

MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD  
January 14, 2013

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**Present:** Melinda Bookwalter, Laura Karns, Melissa Cannon, Joyce Moody, Faye Little, Bryan Williams, Jim Wright, Penny Usilton, Harry Packard, Danielle Blake, Michael Foreman, and Myra Butler

**Absent:** Penny Usilton, Jim Wright, and Commissioner William Pickrum

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

At 6:02 p.m. the meeting was called to order.

A motion was made by Mrs. Karns, seconded by Mr. Packard, and approved by a majority of the board to approve the minutes of the October meeting.

**II. NEW BOARD MEMBER WELCOME**

Ms. Butler introduced newly appointed Student Representative, Michael Foreman, to the Board. Mr. Foreman is a junior at Kent County High School and is active on the High School football, swimming, and lacrosse teams. His father works in the Kent County Planning Office. Ms. Butler had the opportunity to meet one-on-one with Mr. Foreman to discuss board expectations. She stated that this will become the practice for all new members of the board.

Ms. Butler went over the KCPR bucks and informed all members that there was an information sheet attached to the KCPR bucks explaining how they can be used.

**III. OLD BUSINESS**

**a. Recreation**

**a. Fall 2012/Winter 2013 Program Updates**

**1.** Ms. Butler went through the Winter 2013 Newsletter, which was distributed to members, highlighting our current programs.

**a. Fitness Classes**

- i. Toning - Numbers are good
- ii. AM Zumba - Numbers are good. Has moved from the Multi-Purpose Room to Gym A

**b. Youth Sports**

- i. Junior Wrestling - Numbers have doubled since last season. The program is run by Chris Yiannakis, who works for the county, but also volunteers to lead this program.
- ii. Preparing Exceptional People to Succeed (P.E.P.S.) - Numbers are low; however we will keep this free drop-in program, and look at ways to get information out to target participants.
- iii. Youth Basketball - Program has 134 participants broken down into approximately 12 teams
- iv. Trojan Pride Clinics - Led by the Kent County High School varsity basketball coach, Sobaye Scott. This is a free program that focuses on specific basketball skills.

**c. Youth Programs**

- i. Ballet, Jazz, and Tap - There were 18 dancers in the fall session. The winter session begins on Tuesday, January 15th.
- ii. Tots of Fun - This free drop-in program for preschool aged children has good numbers.

KCPR will be partnering with KCPL to incorporate other activities into this program.

- iii. Tumbling and Movement - Numbers are currently low, but tend to increase closer to the 1st day of the class.
- iv. After School Program - This program takes place in the five county elementary schools. Three of the schools are at full capacity.
- v. Winter Holiday Camp - Average attendance for this program was 14-16 participants per day. The program ran for three days during the KCPS winter break.
- vi. High School Drop-In - Numbers are lower this year due to the absence of the late bus.
- vii. Parents Night Out - Each time offered, this program has been cancelled due to no/low interest.

**d. Adult Programs**

- i. Drop-In Indoor Tennis - There has only been 1 reservation this year.
- ii. Drop-In Ping Pong - Attendance goes up and down. Looking to possibly try and offer this program in the evening, as well as in the morning.
- iii. Drop-In Adult Basketball - Due to low numbers, the KCMS location will no longer offer this program after Wednesday, January 16th. The GalES location will continue to offer the program.
- iv. Ballroom Dance - The upcoming session has been cancelled due to low numbers.
- v. CPR and First Aid – CPR will be offered quarterly; however, first aid has offerings to the public have been discontinued.

**e. Special Events**

- i. Horizons will hold their annual Dance with the Stars fundraiser here at the Community Center on Saturday, January 19th. Ms. Butler will be on staff for this function.

**b. Parks**

**a. Park Rental Security Deposit**

- 1. Ms. Butler introduced a draft clause for the Park Rental Applications and contracts regarding the implementation of a \$150 security deposit for all park rentals, due to the additional clean-up that has been required after some rentals. If approved, the new verbiage will be added to the rental reservation application, rental contract, and the KCPR website.
  - i. Ms. Bookwalter questioned if it would be possible to request a credit card number at the time of the rental in case charges need to be paid for. Ms. Butler stated that she was not comfortable with that idea.
  - ii. Mr. Packard questioned what policies were in place with other companies regarding renting

and security deposits. Schools require the renters to pay the custodian. Usually only larger organizations use the school system.

A motion was made by Mr. Packard, seconded by Mr. Wright, and approved by a majority of the board to approve the draft language, amending verbiage stating that "These expenses *should* be paid in full within thirty (30) days" to "These expenses *must* be paid in full within thirty (30) days".

- b. Business Proposal Update
  - 1. Since the last meeting, the business owner has withdrawn his request to use the facility/park. He will be using Hopkins Game Farm. No other information could be provided due to the fact that this matter remains confidential.

- c. Other
  - a. Draft Land Preservation, Parks and Recreation Plan (LLPPRP) Update
    - 1. After reviewing the comments made to the draft, Ms. Butler stated that there were minimal suggestions and comments. The introduction has been taken out; there was a need for clarification of seasons, and the source in which Ms. Butler obtained the rates. Ms. Gerber, a member of Planning and Zoning, will work on the suggestions and make the changes. The Planning Commission will then review the changes. Once satisfied, the LPPRP will be submitted to the Kent County Commissioners, and then to the state for approval.

#### IV. NEW BUSINESS

- a. Recreation
  - a. FY14 Budget
    - 1. The county has begun working on the FY14 budget early this year due to the anticipated \$1 million deficit. FY15 is looking at a \$1.2 million deficit. Departments are being required to submit costs for large projects ahead of time.
  - b. Comprehensive Strategic Plan
    - 1. Ms. Butler will begin working on this plan using the LPPRP during calendar year 2013. She would like to form a sub committee if anyone is interested in working on this committee.
- b. Parks
  - a. Worton Park Clean-Up
    - 1. Mr. Wright met with Beth Hill and Nancy Nunn and they are looking to do another Worton Park clean-up.
    - 2. There is also one Eagle Scout project that is in the works at the park.
- c. Other
  - a. Smoking on County Property
    - 1. Ms. Butler discussed the County policy regarding smoking on county property for the parks. There currently is to be no tobacco use during sports programs and events. Some counties have distance rules. Since the Community Center is on KCPS grounds, it is a tobacco free zone. Ms. Butler expressed her disdain regarding having to have maintenance clean up cigarette butts from park grounds. In September 2012, the Kent County Commissioners created an amended smoking policy for county employees. Ms. Moody suggested getting bigger signs. Some

counties have laws in place and have good compliance to them. Ms. Cannon suggested designated smoking areas, such as the parking areas. Mr. Packard agreed that smoking should be confined to the parking area. Ms. Butler will check to see what other counties have in place regarding smoking. The verbiage would be added to rental contracts.

- b. Kent County Chamber of Commerce Membership
  - 1. Kent County Parks and Recreation is now a member of the Kent County Chamber of Commerce under Kent County Government.
- c. Changes in County Leadership
  - 1. Susie Hayman retired on December 28th from the County Administrator position. Mr. Ernie Crofoot has stepped in as her successor. Mr. Crofoot will serve as County Administrator, as well as County Attorney. Having Mr. Crofoot serve in dual roles will cut down on the budget. Mr. Crofoot has been conducting one-on-one meetings with department directors in an attempt familiarize himself with Directors and Departments.  
The Director of Public Works, Wayne Morris, has also retired. The decision was made to allow Public Works division chiefs to continue their jobs and maintain their divisions accordingly. The county is not currently looking to replace Mr. Morris at this time.
- d. Ms. Butler brought information to the table regarding a fee waiver for the Work in Progress (WIP) Ministries church group. WIP would like to run a 2 hour program, every other Wednesday from January 2013 through December 2013. Ms. Cannon questioned the hours that they would like to use the facility and if there was already a partnership in place with WIP. There is currently no partnership with this group. Since this rental would be taking away the availability for paid rentals to use the space, Mr. Packard thought that it would be a good idea to get something in return for using the facility. Ms. Moody suggested that the fee should not be waived, but rather offered to them at a discounted rate. A motion was made by Ms. Moody, seconded by Mrs. Little, and approved by a majority of the Board to recommend to the County Commissioners a partial fee waiver for WIP Ministries. This request will be forwarded to the Commissioners for final approval.
- e. Relay for Life Kent County is also looking to possibly use the Community Center this year for their 2013 fundraising event. Further information regarding this request will be provided to the Board in the coming weeks.
- d. Follow - Up
  - a. Rails to Trails: Mr. Williams questioned the original plan layout and whether it was running parallel to the train tracks in Worton. The plan currently stops behind Foxley Manor in Chestertown due to the active track past Mary Morris Road in Worton.
  - b. Usage of the Ag Center in Tolchester: Ms. Butler followed up with Ms. Hill regarding improvements to the space. Ms. Hill sent over the Emergency Plan, which included renovation start and finish dates. KCPR is looking to partner with the Extension Office in the future for additional programming opportunities.

## V. REPORTS

Turner's Creek: *Nothing to Report.*  
Worton Park: *Nothing to Report.*

Bayside/Ingleside:	<i>Nothing to Report.</i>
Betterton Beach:	<i>Nothing to Report</i>
Millington Pool:	<i>Nothing to Report.</i>
Edesville Park:	<i>Nothing to Report.</i>
Toal Park:	<i>Nothing to Report.</i>
High School:	<i>Nothing to Report</i>
County Commissioner:	<i>No Report.</i>
Board of Education:	<i>Nothing to Report.</i>

**VI. ADJOURNMENT**

At 7:28 p.m., a motion was made by Ms. Butler, seconded by Ms. Usilton, and passed by a majority of the Board to adjourn the meeting.

Respectfully Submitted,

Christina Fox, Office Assistant