

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
August 18, 2014

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**Present:** Bryan Williams, Faye Little, Melissa Cannon, Joyce Moody, Mary Fisher, Danielle Blake, Harry Packard, and Myra Butler

**Absent:** Melinda Bookwalter, Penny Usilton, Jim Wright, and Commissioner William Pickrum

## I. CALL TO ORDER AND ACTION ON MINUTES

At 6:07 p.m. the meeting was called to order.

Minutes of the June meeting were approved.

## II. OLD BUSINESS

### A. Recreation

#### 1. Summer 2014 Recap

The 2014 Summer season has been one of the smoothest seasons thus far.

##### a) Programs

- i. Ms. Butler reviewed the average daily attendance numbers for Summer Camp programs.
- ii. Two new camp directors were hired this year for the Leaders Club and Day Camp programs.
  - The Leaders Club Director, Dawson Stevens, is a previous summer camp counselor and Leaders Club participant.

##### b) Aquatics

- i. Ms. Butler reviewed the enrollment numbers for all three sessions of Youth Swim lessons, as well as Adult Swim lessons.
  - Ms. Butler is hopeful in one day getting swim lessons added to the public school curriculum in the future as this was part of the vision for the Community Center.
- ii. Aqua fitness had low attendance numbers this season.
- iii. The Night Swim offering brought in approximately \$1100 in revenue over 20 dates.
- iv. The revenue total for the Community Center pool through July is \$27,265.
- v. Daily attendance for Millington Pool and Bayside pool to date totals 1600 and 300 entries, respectively.
  - Free admission at both Millington and Bayside pools is likely to continue next summer.

##### c) Concession Stand

- i. The Concession stand has made \$17,700 in revenue thus far this summer.
  - In response to question raised by Mr. Williams, Ms. Butler stated that the only thing that she would have done differently in operating the concession stand is to adjust the staff scheduling to have two staff members fill two-full eight hour shifts per day. Substitutes would be used for all other shifts. Ms. Butler

commented that staff seemed to have issues with committing to their schedules later in the season.

- d) Delmarva Community Transit/ Summer Bus Routes
  - i. This year was DCT's third year of offering a summer route to the Community Center. A route from Millington and Galena was added at the request of these towns.
    - The Millington and Galena routes ended two weeks early due to a lack of use. Neither towns had any children pick up vouchers to ride the bus. These two routes will be re-evaluated for 2015.
- e) Fitness Room Equipment
  - i. Three new pieces of commercial grade exercise equipment (elliptical, stair stepper, and recumbent bike) have been purchased for the Fitness Room using FY14 funds. The equipment is expected to have better quality and a longer life span due to the commercial grade. At least two more pieces of commercial grade equipment will be purchased during FY15.

## B. Parks

- 1. Worton Park Restroom Rehab
  - a) The restroom rehabilitation was completed during the week of July 13-21. Ms. Butler reported that the bathrooms look much better, and the maintenance department is still looking to re-paint the entry doors of the restrooms.
- 2. Platform Tennis Update
  - a) The platform tennis relocation project is set to get started on August 25, at which point the courts will begin to be disassembled at their Washington College location.
  - b) Although the Platform Tennis Association will be guaranteed use of the courts, Ms. Butler will be discussing a set schedule with the group. Ms. Butler will also work on programming options outside of the Associations use of the court.
    - i. Membership fees for the Association will be paid to KCPR.
    - ii. Maintenance and upkeep of the courts is expected to be minimal, with resurfacing of the court only needed every 10-15 years. Any snow removal will be taken care of by the Association.
    - iii. At the suggestion of Mr. Packard, Ms. Butler will research whether or not coin operated lighting can be an option for the courts.
- 3. Program Open Space Projects Timeline
  - a) Worton Park Enhancement
    - i. All six ball diamonds are expected to be re-graded and receive new infield dirt in fall 2014. Shade structures, picnic tables, benches, and exercise equipment are expected to be installed in early spring 2015.
  - b) Millington Pool Renovation
    - i. The pool shell will be re-plastered, new fixtures will be installed in the bathroom, flooring replaced in pool offices, and interior painting and ceiling tiles will be replaced.

- ii. The widths of the doorways at the pool are not ADA compliant. The doorways are currently 29 inches and are required to be 33 inches. ADA compliant doorways have been added to the project.
- c) Bayside Pool Renovation
  - i. The pool shell be re-plastered as well as new PVC piping for the filtration system in mid to late fall.
- d) Toal Park Enhancement
  - i. Re-grading and new in-field dirt will take place on the ball field. A playground structure will also be installed.
- e) Edesville Park Ball Field
  - i. The ball field will be re-graded and will receive new in-field dirt.
- f) Turner's Creek Pavilion Rehab
  - i. A new roof and shingles will be replaced, new brickwork for the grill station, and the chimney will be stabilized in late fall.

C. Other

1. Ms. Butler officially welcomed Mary Fisher to the Board.
2. The term of Ms. Blake will be extended through June 2015. Commissioner approval is expected on August 19, 2014.

**III. NEW BUSINESS**

A. Recreation

1. KCMS Recreation Facilities Improvement Partnership
  - a) Mr. Williams informed that the County, Town of Chestertown, and the Board of Education are working together to make recreation facility improvements to KCMS. Improvements will include new basketball courts, an improved baseball/softball field, a paved walking trail, exercise stations, and a wall ball area.
    - i. Program Open Space Community Parks and Playground grant funding is available only to municipalities and will be used to complete this project.
2. Galena Elementary School Ball Field Improvement Request
  - a) The principal of Galena Elementary School reached out to Ms. Butler regarding field improvements needed at Galena Elementary School. Ms. Butler suggested that GALEs work with the Town of Galena to request funding from same POS Community Parks and Playground grant funding to be used by the Town of Chestertown for the KCMS improvements.
3. Fall 2014 Programs
  - a) Newsletter Overview
    - i. Board members were provided a copy of the newsletter for their information. Ms. Butler highlighted the following items:
      - Ms. Butler informed that due to the passing of Bill Wilson, the Ballroom Dance program will not be held in the fall. The program will be held in the Winter, pending a new instructor is secured.
      - A new co-ed drop in floor hockey program has been added to the fall/winter line up on Monday evenings.

- Drop in basketball will only be offered at Galena Elementary School.
- An instructor is being sought for the Tumbling and Movement program. Last year, the program was successfully led by a Kent County High School student instructor and two assistants.

B. Parks

1. Turner's Creek: Historic/Heritage Preservation Interest
  - a) Program Open Space 2007 funding was used to stabilize Turner's Creek. There has yet to be determined a creative use that would not jeopardize the historic integrity of the property.
    - i. The Kent County Historic Society is meeting with the Department of Natural Resources, as well as Ms. Butler, Jim Wright, Gail Owings, Stories of the Chesapeake, and others interested to discuss the property and potential plans for the Granary, the Latham House, and the Turner's Creek property in general.

C. Other

1. 2017 Land Preservation, Parks, and Recreation Plan
  - a) The LPPRP is updated every five years. Parks and Recreation is only responsible for one chapter of the plan (chapter 3). The Department of Natural Resources will be meeting with Counties to discuss the next LPPRP cycle. Guidelines for the plan will be revisited. Concerns brought forth to the State included the plan failing to include information from the counties and municipalities.
2. New Kent Youth, Inc. Partnership
  - a) Kent Youth, Inc. is leading a new Breakfast/Lunch Buddies mentoring program, in partnership with Kent County Public Schools, thanks to grant funding provided by the Local Management Board.
    - i. KCPR will provide fingerprint services for the volunteers.
    - ii. Anyone interested in mentoring should contact Jill Coleman, Kent Youth's Executive Director.

**IV. REPORTS**

Turner's Creek:	<i>No Report.</i>
Worton Park:	<i>Nothing to Report.</i>
Bayside/Ingleside:	<i>No Report.</i>
Betterton Beach:	<i>Mr. Packard informed that Betterton Day appeared to be well attended.</i>
Millington Pool:	<i>Mrs. Cannon reported that she continues to hear positive comments regarding the free admission to the pool.</i>
Edesville Park:	<i>Mrs. Moody informed that the park looked clean during her most recent visit.</i>
Toal Park:	<i>Nothing to Report.</i>
High School:	<i>Nothing to Report.</i>
County Commissioner:	<i>No Report.</i>

Board of Education: *Mr. Williams commented on how the County Maintenance department has assisted with the sports fields at the schools.*

**V. ADJOURNMENT**

At 7:10 p.m., a motion was made by Mrs. Cannon, seconded by Ms. Butler, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager