# MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION ADVISORY BOARD

September 21, 2015

**Present:** Melinda Bookwalter, Harry Packard, Mary Fisher, Penny Usilton, Joyce Moody,

Melissa Cannon, and Myra Butler

**Absent:** Faye Little, 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 February meeting were previously approved via electronic Doodle Poll on April 13, 2015.

#### II. OLD BUSINESS

- **A.** Recreation
  - 1. Summer 2015 Recap
    - a) Programs
      - i. The KCPR Summer Camp program ran from late June through mid-August, and served a total of 224 youth, including the Extended Care Program. The Extended Care Program is offered in partnership with Kent County Public Schools' 21<sup>st</sup> Century Community Learning Center Grant.
      - ii. The Town of Chestertown covered registration fees for 31 youth, which totaled \$10,280 in scholarships. Recreation Supervisor, Stacey Clough, was presented a check at the Town Hall meeting on September 8, 2015, after offering an overview of summer program highlights to the Mayor and Council.
      - **iii.** The Summer Camp program employed 22 staff and 5 volunteers.

#### **b)** Aquatics

- **i.** Approximately 90 children were registered for youth swim lessons.
  - The department is looking into providing youth swim lessons at Bayside Pool, in addition to possibly a small scale Aqua Fitness classes at Bayside and Millington Pool.
- ii. There was a total of 13,000 entries at the Community Center pool this season, totaling \$45,000 in revenue.
- iii. Millington pool had a total of 3200 entries.
- iv. Bayside Pool had a total of 900 entries (of which 90 resulted from three weeks of and added Wednesday and Thursday opening schedule).
- v. Margie Elsberg volunteered to provide Adult Swim lessons again this year. There were a total of 10 adults registered, with 8 completing the class. Talks are already underway with Ms. Elsberg to provide lessons for 2016.
- vi. The Aqua Fitness program had an average of 5-8 participants. This program will continue to be offered despite low numbers.

- **vii.** A total of 48 individual pool passes and 42 family pool passes were sold this season.
- **viii.** Lap lane swim, which is offered during public swim hours, had good participation this season.
- c) Concession Stand
  - **i.** Approximately \$21,000 in revenue was collected for the season.
  - ii. This year, specials were sold, and were a success. Specials will be offered again next year.
- d) Delmarva Community Transit/Summer Bus Routes
  - i. Routes included Chestertown to Worton and Rock Hall to Worton.
    - There were no riders on either route this year, so the bus route was cut short by three weeks.

#### **B.** Parks

- 1. FY15 POS Projects Completion Status
  - a) Worton Park Enhancement
    - i. All projects completed, with the exception of E Diamond ball field.
  - **b)** Millington Pool Renovation- Completed
  - c) Bayside Pool Renovation-Completed
  - d) Toal Park Enhancement- Completed
  - e) Edesville Park Ball Field- Completed
  - f) Turner's Creek Pavilion Rehab
    - i. Completed all but installation of grills and shrubbery.
      - Items have been purchased but not installed to date, but will be in the coming weeks.

#### C. Other

- 1. 2017 Land Preservation and Parks and Recreation Plan (LPPRP)
  - a) The LPPRP must be completed every five years.
  - **b)** A draft of the new LPPRP is required to be submitted in January, 2017.
  - c) Ms. Butler will work on completing a survey that she will request the Information Technology Department to make available online. Once complete, and before published, the survey will be shared with the Board.
    - **i.** The survey will be online and live for 3-4 months, likely from some point between May and October.
    - **ii.** Ms. Butler is also exploring the option of holding public meetings for the draft of the LPPRP. She will discuss any Board involvement in the public meetings in the future.

#### III. NEW BUSINESS

- A. Recreation
  - 1. Staff Update
    - a) Program Coordinator, Rick Coffin retired on July 8 after 4 years with KCPR. Jill Coleman replaced Mr. Coffin at the end of July. Ms. Coleman brought with her a background in sports and aquatics, and was the first swim coach at Kent County High School.
    - b) There had not been a good pool of applicants to select from for the Lead Facility Monitor Position thus far, therefore, Jill Shorter, Concession Manager/Facility Supervisor, was selected

- to be promoted to Lead Facility Monitor (inclusive of monitoring the Community Center and Concession Stand Management).
- c) There still remains a vacant Facility Monitor position. Interviews will be conducted this week. The Facility Monitor will assist Mrs. Shorter in monitoring the building. Ms. Butler would like the Facility Monitor to begin work November 2, which would be the start of the Community Center Fall/Winter hours.

### 2. Fall 2015 Programs

- a) Newsletter Overview/Program Highlights
  - i. An evening Zumba/Toning combo class has been added to the programming schedule. Ariel Pinder will lead this class, which will be held on Tuesday/Thursday evenings, as well as Saturday mornings. Saturday will be Toning only. The combo class is scheduled to run through December 19, and will be reassessed at that time.
  - **ii.** KCPR will be working with Washington College to offer a girls basketball clinic. The Trojan Pride clinics currently offered generally draws boys.
  - **iii.** An Adult Womens Drop-In Basketball program has been added, and will be held on Monday and Thursday evenings from November –April.
  - iv. Pickleball has been added to the programming scheduled, and sees an average of 15-20 participants. Pickleball is played from Noon-2 pm on Monday and Thursday.
  - **v.** Adult Drop In Kickball will be offered 1 day per week on Mondays.
  - vi. Platform Tennis is going into its second year. The season opening event is October 1, 2015 at 6pm.
  - vii. The Scott Livie Blue Crab Lacrosse Tournament was held this past weekend, and was a success, attracting six teams.

#### B. Parks

#### 1. Still Pond Station Vacancy

- As of October 31, 2015, the Arts at Still Pond Station (ASPS) will be dissolving. River Arts has moved their clay studio into a space in Chestertown, so ASPS no longer is receiving revenue to rent the space and cannot sustain operations. Ms. Butler has been asked to provide suggestions as to possible uses for the building. Ms. Butler plans to speak with Mr. Wayne Gilchrest to determine if the Sassafras Environmental Education Center would have any interest in using the space.
- **b**) If Board members have any ideas please bring them to Ms. Butler.

#### 2. FY16 POS Projects

- a) The Annual program has been submitted and approved. This year's applications have been submitted. Projects are as follows:
- i. Betterton Beach restroom renovation design-Architectural design only will be completed this year, with work to potentially begin the following year. Jim Wright has budgeted \$25,000 for this project. A request

- for proposals will be issued after Board of Public Works approval.
- ii. Edesville Park will receive new playground surfacing. In order to meet safety guidelines an engineered wood fiber surface will be installed along with replacing the borders. It is hoped that the renovation will assist in gaining a higher volume of use on the playground.
- iii. A second phase of enhancements for Worton Park will include grading of the Pop Warner football field, the new multi-purpose fields, and E Diamond ball field and an obtaining approved sediment control plan.

  Additionally, swings will be replaced on the existing playground structure, and engineered wood fiber will be installed for the playground surface. The newly installed multi-purpose fields need to be extended by 60 feet to 360 feet. E-diamond will receive a full overhaul with outfield grading, and possible field shifting. Shifting the field location closer to the storm water management area will hopefully increase the ability to play multiple sports on the multi-purpose field area closest to the tree line of the entry to the park.

#### C. Other

- 1. Betterton Beach Lifeguards
  - i. The Commissioners requested preliminary budget numbers to assign lifeguards at Betterton Beach. Funds for lifeguarding at the beach were eliminated in order to use the funds for the Community Center Pool guards. Use of the beach has increased recently, and the beach was featured in an article on MSN.com, which highlighted how the beach was a great place to swim.
    - Ms. Butler has presented three different scenarios to the Commissioners for possible guard scheduling, and has asked for a decision by no later than December 1. Certification for open water lifeguarding is different than swimming pool certification, and time is needed to provide staff with the adequate time to become certified for both types of lifeguarding.
      - 1. The following lifeguarding schedules were proposed:
        - Weekends only until the end of the school year, then Thursday-Sunday until school resumes, then weekends through Labor Day.
      - Guarding only on major holidays and special events (Memorial Day, July 4<sup>th</sup>, Labor Day, Betterton Day).
      - 3. Weekends guarding until school ends, then Monday- Friday until school resumes, then weekends through Labor Day weekend.

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- b) In follow up to a question raised by Ms. Bookwalter, Ms. Butler will look into installing Spanish "Swim at Your Own Risk" signs at the beach.
- 2. Advisory Board Engagement –Ms. Butler would like to see the Board more engaged. She highlighted the following areas that she would like the Board to become involved.
  - a) Youth Sports Equipment Grant Awards
    - i. Copies of the guidelines were distributed for the Boards' information, as well as the application and evaluation documents.
      - Following a funding request from Pop Warner Football and Cheer, for new uniforms that meet safety standards, the Commissioners have established a youth sports grant, and allocated \$30,000 in the FY16 budget to assist youth sports organizations with capital equipment. The Commissioners have requested that the grants be awarded by the Advisory Board.
      - With the Advisory Boards' approval of the grant documents, Ms. Butler will introduce the grant to youth sports leagues in the near future. Preliminary approval of the grant documents will be sought in the next week from the Advisory Board in the form of a Doodle Poll with space for comments. Once preliminary approval has been obtained, Ms. Butler will make any necessary changes, and resubmit the documents to the Board for final approval by October 2.
        - 1. As funding will be available this fiscal year, the first deadline for submission of the grant application will be the first business day in November. During the November meeting, the Advisory Board will decide who will be funded and for what amounts. The Board will be provided the request for proposals for review ahead of the meeting.
  - **b)** MARPSA Good Sports Awards
    - i. Copies of the nomination forms were provided for the Boards' information. Each member organization of MARPSA submit nominations for their counties/jurisdictions.
      - Ms. Butler is hoping to get more nominations by actively requesting nominations from league presidents. Ms. Butler would like final selections to be made by PRAB. MARPSA generally holds a ceremony for the selected recipients in February. Additionally, Ms. Butler and the Commissioners will recognize

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> the recipients during the Commissioners last meeting in the month of March each year.

- During the Commissioners' meeting in March, notable achievements for sports organizations, as well as individuals, will be highlighted.
- Ms. Cannon suggested sending flyers home with students to make parents aware of the opportunity for MARPSA Good Sports nominations.

#### c) Volunteer Recruitment

- i. Ms. Butler is hoping to establish a volunteer recruitment initiative as KCPR senior offerings grow. Ms. Butler hopes to have volunteers on site after school to provide mentoring opportunities, and to develop relationships with young people at the KCCC. Volunteers could also visit KCPR programs and talk to participants about life experiences, knowledge, and expertise.
- ii. Ms. Coleman will be holding an opening day event for youth basketball, with the Head Women's Basketball Coach at Washington College to speak to participants (offered as an example of a volunteer opportunity).
- **d)** Ms. Butler would like for a Park and Facility Development committee to be established to develop short, mid, and long term goals (i.e. landscape plans, enhanced walking trails, etc.) for the parks, pool facilities, and the Community Center. This committee was established by name only a couple of years ago.
- e) Friends of KCPR Group/Foundation
  - **i.** Board members were provided handouts referencing how to establish a Friends Group for their information.
    - Ms. Butler stated that as Program Open Space dollars are depleted, other streams of funding need to be coming in to keep projects afloat. A Friends groups may be able to fundraise for those projects that cannot be funded by POS. The Friends group could also organize efforts to complete projects (i.e. park clean-up).
  - **ii.** The Board was requested to review the how to document and consider if there is any interest in developing a Friends Group.
  - **iii.** This topic will be revisited during the November meeting

#### 3. Special Event Recycling Program

- a) New legislation has been passed that requires events held on public property with 200 or more attendees expected and will have food or drink to have recycling available. The county will require contract holders to provide and dispose of recycled items and receptacles. Receptacles are already in place at the Community Center.
  - i. The new legislation goes into effect in October, and will be incorporated into KCPR rental applications, policies and procedures.

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## IV. REPORTS

Turner's Creek: Ms. Bookwalter reported observing high utilization

during her last visit.

Worton Park: No Report.

Bayside/Ingleside: Nothing to Report.

Betterton Beach: Mr. Packard reported a lot of picnic activity taking place

at the beach during his last visits. He also commented

that the men's bathrooms looked well kept.

Millington Pool: Nothing to report

Edesville Park: No Report.

Toal Park: Nothing to Report.

High School: No Report.
County Commissioner: No Report.
Board of Education: No Report.

## V. ADJOURNMENT

At 7:49 p.m., a motion was made by Ms. Cannon, seconded by Ms. Fisher, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager