

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
January 13, 2014

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**Present:** Melinda Bookwalter, Faye Little, Jim Wright, Penny Usilton, Danielle Blake, Melissa Cannon, Harry Packard, Joyce Moody, and Myra Butler

**Absent:** Michael Foreman, Bryan Williams, and Commissioner William Pickrum

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

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

A motion was made by Mr. Wright, seconded by Ms. Blake, and approved by a majority of the board to approve the minutes of the November meeting.

**II. OLD BUSINESS**

**A. Recreation**

**1. Lifeguard Certification Classes**

**a) Partnership with Aquafit**

**i. KCPR will be partnering with Aquafit to offer lifeguard certification classes.**

- Aquafit will provide the instructor for the classes.
- A full certification course will be held in 2014, with the classroom and shallow water portion being held at Aquafit. The deep water portion will be held at the Community Center. The classroom portion of the class will rotate locations between the Community Center and Aquafit each year.
- Two seats will be available in the class for KCPR staff to take the class.
- Washington College has no objections to the classes being offered, and prices will be in line with the lifeguard certification classes offered by Washington College.
  1. Profits from the class will be split between Aquafit and KCPR.

**2. Weight-loss Classes**

**a) Interest has been received from 10 individuals who would like to participate in the KCPR weight loss class, which will be led by a retired dietitian and weight loss counselor.**

**i. The class will be held for 6 weeks beginning in March.**

**3. Exercise Equipment Training**

**a) Little interest has been received for the exercise equipment training sessions. Although training will be offered to the two individuals who have expressed interest, no sessions are planned to be offered beyond that at this time.**

**4. Adult Education Nutrition Classes**

**a) Two-eight week sessions have been scheduled with Uma Burkar of the Kent County Extension Office. There were initially three**

session scheduled; however, the first session was cancelled due to a lack of interest.

5. Chestertown Recreation Commission (CRC) Updates
  - a) Ms. Butler and Stacey Clough, Recreation Supervisor, met with Bill Arrowood, CRC Chairman, to tour recreation facilities located within the Town of Chestertown.
  - b) Ms. Butler informed of several locations with recreation facilities currently being planned for development, including basketball courts at Gateway Park and pavilion and playground in Washington Park.
  - c) Mr. Arrowood also shared ideas with Ms. Butler and Ms. Clough about an idea to transform the current Chestertown Maintenance Shop into an art center.
    - i. Ms. Butler informed that accessibility concerns have been raised as a result of the location of Gateway Park off of Route 20. Increased traffic concerns have been raised relating to the potential Washington Park recreation area.
      - Following concerns raised by Ms. Moody relating to additional traffic through Washington Park, Ms. Butler encouraged Ms. Moody to voice her concerns during a Chestertown Recreation Commission public input meeting scheduled to be held in February.
6. Program Updates
  - a) Ballet, Jazz, and Tap
    - i. This program will be postponed until fall, as there was no instructor, and the minimum registration requirement was not met.
  - b) Shop and Dine Bus Trip
    - i. This trip was cancelled due to a lack of registrations.
  - c) Winter Holiday Camp
    - i. This four day program was held over the winter break, with a regular daily attendance of 9 children.
  - d) Youth Sports
    - i. Basketball
      - Games have been going well and will resume on January 17.
      - One coach had to be suspended for one game due to unsportsmanlike conduct during a game. The coach has also been prohibited from leading any practices until the game suspension has been fulfilled.
    - ii. Wrestling
      - The wrestling season has gone well, with the team attending multiple meets.
      - A wrestling tournament has been tentatively scheduled at the Community Center on January 26; however, due to UCWL championships also scheduled during that weekend, the tournament may be rescheduled.

B. Parks

1. Eagle Scouts Projects

- a) Mr. Wright informed that Brandon Dixon has raised enough money to install 25 pet waste stations at county parks. The maintenance department has already marked the locations where the stations will be placed.

C. Other

1. Advisory Board Vacancies

- a) There remains a vacancy on the Board due to the resignation of Laura Karns.
  - i. Ms. Little informed that Mary Fisher has expressed interest in serving on the board. Ms. Butler will follow up on this expression of interest.
- b) Ms. Karns also served as the Vice Chairperson of the Board.
  - i. Ms. Little accepted a nomination made by Ms. Usilton. A motion was made by Ms. Usilton to nominate Ms. Little as Vice Chairperson of the Board. This motion was seconded by Ms. Blake and approved by a majority of the Board.

2. Meeting Schedule

- a) Ms. Butler proposed that the meetings be held at least four times per year in February, May, August, and November. The next meeting for 2014 will be held in May, as a meeting is being held in January.
  - i. Meetings will continue to be scheduled for the following month in the event that an unforeseen circumstance forces the meeting to be cancelled.
  - ii. Reducing the number of meetings will mean that meetings will likely last 90 minutes to two hours.
  - iii. More electronic communication would be used to relay information to board members. Monthly minutes would be prepared within one week of the meeting (two at most) as much as possible. Doodle Polls would be used for members to vote on approval of the minutes, and other matters requiring input but that do not warrant a special meeting.
  - iv. A motion was made by Ms. Usilton, seconded by Mrs. Cannon, and approved by a majority of the Board to hold meetings in February, May, August, and November.

3. 2014 Concession Stand Vendor

- a) Mark and Lana Grove of Bare Foot N' BBQ have advised that they do not intend to provide concessions for the 2014 season. In order to have a new vendor in place in time for 2014 Community Center Pool opening, Ms. Butler suggested that Mr. Wright place a request for bids in the newspaper in mid-February, with an approval from the Commissioners in mid-March. This timeframe will provide the new concessionaire with approximately four weeks to prepare for the season.
  - i. In response to a question raised by Ms. Bookwalter, Ms. Butler informed that issues related to the Pop Warner Football League opposing the concession stand and where the concession stand proceeds go may have contributed to Mr. and Mrs. Grove's decision to no longer provide concessions. Pop Warner is now under new leadership.

### III. NEW BUSINESS

#### A. Recreation

##### 1. Programs/Partnerships

##### a) Employee Wellness

##### i. Survey Results

- An employee wellness survey was distributed to Kent County Government employees in December to determine what wellness offerings they would like to have offered.
- Out of 200 employees, 40 completed the survey.
- A majority of the participants voted to have offerings at the Community Center at least twice per month.
- Participants conveyed that they would like offerings that include various health screenings, health recipes, fit tips, etc.

##### ii. Offerings

##### • Yoga

1. A private vendor is interested in offering Yoga classes at the Community Center two or three times per week for a four to six week period. The offering is still in the planning stages.

##### b) Adult Continuing Education /Chesapeake College

##### i. As a result of the closure of Shared Opportunity Services, Chesapeake College will now be partnering with KCPR, The Judy Center, The Early Childhood Advisory Council, and the Caterpillars Daycare to provide college courses at the Community Center beginning in the fall of 2014.

- Grant funding is available to provide transportation to and from the Community Center for those completing the courses.
- Babysitting services will also be available on site for those completing the courses existing through grant funding.

#### B. Parks

##### 1. Sassafras Environmental Education Center Weather Station

##### a) Mr. Wright has been contacted by Wayne Gilchrest regarding installation of a 7 foot tall solar powered weather station at Turner's Creek. Mr. Wright referred Mr. Gilchrest to the County Commissioners for approval. Ms. Butler informed that she was contacted by the County Administrator requesting input regarding installation of the weather station. It is unknown whether or not the Commissioners have approved this project, but it was indicated that it was favorable by the Commissioners.

##### i. As the Turner's Creek board representative, Ms. Bookwalter volunteered to seek more information from Mr. Gilchrest related to this project.

#### C. Other

##### 1. FY15 Budget

- a) Although FY15 budget packets have not yet been distributed by the County Finance Department, KCPR has begun the process of preparing budget numbers for FY15.
2. Three Year Strategic Plan
  - a) Ms. Butler has set a goal to complete a three year Strategic Plan for KCPR in 2014. Although Kent County Parks and Recreation will complete the legwork for the plan, the process will involve the PRAB in completion of the plan, as well as after the plan is completed.
3. Kent County Public Library Laptop Lending Program
  - a) Board members were provided a copy of the KCPL/KCCC Laptop Lending Program policies that recently went into effect at the Community Center.
    - i. Patrons are now permitted to sign out laptops from the Community Center to use while onsite (not in the pool areas).
    - ii. Ms. Butler had previously planned to implement a laptop lending policy for the Community Center; however, since the Community Center Computer Lab is now under the Library, their policy was adopted.
4. Kent County Public Schools Reception
  - a) Launch of a New Era
    - i. On Wednesday, January 15, the Board of Education will hold a reception in the Community Center Gymnasium for their "Launch of a New Era" initiative. Kent Forward coordinated use of the Community Center for the event.
      - Very little detail is known regarding this reception at this time.
      - Ms. Bookwalter and Ms. Moody requested to attend. Ms. Butler will RSVP for both.

#### IV. REPORTS

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|----------------------|---|
| Turner's Creek:      | <i>Nothing to Report.</i>   |
| Worton Park:         | <i>Nothing to Report.</i>   |
| Bayside/Ingleside:   | <i>Ms. Usilton reported that the Community Center entrance appears dark at night.</i> |
| Betterton Beach:     | <i>No Report</i>  |
| Millington Pool:     | <i>Mrs. Cannon reported the Millington Pool looks dark at night.</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 7:35 p.m., a motion was made by Mrs. Cannon, seconded by Ms. Blake, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager