

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
May 15, 2017

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**Present:** Melinda Bookwalter, Mary Fisher, Jim Wright, and Myra Butler

**Absent:** Faye Little, Melissa Cannon, Joyce B. Moody, Brian Williams, and Commissioner William Pickrum

**I. CALL TO ORDER**

At 6:01 p.m. the meeting was called to order.

Minutes of the November meeting could not be approved, as there was not a quorum of the Board present. Minutes will be sent electronically for approval.

**II. OLD BUSINESS**

A. Recreation

1. Fall 2016 - Winter 2017 Program Recap
  - a) Sports/Activities
    - (1) Ms. Butler reviewed the fall and winter programming and average attendance numbers.
2. Summer Programs
  - a) Ms. Butler reviewed the current registration numbers for upcoming summer programs.
  - b) Registration for the new Last Days of Summer Rec Club will be accepted beginning July 7. This program will run from Monday-Thursday from 8:30am-4:30pm, beginning on August 21 and concluding on August 31.
3. Community Center Building Dedication Ceremony
  - a) The Community Center will be dedicated to Rev. Clarence Hawkins on May 24 at 10:30am. In addition to serving on the Board of County Commissioners for many years, Reverend Hawkins was a school principal and very prominent figure in the Kent County community. The Commissioners' Office is coordinating the dedication ceremony.

B. Parks

1. In response to correspondence received from Kent County Youth Baseball league president Marion Townsend, expressing concerns relating to sun blocking needed on the baseball fields, Mr. Wright informed that County Administrator, Shelley Heller, has approved the installation of sun shades at Toal Park and Worton Park (C and D diamonds).
2. In response to questions raised about the current conditions of the backstops, Mr. Wright informed that if the backstops are replaced the materials/equipment can be reattached.

C. Other

1. FY17 Program Open Space (POS) Projects Updates (Parks)- Mr. Wright shared that picnic tables were purchased, parking spaces locations are still to be determined, and that park entry signs have not yet been completed.

**III. NEW BUSINESS**

A. Recreation

1. Full Time Staff Changes
  - a) Jill Coleman has assumed the role of Recreation Supervisor. Former Recreation Supervisor, Stacey Clough left the department on December 16.
  - b) Ms. Coleman's vacant Sports/Aquatics Program Coordinator position was filled by Steve Kaneshiki. Mr. Kaneshiki has since moved on and the position is now held by Roxanne Stumpf.
  - c) Former Afterschool/Summer Camp Program Coordinator, Antoninette Campbell, left the department on March 17. The position has been filled by Lynda Hite.
2. Youth Sports Equipment Grant

- a) Out of Cycle Award
  - (1) Bayside Breeze requested \$5,000 in grant funding for their travel softball team. Although Ms. Butler recommended denial of the request, the Commissioners approved the request.
- b) Youth Soccer Funding Request
  - (1) Kent County Youth Soccer has submitted a grant request including three quotes for first aid kits. The board approved quote number three from ChallengerTeamwear.com. Quote number three was for the purchase of 28 First Aid Kits in weather resistant cases at \$14.95 each for a total of \$418.60.

3. Summer 2017

- a) Aquatics Programs / Facilities' Schedules
  - (1) Ms. Butler informed that County Pools will open on Memorial Day weekend. Betterton Beach lifeguard coverage will also begin.
- b) Summer Camp Programs
  - (1) Summer camp registration is progressing well, with the Kiddie Camp program full with a wait list.
- c) Seasonal Staff Hiring
  - (1) A total of 30 lifeguards have been hired to date, as well as two Swim Instructors, and an Assistant Aquatics Coordinator. As most of the lifeguards are college students, the end of the pool season will be short staffed with lifeguards as they will be returning to school. Since schools will be closed until after Labor Day, Ms. Butler is planning to have at least the Community Center Pool remain open until Labor Day as well, however, on a shortened public opening schedule.
  - (2) Additionally, four Pool Cashiers, six Concession Stand Attendants, two Extended Day staff, and nine Summer Camp staff have been hired to date.

4. Special Events

- a) Community Partnerships
  - (1) Due to low participation numbers, KCPR will be moving away from holding its own special events and hold more events in partnerships with other organization. Parks and Recreation has partnered for the following events:
    - (a) Hallo-Teen- KCPR partnered with the Kent County Health Department for this event in October.
    - (b) Easter Egg- KCPR partnered with the Kent County Health Department for this event as well. The department organized and staffed the photo with the Easter Bunny booth for the event.
    - (c) Galena Dogwood Festival- Four Parks and Recreation staff attended this event and provided assistance as needed.
    - (d) Fishing Derby- Parks and Recreation will partner with the Eastern Neck Island Wildlife Refuge for the Fishing Derby this year. KCPR will send staff and also donate fishing rods for the event.
    - (e) 4-H Fair- Parks and Recreation will assist with the 4-H fair. The exact role in which KCPR will assist is to be determined.
    - (f) Harry Potter Festival- KCPR will provide assistance in some capacity for this event.
- b) Special Events
  - (1) 26<sup>th</sup> Annual Betterton Beach Cleanup- This event was a great success this year, with approximately 40 people participating and helping to spruce up the beach and park.
  - (2) KCHS Post Prom Party- Post Prom will be held his weekend. Tickets are being sold during lunch shifts at the high school. Activities will include an obstacle course, slip and slide, jousting, and corn hole.

5. Good Sports Awards

- a) Recommendations were not submitted to the Board this year, as there was only one individual for each category.

B. Other

1. FY18 Budget Request Highlights

- a) Recreation
  - (i) Operating / Capital / POS
    - (a) Ms. Butler reviewed the budget requests submitted to the Commissioners. Included in the budget request were the following items:
      - (i) A full time Program Coordinator position based at

the Sassafras Environmental Education Center.  
(ii) A part-time Park Supervisor for Betterton Beach.  
(iii) The reclassification of the Administrative Assistant I position to an Administrative Assistant II. This reclassification was requested due to the added responsibilities for this position in the past year.  
(iv) Capital budget requests included permanent wall-mounted basketball hoops, new exercise equipment, an auto pool vacuum, commercial grade power washer, computer room furniture, and a new vehicle for the department.  
(v) Program Open Space funding request include upgrades to the surveillance systems at the Community Center Pool and adding a camera system at Bayside and Millington Pools. Additionally, a storage shed was requested to expand the storage capacity at the Community Center. Items being stored in the Worton Arena have become molded.

b) Parks

(i) Operating / Capital / POS

(a) Two backstops have been requested in the budget, a new tractor with a cab, and a new mower with a snowblower attachment.

2. Board Vacancies

a) There are currently 3 board vacancies, including the Betterton vacancy and two student member vacancies.

**IV. REPORTS**

Chair:	Melinda Bookwalter
Vice-Chair:	Faye J. Little
Turner's Creek:	Melinda Bookwalter- Ms. Bookwalter reported that during a recent visit to Turner's Creek she found the Granary open and unsecured. She also noticed trash and items inside.
Worton Park:	Faye J. Little- No Report
Bayside/Ingleside	Penny Usilton- No Report
Betterton Beach:	Vacant
Millington Pool:	Melissa Cannon- No Report
Edesville:	Joyce B. Moody- No Report
Toal Park:	Mary Fisher- Nothing to Report
High School:	Vacant
High School:	Vacant
County Commissioner:	William Pickrum- No Report
Board of Education:	Bryan Williams- No Report

**V. ADJOURNMENT**

At 7:03 pm the meeting was adjourned.

Minutes recorded by:  
Jamie Foote, Administrative Assistant

Minutes submitted by:  
Denisha Brown, Office Manager