

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION
ADVISORY BOARD
January 9, 2012

Present: Melinda Bookwalter, Laura Karns, Faye Little, Penny Usilton, Brittany Bentley, Jim Wright, and Myra Butler.

Absent: Melissa Cannon, Bryan Williams, Ron Jordan, Joyce Moody, and Commissioner William Pickrum.

I. CALL TO ORDER AND ACTION ON MINUTES

The meeting was called to order at 6:05 p.m.

A motion was made by Ms. Little, seconded by Ms. Usilton, and passed by a majority of the Board to approve the minutes of the October meeting.

A motion was made by Mr. Wright, seconded by Ms. Butler, and approved by a majority of the Board to approve the minutes of the November meeting.

II. ADMINISTRATIVE PARKS AND RECREATION STAFF

A. Introductions

- i.** Ms. Butler introduced each of the Parks and Recreation full-time staff members in attendance, including: Stacey Clough, Recreation Supervisor; Denisha Brown, Office Manager; Antoninette Campbell, Program Coordinator; Rick Coffin, Program Coordinator; and Christina Fox, Office Assistant.

B. Overview of Responsibilities

- i.** Each staff member provided a brief overview of their individual areas of responsibility within the Parks and Recreation department.

III. OLD BUSINESS

A. By-Laws

i. Adoption

- a.** Ms. Butler briefly reviewed the newly adopted Advisory Board by-laws, which were approved during the December 20, 2011 Board of County Commissioners' meeting.

ii. Review

- a.** As noted in the By-laws, the Advisory Board will be responsible for submission of an Annual Report to the Board of County Commissioners for approval.
- b.** Ms. Butler also commented that contrary to what is written in the legislation and the By-laws, the Advisory Board is actually a 12 member board.
- c.** Board members were again reminded that meetings will be held on the third Monday of every other month at 6:00 p.m.
 - In the event that a meeting is cancelled due to unforeseen circumstances (i.e. lack of a quorum), the meeting will be held the following month.
 - The November meeting of every other year will be considered the Organizational Meeting, at which time board officers will be chosen.
 - The current board officers are Melinda Bookwalter, Chairman, and Laura Karns, Vice-Chairman.

- d. Board members were requested to notify the Parks and Recreation Department in the event that they will be absent from a meeting. Any report that the member was planning to submit can be submitted electronically or through the mail.
 - Ms. Butler stressed the importance of providing regrets if members are aware that they will be absent, especially during meetings where action is planned to be taken.
 - e. Board members were requested to select a first and second choice regarding which sub-committees they prefer to serve on.
- B. Recreation- Nothing to Report**
- C. Parks**
- i. Kent County Dog Restraint Law
 - a. Mr. Wright informed that consistent with the County's nuisance regulations, two speed limit sized signs have been erected at Worton Park in response to a nuisance complaint filed in the Commissioners' Office regarding unleashed dogs in Worton Park. The signs advise that dogs must be restrained and picked up after.
 - b. Individuals found violating the nuisance regulations can be fined.

IV. NEW BUSINESS

- A. New Member Binders**
- i. Ms. Butler reviewed the contents of PRAB binders, which have been newly created and provided to each member for their reference.
 - a. Among many other reference items, copies of the 2011 Patron Counts and Facility Access Card/Pool Pass Sales were included in the binder.
- B. Recreation**
- i. FY13 Budget
 - a. The Parks and Recreation Department will soon begin the FY13 budget process.
 - b. Staff will be more involved in this year's budget process, and will be provided with budget worksheets during the January staff meeting in order to determine FY12 year end projections and FY 13 budget and revenue requests for their individual areas of responsibility.
 - ii. Community Center Updates
 - a. New Equipment
 - An Exercise Bike/Elliptical Trainer has been purchased for the Multi-purpose Room.
 - A Gaming Table with Pool and Ping Pong games has been purchased for the front lobby.
 - Rules and Regulations are currently being finalized for use of the Pool portion of this Gaming Table.
 - Only staff will be permitted to convert the table on the specified activity days in order to limit wear and tear on the table.
- C. Parks**
- i. Mr. Wright informed that the Public Works Grounds Maintenance Staff will be making efforts to spruce up fields as much as possible without going over budget. Nothing new has been planned to be purchased for the fields.

- ii. Ms. Butler informed that she plans to look into potential Program Open Space (POS) funding, which can be used for the development of open space. In the event that POS funding is awarded, 10% matching funds would be required from the county.
 - a. Mr. Wright noted that although POS funding may be granted, due to state cutbacks, the award amount may have to be fronted by the county and reimbursed by POS within a two year period.

V. NEW BUSINESS

- A. Recreation- None
- B. Parks- None

VI. REPORTS

Turner's Creek:	<i>Ms. Bookwalter commented that during her last visit to the area it was tidy and nicely kept. Mr. Wright informed that there are currently no plans for restoration of the Granary beyond the stabilization which has already been completed.</i>
Worton Park:	<i>Nothing to Report.</i>
Bayside/Ingleside:	<i>Nothing to Report.</i>
Betterton Beach:	<i>No Report.</i>
Millington Pool:	<i>Nothing to Report.</i>
Edesville Park:	<i>Nothing to Report.</i>
Toal Park:	<i>Nothing to Report.</i>
High School:	<i>Ms. Bentley distributed copies of the Calendar of Events from Kent County Public Schools for the Board's information.</i>
County Commissioner:	<i>No Report.</i>
Board of Education:	<i>No Report.</i>

VII. ADJOURNMENT

At 7:08 p.m., a motion was made by Ms. Butler, seconded by Mr. Wright, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha C. Brown, Office Manager