

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION
ADVISORY BOARD
March 18, 2013

Present: Melinda Bookwalter, Joyce Moody, Faye Little, Jim Wright, Harry Packard, Danielle Blake, Michael Foreman, and Myra Butler

Absent: Penny Usilton, Laura Karns, Bryan Williams, Melissa Cannon, and Commissioner William Pickrum

I. CALL TO ORDER AND ACTION ON MINUTES

At 6:03 p.m. the meeting was called to order.

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 October meeting with amendments.

II. OLD BUSINESS

A. Recreation- None

B. Parks

1. Park Rental Security Deposit Policy
 - a) Effective, January 14, 2013, the \$150 security deposit requirement has been implemented for all park/pavilion rentals.
 - i. Rental brochures, applications, and the KCPR website have been updated accordingly.
2. Smoking on County Property/Parks
 1. Ms. Butler informed that after reaching out to several agencies in the surrounding counties, she has been unsuccessful in finding signage from other agencies related to “smoking zones” on their grounds.
 - a. When establishing “smoking zones” becomes a more pressing issue for Kent County, a determination will be made as to how to move forward with establishing these zones for Kent County parks.

C. Other

1. Draft Land Preservation, Parks and Recreation Plan (LPPRP) Update
 - a) Although initially planned to be presented to the Planning Commission in February or March, the LPPRP will now be presented during the April meeting of the Commission. The Plan will also be presented to the Agriculture Preservation Board.
 - i. Ms. Butler has not had to make many changes to the LPPRP since the version viewed by the Advisory Board.
 - b) Once presented to both boards, the plan will be presented to the Commissioners for approval before being sent to the State for final approval.
2. Fee Waiver Requests
 - a) Work In Progress (WIP) Ministries
 - i. Following the recommendation of the board for a 50% waiver in rental fees, the Commissioners approved a full waiver of rental fees for WIP Ministries, including after hours staffing fees.
 - ii. The Commissioners plan to implement a policy whereby any non-profit organization requesting to hold a public

event at the Community Center at no cost to participants, will be approved for a full waiver of rental fees.

- Until the policy is in effect, waiver requests will continue to be submitted individually.
- Ms. Butler plans to question if the Commissioners intend for this waiver policy to apply to non-profit groups who will be selling concessions, etc. during their event. Ms. Butler does not feel that the waiver should be extended to groups who will extend any sort of costs to the participants. Board members agreed.

b) Relay for Life- Kent County

- i. Via a doodle poll created in February, Advisory Board members were requested to vote for whether or not Relay for Life- Kent County should be granted a full waiver of rental fees. A majority vote in favor of waiving the fees was returned by the Board and recommended to the Commissioners.
 - The Commissioners approved a full waiver of rental fees for this group, with the exception of overnight staffing fees.

III. NEW BUSINESS

A. Recreation

1. New Exercise Equipment

- a) The Betterton Volunteer Fire Company (BVFC) was awarded a grant in order to purchase new exercise equipment, and offered their used equipment to Parks and Recreation in February. Equipment included Exercise Bikes, Treadmills, and Weight Benches, among other things.
 - i. The equipment is currently being stored in the Arena until a determination is made as to when it can be moved to the Multi-Purpose Room at the Community Center, which will be converted to an Exercise Room.
 - ii. Training sessions will be offered to patrons utilizing the equipment in order to assure proper equipment use. Additionally, KCPR will properly market the space as an Exercise Room in order to increase use.
 - iii. Patrons utilizing the exercise equipment may be required to sign a waiver of liability since there is a high risk of injury associated with utilizing exercise equipment.
 - iv. Stacey Clough, Recreation Supervisor, is looking into whether the person who inspects the exercise equipment at Kent County High School can inspect the KCPR equipment.

2. Program Fee Increases

- a) KCPR program revenues and expenses were recently reviewed by staff in order to determine if any changes were in order (i.e. program cuts, fee increases)
 - i. It was determined that the following program fees would be adjusted:
 - Start Smart: from \$15 to \$20 Individual Sport
 - Start Smart: from \$45 to \$50 All Sports
 - Youth Basketball: from \$40 to \$50

- Hoop Jam: from \$25 to \$ 30
3. Summer Transportation to the Community Center
 - a) Ms. Butler will be meeting with Delmarva Community Transit staff this week in order to discuss the summer transportation schedule.
 - i. Fixed routes will be available from Chestertown and Rock Hall to the Community Center through August 16.
 - ii. The Town of Chestertown plans to provide funding for Chestertown youth to ride to the Community Center free of charge.
 4. Spring/Summer 2013 Program Updates
 - a) Adult Swim Lessons
 - i. Although originally cut from the program schedule due to a lack of participation for two consecutive years, the Adult Swim program has been added to the summer offerings again thanks to Margie Elsberg. Ms. Elsberg has volunteered to lead the program, after receiving feedback from adults that they do not feel comfortable having “children” teach them to swim.
 - This program will run for one session, which will last two weeks from July 1-12.
 - b) Aqua Fitness
 - i. KCPR is currently seeking an instructor for the Aqua Fitness program. The former instructor, Eric Fitch, is unable to commit this year due to his newly open training business.
 - c) Summer Employment
 - i. Applications for summer employment will be accepted beginning March 1.
 - d) Fitness
 - i. First Aid courses will no longer be offered through Parks and Recreation due to low enrollment numbers.
 - e) Certifications
 - i. Because the Toning program has been going so well, KCPR will re-introduce the Cardio program.
 - f) Bus Trips
 - i. KCPR is looking into offering a trip to Camden Yards for a Baltimore Orioles Game on June 30. The game scheduled for this date will be played against the New York Yankees. Details of this trip are still being established.
 - ii. A Washington, DC: A Day on Your Own trip is also in the works for June.
 - g) MARPSA Awards
 - i. An “Administrator” category has been added to the MARPSA Goods Sports Awards for 2013. KCPR submitted volunteer Donna Frey for this award. Ms. Frey volunteers with the Preparing Excellent People to Succeed (P.E.P.S) program for KCPR, among other things. Additional award winners included Tylante Wilson for the Youth Athlete award, and Chris Yiannakis, Wrestling Coach, for the Coach award.
 - The award winners were recognized at a banquet held in Annapolis in January.

h) Corporate Employee Discount Requests

- i. Ms. Butler informed that she has been contacted by a representative from the Kent County Health Department (KCHD) requesting that discounts currently offered to Kent County Employees for use of the Community Center be extended to organizations that have partnered or will partner with the KCHD Wellness Program.
 - Ms. Butler is not in agreement with extending the discounts. Board members concurred with Ms. Butler.

B. Parks

1. The Kent County Maintenance Department has begun the process of lining fields and opening park bathrooms for the spring/summer.
 - i. New bases are being ordered for the ball fields, and weigh stations may also be installed in the park.
2. Mr. Wright informed that the Maintenance Department will now line and mow the athletic fields at Kent County High School as there Maintenance Department is down one staff member.
3. Mr. Wright informed that a request has been received by Wayne Gilchrest to move the school house in Cliff City to Turner's Creek. However, this request is being met by opposition.
4. Mark Grove of Bare Foot 'N' BBQ'N has been awarded the Concessionaire contract for 2013-2014.
 - i. The current air conditioning unit in the concession stand is not adequate for the space and equipment in the facility. A 5 ton unit will be placed in the facility prior to the start of the summer season.

IV. REPORTS

Turner's Creek:	<i>Nothing to Report.</i>
Worton Park:	<i>Nothing to Report.</i>
Bayside/Ingleside:	<i>No Report.</i>
Betterton Beach:	<i>Nothing to Report</i>
Millington Pool:	<i>No Report.</i>
Edesville Park:	<i>Nothing to Report.</i>
Toal Park:	<i>No Report.</i>
High School:	<i>Nothing to Report</i>
County Commissioner:	<i>No Report.</i>
Board of Education:	<i>No Report.</i>

V. ADJOURNMENT

At 7:10 p.m., a motion was made by Mr. Wright, seconded by Mr. Packard, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager