

MEETING MINUTES OF
THE KENT COUNTY PARKS AND RECREATION ADVISORY BOARD
November 19, 2018

Present: Melinda Bookwalter, Myra Butler, Kate Ervin, Mary Fisher, Greg Welch, and Bryan Williams

Absent: Faye J. Little, Joyce Moody, Commissioner William Pickrum, Penny Usilton, and Jim Wright

I. CALL TO ORDER

- a. Ms. Bookwalter called the meeting to order at 6:12 p.m.

II. NEW STUDENT MEMBER AND BOARD MEMBER INTRODUCTION

- a. Ms. Butler introduced Greg Welch and Kate Ervin (student) as new Board Members and welcomed them both to the Board.
- b. Ms. Ervin shared that she is a Sophomore at Kent County High School, she plays numerous sports, she was a lifeguard this past summer with Parks and Recreation and is looking forward to being on the board.
- c. Mr. Welch lives in Worton and has worked with the Department of Public Works for nine years and started working seasonally with the Parks and Recreation Department at the age of fourteen. Mr. Welch is hoping to add a new perspective to the Board and increase his knowledge and experience.

III. SPRING/SUMMER 2018 REVIEW

- a. Recreation
 - i. Full Time Staff Changes
 1. Ms. Butler informed the Board that Jessica Plum (Full Time Facility Monitor) has taken a new position with Camp Fairlee Manor as the Assistant Camp Director. She will continue to work with the Parks and Recreation Department part time as the lead for the Start Smart Program. Her position was filled by LaVonte Wilson. LaVonte has lived in the area since childhood, is familiar with most of the kids that use the facility and is doing very well in the position. He represented the department at the Dixon Valve Benefit and did a great job.
 - ii. Seasonal Staff
 1. We employed seventy-four seasonal staff members this summer (Concessions Attendants, Lifeguards, Pool Cashiers, Camp Counselors, Camp Directors, and Substitutes).
 - iii. Youth Programs
 1. Ms. Butler mentioned that there were a number of youth programs starting for the season and for more information they could look at the current Newsletter (in the meeting packet).
 - iv. Adult Programs
 1. Ms. Butler gave a brief overview of the adult programs that are currently taking place. She also referred to the current newsletter available for the Board Members to familiarize themselves with any of the programs currently available for participation.
 - v. Special Events Partnerships
 1. Ms. Butler reviewed some of the special events for which the Department partners with other organizations.
 - vi. Other Partnerships
 1. Horizons of Kent & Queen Anne's County utilizes the pool for swim lessons and the gym during the summer season. They reserve and pay for the pool for their end of summer event with families.
 2. Ms. Butler gave an update on the following items related to Kent County Public Schools.

- a. We currently do not know if the 21st Century Community Learning Center Grant application has been approved.
 - b. The schools have been awarded a Kent County Literacy Grant. They are asking for local participation from organizations that will help incorporate reading into their programs. The Parks and Recreation Department is going to have Jessica Plum read a book to the participants of the Start Smart program. There is a wrestling book that we are going to incorporate in our wrestling program and we are going to have the older kids in our summer camp read to the younger kids so we can help contribute to the Kent County Literacy Project.
 - c. The WKHS Radio Station had a ribbon cutting ceremony for the completion of the new radio station. The Parks and Recreation Department contributed \$1,000 towards the sponsorship of the new radio station.
3. The Winter Holiday Camp will be taking a trip to the Sassafras Environmental Education Center.
 4. The youth sports leagues are currently using County park fields for practice and games.
 5. Kent Center has a supportive employment program for which they are looking to partner with the Parks and Recreation Department. They have individuals that would come and be assigned light duty tasks they can complete during the day.
 6. We have had a partnership with ARC for the past several years. They have participants who are accompanied by staff at the Community Center for a couple of hours one day a week where they complete light duties assigned to them to do during their time here.
- vii. Summer Aquatics**
1. Myra gave a brief overview of the aquatics and concessions revenue/attendance tracking calendars that were provided to the members in their packets.
 2. Betterton Beach had an average of 200 people per day and exceeded 500 people on the 4th of July.
- viii. Pool Concession Stand**
1. The pool concession stand had a great new menu this year. The new menu was a big success that included snow balls, made to order pizza, nachos and a variety of hot sandwich options.
- ix. Program Open Space (POS) Projects Updates**
1. The surveillance camera project is almost complete. The IT department will be connecting the cameras once the cable has been fully installed. There will be 23 total cameras installed throughout the KCCC and there will also be one installed on the Kent County High School radio station tower for an aerial view.
 2. Millington (5) and Bayside pools (5) will also have surveillance cameras installed.

IV. NEW BUSINESS

a. Youth Sports Equipment Grant Proposals

- i. Ms. Butler gave an overview of the grant applications and quotes received from the Kent County Youth Baseball and the Kent County Youth Softball organizations. The Board Members raised questions regarding the type of equipment from the quotes provided, the matching funds from the Kent County Softball league, and the sales tax that was included in some of the quotes given.
 1. The Board asked for more information to be requested from Mr. Marion Townsend regarding the Kent County Youth Baseball application and quotes received. Ms. Butler is going to ask for the additional information the Board Members are requesting and report back to the Board Members via email and then ask for a vote on the application from the Board Members via a doodle poll.

2. Mr. Williams made a motion to award \$4,991.00 to the Kent County Youth Softball league with their matching funds of \$. Mr. Welch seconded the motion and the motion was unanimously approved.
- b. Recreation**
- i. Fall/Winter/Spring 2018-2019 Programming**
 1. Ms. Butler stated that the newsletter and flyers in the Board Members meeting packets have all the information related to Fall, Winter and Spring programs.
 - a. Ms. Butler gave a brief overview of Insanity Live, Yoga and Get Fit! Saturday which are all new programs.
 - ii. New Annual Special Event Exploration**
 1. Ms. Butler gave a brief overview of new event ideas that are being explored and possibly offered next year.
 - iii. Inaugural Summer Seasonal Employment Job Fair**
 1. Ms. Butler gave an overview of the Job Fair that will be held on January 2, 2019, from 10am – 1pm. We hope to have previous employees attend the Job Fair so they can talk about their experiences to potential applicants.
 2. A “Save the Date” notification has been distributed and posted to help advertise the event.
 3. An event flyer will be distributed within the next week or two.
- c. Parks**
- i. Department Report**
 1. Mr. Welch read a report in the absence of Mr. Jim Wright. The report detailed the status of several park projects.
 - ii. Ms. Butler gave an overview of projects that have just recently been completed. The Millington pool floor has been replaced and a new pool cover has been installed. There have been new entry signs installed at all of the parks around the County.**
 - iii. Ms. Butler has a meeting scheduled with Mrs. Joan Anderson from the Kent County Historical Society on November 30, 2019 to discuss the state of and preservation ideas for the Turner’s Creek Park.**
 1. There are significant historical amenities that should be preserved (Granary, Lathim House, Tree Grove, etc.).
 2. There may be grants that we will qualify for that will help in the cost of trying to preserve and restore the Turner’s Creek property and amenities.
- d. Other**
- i. There will be a joint meeting with the department of Public Works on December 6th where we will discuss the many successes of the year and needs for the upcoming year.**
 - ii. Advisory Board members will no longer be receiving KCPR Bucks. They will receive monetary compensation for their service as Board Members. The Chair Person will receive \$30 and the remaining Members will receive \$25 for each meeting attended. Board Members will be paid quarterly.**
 - iii. Ms. Butler gave a brief overview of the process of becoming a nationally accredited agency.**
 1. Ms. Butler went over the benefits of an agency membership.
 2. Ms. Butler stated that the Parks and Recreation Department will have to work with other County Departments to be able to meet the goal of becoming a nationally accredited agency.
 - iv. The newly elected County Commissioners will be sworn in on Monday, December 3rd at 10am at the Court House with a welcome reception to follow at the Commissioners conference room. The public is welcome to attend the reception.**

V. REPORTS

- a. Chair: Melinda Bookwalter – Ms. Bookwalter expressed her appreciation for the new ping pong tables just recently purchased and asked to have one placed in storage for safe keeping.
- b. Vice-Chair: Faye J. Little – No report.
- c. Turner’s Creek: Melinda Bookwalter – Ms. Bookwalter stated she was appreciative of the information that Ms. Butler had shared regarding the Turner’s Creek property previously in the meeting.
- d. Worton Park: Faye J. Little – No report.
- e. Bayside/Ingleside: Penny Usilton – No report.
- f. Betterton Beach: Greg Welch – Mr. Welch reported that the beach has been cleaned and there isn’t much going on now that the season is over.
- g. Millington Park: Vacant
- h. Edesville: Joyce B. Moody – No report.
- i. Toal Park: Mary Fisher – Ms. Fisher stated that she recently road by and it appeared to be in good shape.
- j. High School: Kate Ervin – No report.
- k. High School: Vacant
- l. County Commissioner: William Pickrum – No report
- m. Board of Education: Bryan Williams – Mr. Williams thanked Mr. Welch and the DPW staff for their upkeep of the fields at the High School. He also stated that he didn’t think that the Youth Baseball league’s request for the equipment they would like to purchase was necessary and that the Youth Softball league’s request seemed realistic.

VI. ADJOURNMENT

- a. After a motion was made by Mr. Williams and seconded by Mr. Welch, and favored unanimously, the meeting was adjourned at 7:59 p.m.