being requested for FY2020.
    - a. Among those items are computers and thermal printers for Concessions, commercial exercise equipment, portable stackable washer and dryer combination, commercial game tables for the lobby, and a new pool cover and fencing for Bayside pool. Due to cost savings in other areas of the current budget, Ms. Butler is hopeful for approval for some of the FY2020 items to be purchased this year.
  5. Commissioner Jacob mentioned the condition of the bathrooms at Bayside pool and asked if it would be possible to replace some of the fixtures and shower heads. He also asked if the water pressure could be increased as well.
  6. Kent County Arts Council
    - a. Ms. Butler has been approved as a board Member with the Kent County Arts Council. We are hoping that this new partnership will help introduce new art programs and instructors for Parks and Recreation. This may also provide the potential availability of funds to help pay for instructor salaries. Ms. Butler mentioned that she is hopeful this new partnership can help get a mural painted on the wall opposite of that which holds the television in the lobby.
  7. Mid-Atlantic Recreation & Parks Sports Alliance (MARPSA)

- a. Ms. Butler announced that Watson Tinch was recommended and submitted for the Coach's Good Sports Award.
- 8. By-Laws Amendments Review
  - a. It was recommended by Shelly Heller to review the by-laws for any updates and changes that may need to be made. Ms. Butler went over the changes recommended to be made to the Advisory Board by-laws. Ms. Usilton made a motion to vote on the recommended changes to the Advisory Board by-laws. Ms. Little seconded the motion made. Ms. Bookwalter called for a vote, with a majority vote in favor of the motion. The changes will be made to the Advisory Board by-laws. Commissioner Jacob mentioned he didn't feel it necessary to have the Kent County Commissioners approve the amendments.
- b. Parks
  - i. Mr. Wright stated that the Grounds Maintenance staff will be opening park bathrooms throughout the County within the next week or so.
  - ii. Mr. Wright gave an overview of the requests that he will be making for the FY2020 budget.
    - 1. Among those are replacing the bathhouse at Betterton Beach, eliminate the erosion problem at the Coast Guard station located in Still Pond, replace the fencing at the Millington pool, a new mower, and the maintenance shop/building.
- c. Other
  - i. There will be an Emergency Shelter drill held at the Community Center on April 18th. The Kent County Community Center will be closed to the public during this time, opening at noon.
  - ii. Commissioner Jacob would like to see about getting Worton Park ball fields certified to be used for tournaments. It would bring more revenue to the department as well as more revenue for local businesses. Ms. Butler suggested having a Parks Master Plan created for overall park development and improvement needs.

## V. REPORTS

- a. Chair: Melinda Bookwalter – Nothing to report.
- b. Vice-Chair: Faye J. Little – Nothing to report.
- c. Turner's Creek: Melinda Bookwalter – Ms. Bookwalter stated that the Granary building is in real bad shape. No one has been able to produce any new ideas for the property and in the meantime, everyone is becoming concerned with liability problems. Commissioner Jacob suggested that we ask our local Delegate for support regarding this project.
- d. Worton Park: Faye J. Little – Nothing to report.
- e. Bayside/Ingleside: Penny Usilton – Nothing to report.
- f. Betterton Beach: Greg Welch – Nothing to report.
- g. Millington Park: Melissa Cannon – Nothing to report.
- h. Edesville: Joyce B. Moody – No report.
- i. Toal Park: Mary Fisher – No report.
- j. High School: Kate Ervin – Nothing to report.
- k. High School: Vacant
- l. County Commissioner: Bob Jacob – Nothing to report.
- m. Board of Education: Bryan Williams – No report.

## VI. ADJOURNMENT

- a. After a motion was made by Ms. Cannon and seconded by Ms. Butler, and favored unanimously, the meeting was adjourned at 7:29 p.m.