

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
March 19, 2012

---

**Present:** Melinda Bookwalter, Laura Karns, Melissa Cannon, Faye Little, Harry Packard, Commissioner William Pickrum, Jim Wright, and Myra Butler.

**Absent:** Joyce Moody, Penny Usilton, Brittany Bentley

**I. CALL TO ORDER AND ACTION ON MINUTES**

The meeting was called to order at 6:10 p.m.

A motion was made by Mrs. Karns, seconded by Mrs. Cannon, and passed by a majority of the Board to approve the minutes of the January meeting.

**II. BOARD MEMBER CHANGES & INTRODUCTIONS**

- A. Following the submission of board resignation from Ron Jordan on February 28, Harry Packard was approved by the Commissioners to fill the unexpired term of Mr. Jordan. Mr. Packard comes to the board with previous Recreation Advisory Board experience in addition to experience in facilities management.

**III. OLD BUSINESS**

A. Committee Assignments

- i. In follow up to the January meeting and based on member submissions, board members were provided their new Sub-Committee assignments, which they accepted with no objections.
  - a. Ms. Butler also reviewed the Parks and Recreation administrative staff assigned to each sub-committee. Administrative staff will complete the leg work for each committee.

B. Recreation

- i. Board members were reminded of the upcoming Worton Park Clean-up event scheduled on April 15 from 1pm-5pm. This event is being led by the Kent County Extension Office. The Extension Office was awarded a grant to determine what the community would like to see happen at the park in terms of beautification.

**IV. NEW BUSINESS**

A. Recreation

- i. Mid- Shore Community Foundation (MSCF) Funding Recommendation
  - a. Parks and Recreation was recently contacted by the MSCF and advised of a \$5,000 grant that could potentially be awarded to the department to use to fund youth activities and programs.
  - b. Parks and Recreation submitted several items that the grant could potentially be used for, including program scholarships and the development of a community mural.
  - c. The department will find out in June whether or not the grant will be awarded.
- ii. Horizons Summer Camp
  - a. The Parks and Recreation department partners with Radcliffe Creek School on several items, including the Horizons Summer Camp, in which Parks and Recreation allows the program to utilize the Community Center Pool and the Facility for several weeks during the summer free of charge.

- During the past two summers, the summer camp program's pool use has overlapped with the offering of the Parks and Recreation summer swim lessons, which the swim lesson patrons have felt was distracting.
  - In order to prevent this overlap for the 2012 summer season, Ms. Butler planned to cut the swim lessons back to only two adult/teen swim lesson sessions, and proposed that Horizons utilize the Millington pool for one of their weekly pool visits. However, due to Horizon's camp mandates, this suggestion was not a viable option.
  - Ms. Butler met with the camp director today and discussed the potential for Horizons to change their visitation time to the pool; however, this would only add distraction to our regular pool patrons.
  - This matter remains unresolved, but Ms. Butler is hopeful to have an amicable resolution prior to the end of this month.
- iii. Pool Maintenance Needs**
- a.** Ms. Butler informed that the sand filtration system in the Community Center pool is in need of replacement at an estimated cost of \$3,700. Once replaced, a chemical additive will be added to the sand in order to prevent future replacements.
    - Although quotes will be obtained from several vendors, the department is hoping to award the bid to the current pool operation vendor, with whom a relationship has already been established.
  - b.** Prior to opening for the season, the pool will also undergo an acid wash at an estimated cost of \$1,500.
  - c.** Thanks to an overage in anticipated pool revenue for FY12, the funding needed to cover these maintenance procedures will not have to be requested from the County Commissioners, and can be taken from the excess revenue.
  - d.** Ms. Butler informed that Bayside Pool is in need of re-plastering in order to pass inspection. An estimate is being retrieved to determine the costs of a quick fix option or the full re-plastering.
- iv. FY13 Budget**
- a.** Full time staff worked together to establish the FY13 budget request. The department will not be requesting any funds above and beyond what was requested for FY12.
  - b.** Final budget approval is anticipated in June following the June 5 public hearing.
- v. MRPA Conference**
- a.** Ms. Butler as well as Program Coordinators Rick Coffin and Antoninette Campbell will be attending the 2012 MRPA Conference in Ocean City from April 2-5. This will be the first time that the department has had a presence at the conference in four years.
- vi. Spring/Summer 2012**
- a.** The Community Center may become the location for a community mural. The mural would be painted on the opposite side of the television wall in the front lobby, and would serve to bring attention to the history of small communities throughout Kent County (i.e. Fairlee and Pomona). Special lighting would

be installed around the mural so that it can be viewed from outside at night. There are hopes that the mural will be complete by the end of the summer.

- In addition to the community mural, a website is planned to be developed to place a spotlight on these small communities.
- b. Ms. Butler reviewed the Parks and Recreation Spring/Summer 2012 Newsletter and informed of new programs being offered, including Spanish Camp and a Track and Field program set up to introduce children to the Hershey Track and Field program.
  - The Track and Field program will begin with free clinics and potentially lead to participation in regional and statewide events.
  - Ms. Butler informed that the Summer Day and Kiddie Camps will be offering a bonus week this year. The bonus week will be offered at not cost for participants who register for the full camp in advance.
- c. The department began accepting summer seasonal employment applications on March 1 and will begin scheduling interviews in the coming months.
- d. The Town of Chestertown plans to provide funding for Parks and Recreation to offer a Summerfest type of program at no charge for children located within the town limits of Chestertown. Ms. Butler has been brainstorming with Program Coordinator Antoninette Campbell to develop this program as well as a proposed budget to run the program.
  - The program may potentially include weekly themes such as health and wellness, archery week, and sports medley.
  - The program, which will be limited to 40 children, may potentially be named the Summer 2012 Evening Adventure Youth Camp.

**B. Parks**

- i. Mr. Wright informed that funding may potentially be available from Program Open Space (POS) to build three additional multi-purpose fields. He continued that funds remaining from the solar project could potentially be used as matching funds, which would mean that no funding match would be required from the County.
  - a. A motion was made by Mr. Wright, seconded by Mrs. Karns and approved by a majority of the Board for Mr. Wright to move forward with a recommendation to the Commissioners to apply for POS funding to build three multi-purpose fields, and request that matching funds be taken from leftover solar project funds.

**C. Other**

- i. Mr. Wright informed that in order for the County pools to be ADA compliant, they are required to have pool lifts installed at a cost of approximately \$26,000 for all three pools. POS funding can be used for this expense, however, 10% in matching funds would be required. This match may also be obtained from leftover solar project funding.
  - a. The pool lift requirement must be in place by next year.

**V. REPORTS**

Turner's Creek: *Nothing to Report.*

Worton Park:	<i>Nothing to Report.</i>
Bayside/Ingleside:	<i>No Report.</i>
Betterton Beach:	<i>No Report.</i>
Millington Pool:	<i>Nothing to Report.</i>
Edesville Park:	<i>No Report.</i>
Toal Park:	<i>Mrs. Karns reported that there is a tree down on the Boy Scouts trail. Mr. Wright will look into this.</i>
High School:	<i>No Report.</i>
County Commissioner:	<i>Commissioner Pickrum reported on items related to the upcoming LMB Community Needs Assessment, the shift of teacher's pensions to the local governments, and Maintenance of Effort funding..</i>
Board of Education:	<i>No Report.</i>

## **VI. ADJOURNMENT**

At 7:45 p.m., a motion was made by Ms. Butler, seconded by Mrs. Cannon, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha C. Brown, Office Manager