

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
March 21, 2016

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**Present:** Melinda Bookwalter, Melissa Cannon, Penny Usilton, Mark Dixon, and Myra Butler

**Absent:** Faye Little, Joyce Moody, Harry Packard, Mary Fisher, Brian Williams, 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 September meeting were previously approved via electronic Doodle Poll on October 16, 2016.

**II. OLD BUSINESS**

A. Recreation

B. Parks

1. Program Open Space Projects Update

a) Worton Park

- i. Grading will be scheduled for the new fields between the park and the Community Center to extend the fields by 60 feet, the front soccer field, E ball diamond, and the Pop Warner football field.
- ii. A refurbished swing set, as well as new safety surfacing should be installed at the swings and on the playground next week.

b) Edesville

- i. The playground received new safety surfacing on March 18.

c) Betterton Beach Bathhouse

- i. The design for this project is currently being drafted. Ms. Butler will be meeting with the County Administrator and Jim Wright to begin design discussions for the project. Included in the new design will be a breakroom and storage area for lifeguards.
- ii. The only expenses scheduled to be funded from the FY16 POS funding are the design expenses. The construction of the bathhouse will take place in another fiscal year.

C. Other

**III. NEW BUSINESS**

A. Recreation

1. Fall 2015-Winter 2016 Program Recap

a) Ms. Butler gave a review of the Fall 2015-Winter 2016 programs, including but not limited to:

- i. KCPR has added a new offering of PM/Saturday Zumba/Toning. Numbers for this program are averaging 15-20 participants on Tuesday, and 10-15 on Thursday, and 8-10 on Saturday.
- ii. The Ballroom Dance program will not be offered this year due to low interest.

- iii. The Multi-Purpose/Fitness Room has continued to see increased usage. A new treadmill and spin bike will be purchased for the room in the near future.
    - Ms. Bookwalter commented that she may send a letter to the Kent County News regarding the new Fitness Room and its cost efficiency. Ms. Butler was in support of this letter.
  - iv. The Junior Wrestling Program has been able to purchase new mats and singlets that match those used by the Kent County High School wrestling program.
  - v. Thanks to Program Coordinator Jill Coleman, the Youth Basketball program held a successful opening day ceremony this year. Additionally, thanks to Ms. Coleman, KCPR now contracts with the Eastern Shore Basketball Association for professional referee services for youth basketball games.
  - vi. The Pickle Ball program continues to do well. Participants have requested adding lines outside for outdoor Pickle Ball. Ms. Butler is looking into how the outdoor would impact tennis.
  - vii. Kent County Public Schools is looking into offering an Alpha Best Program for before and after school. The school system reached out to KCPR as the program may impact the Afterschool Program. However, the actual impact will not be known until the program begins. Unlike the KCPR Afterschool Program, the Alpha Best program will only offer scholarships to students who receive purchase of care benefits.
2. Spring/Summer 2016 Programs
- a) Ms. Butler gave a review of the Spring/Summer 2016 programs, including but not limited to:
    - i. KCPR has partnered with Buddy Elgin to offer a baseball clinic this spring.
    - ii. A schedule for lifeguarding at Betterton Beach has not yet been determined, although several options are being explored. The option selected will depend greatly on the amount of lifeguards KCPR is able to secure.
    - iii. KCPR will offer evening swim lessons at Millington and Bayside Pools for Summer 2016. Thanks to a mini-grant being funded through the LMB, swim lessons at both locations will be free, pending final approval by the Governor's Office of Children. Transportation to the Bayside Pool location will also be free (pending final approval by the Governor's Office of Children.) As a condition of the grant, the lessons have to be first opened up to residents of Baywood Court in Fairlee and Calvert Heights Apartments in Chestertown.
    - iv. The LMB has also approved \$6500 grant for the 2016 Post Prom event (pending final approval by the Governor's Office of Children.) The funding will be used to enhance the event, which will hopefully increase attendance.
3. Summer Transportation to the Community Center

- a) With the Commissioners' support, Ms. Butler chose not to reach out to Delmarva Community Transit to offer transportation to the Community Center this summer, as there were zero riders from any of the locations (Chestertown, Rock Hall, Millington, and Galena) for the 2015 summer season.
- 4. Community Center Policy Changes
  - a) Facility Access Card Age Requirement
    - i. Effective February 22, the minimum age to purchase a Facility Access Card at the Community Center has changed from ten to twelve years of age. The change was to close the 11 year gap to 4 years between youth and adult patrons.
  - b) Multi-Purpose Room Age Minimum Age Requirement
    - i. The age to utilize the Multi-Purpose Room has changed from sixteen to twelve, as there are some twelve-sixteen year olds who are serious about fitness. Staff has a good grasp on those teenagers who utilize the equipment.
      - Lead Facility Monitor Jill Shorter will be working with Eric Fitch in the near future to obtain proper training on all of the exercise equipment so that she can provide orientation when needed.
- 5. FY17 Budget
  - a) Capital Expenditure Requests
    - i. Notable increases to the budget request included salaries for the Betterton lifeguards and equipment (i.e. shed, stands, AED, two-way radios, etc.) for the Betterton lifeguards.
    - ii. Also included in the FY17 request was additional exercise equipment, pool furniture, computer room furniture, 8-foot rectangle tables, data card printers, office chairs, permanent side mounted basketball hoops, and a commercial grade game table for the lobby.

B. Parks

- 1. LPPRP Public Input Survey
  - a) Public Input relating to parks and facilities has to be obtained from county citizens as part of the LPPRP. This input was obtained through a public input survey. The survey included 13 questions which were directly related to county parks. The survey will be live until April 1, and has already been sent in an email link to all board members for participation.
- 2. Worton Park Concessions Request for Proposals
  - a) The opportunity to sell concessions at the park has been opened to private vendors through a Request for Proposals process. If no interest is received, the offer to sell concessions will be extended to the youth sport leagues. Baseball and Softball leagues have already been offered the rights to sell concessions exclusively on their joint-opening day on April 16.
  - b) There could also be an opportunity for concessions to be sold at Betterton Beach.
- 3. FY17 Capital and POS Projects
  - a) Ms. Butler received notice that the FY17 POS funding projection (based on the Governor's budget as currently presented) for Kent County is \$71,300, which is much

larger than the FY16 funding award. The following has been included in the FY17 budget request to the County Commissioners:

- 20 new picnic tables for parks
- Additional parking spaces at Worton Park
- New entry signs for all County parks
- A new pavilion, restroom facility, and playground at Still Pond Park.

C. Other

1. Youth Sports Equipment Grant Award

- a) A proposal has been received from Kent County Youth Softball. The proposal requests \$5024.45, with a \$500 match, for the purchase of a pitching machine, sliding mats, guards, and helmets.
- i. As there have been no other requests to date, Ms. Butler recommended funding the full \$5024.45 to Kent County Youth Softball. On a motion by Ms. Usilton, and seconded by Ms. Bookwalter, the Board approved to fund the full amount of \$5024.45 to Kent County Youth Softball.
- b) Ms. Butler informed that due to the low amount of interest in the grant funding, she will only request \$20,000 for FY17, rather than \$30,000.

2. Full Time Staff Updates

- a) The second full time Facility Monitor position was filled by Jessica Plum in October. Ms. Plum works in the evening with the Lead Facility Monitor, Jill Shorter. Ms. Butler hopes that there may be growth opportunities for Ms. Plum in the future, that will enable to her to put to use her experience as a former park ranger.

3. Rails to Trails

- a) Ms. Bookwalter questioned whether or not any further discussion has been held regarding extending the rails to trails to Worton. Ms. Butler responded that there has been no coordinated effort between the county and the town to her knowledge. However, she will follow up on this matter.

**IV. REPORTS**

Turner's Creek:	Nothing to Report.
Worton Park:	No Report.
Bayside/Ingleside:	Nothing to Report.
Betterton Beach:	No Report.
Millington Pool:	Ms. Cannon reported that all looks well from what she has observed driving past Millington Pool. It was noted that a new basketball rim was installed today.
Edesville Park:	No Report.
Toal Park:	No Report.
High School:	No Report.
County Commissioner:	No Report.
Board of Education:	No Report.

**V. ADJOURNMENT**

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At 7:30 p.m., a motion was made by Ms. Usilton, seconded by Ms. Bookwalter, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager