

**MINUTES OF THE MEETING OF THE KENT COUNTY PARKS AND RECREATION  
ADVISORY BOARD**  
November 21, 2016

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**Present:** Melinda Bookwalter, Faye Little, Penny Usilton, Melissa Cannon, Mary Fisher, Harry Packard, Mark Dixon (for Jim Wright), and Myra Butler

**Absent:** Joyce 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 May 2016 meeting were previously approved via electronic Doodle Poll.

**II. OLD BUSINESS**

**A. Recreation**

1. Ms. Butler provided a summer 2016 recap. She informed that the summer was successful overall, despite a few personnel related issues that arose. Ms. Butler also highlighted the following areas:
  - a) For the first time in seven years, Betterton Beach had lifeguards on duty, on a part time basis only. The schedule included Saturday, Sunday, and some Fridays through the summer. One of the biggest issues faced by the guards was policy enforcement (i.e. beachgoers hanging hammocks from trees, bringing grills, smoking, etc.). As a result, lifeguards became discouraged with the additional policy enforcement duties of the beach. Ms. Butler and the Department of Public Works plan to revisit the idea of employing a park supervisor at the beach to assist with policy enforcement in the future.
  - b) In response to a question raised by Ms. Bookwalter, Mr. Dixon stated that there have been no major incidents at the beach over the last six years, with the exception of excessive trash in the bathrooms. Ms. Butler continued that should any incidents take place at the beach the county could be held liable, so it is vital that steps are taken to prevent any incidents from occurring.
  - c) Mr. Packard commented that the Park Supervisor may need to be bilingual as there appears to be many different cultures utilizing the beach.
  - d) Programs
    - (1) The Kiddie and Day Camp program had an average of 90 children per week.
    - (2) The Youth In Action program had 28 children enrolled.
    - (3) The Leaders Club program had 28 children enrolled.
    - (4) Kent County Public Schools offered an extended care program for the Explore It Summer Science Camp through the 21<sup>st</sup> Century Grant. Parks and Recreation staffed the program until 4:30 p.m. for five weeks during summer.
  - e) Aquatics
    - (1) Bayside Pool had a total of 1,625 entries this year compared to 1,400 entries in 2015. The pool was open Thursday through Sunday.
    - (2) Millington Pool had a total of 6,230 entries this year compared to 4,000 entries in 2015.
    - (3) The Community Center Pool had 120,000 entries this year, with Night Swim having 1,100 more entries than in 2015. A

total of \$45K in pool revenue was taken in, including \$1,435 from Night Swim.

- (4) Youth Swim Lessons were held at the Community Center Pool, Millington Pool, and Bayside Pool.
  - (a) Millington and Bayside sessions were offered thanks to a one time grant provided from the Local Management Board. A total of 20 kids from Baywood Court and Calvert Heights apartments took advantage of the opportunity to learn to swim, with Baywood Court's children swimming at Bayside Pool and Calvert Heights children swimming at Millington Pool. The children were also provided with earplugs, swim goggles, and transportation. Although the grant was only a one time funding opportunity, Ms. Butler is looking into offering swim lessons at Bayside again next year.
  - (b) Adult swim lessons, instructed by Margie Elsberg, were offered at the Community Center again this year.
  - (c) Horizons offered swim lessons at the Community Center. The program has expanded to include Queen Anne's County (utilizing pools in Queen Anne's County) All program participants attended the end of the summer event at the KCCC pool.
  - (d) The Washington College Master Swim Program utilized the Community Center pool for lap lane swimming for three weeks this summer. The Washington College pool closes for annual maintenance each summer.

f) Concession Stand

- (1) The Concession Stand brought in approximately \$25,000 in revenue this year, which was \$3,000 more than 2015. Jill Shorter was hired as an emergency hire when the department took on the Concession Stand. Mrs. Shorter's position has since been changed to Concession Stand Manager/Lead Facility Monitor.

B. Parks

1. FY16 Program Open Space Project Status

- a) Ms. Butler briefly reviewed the Fall/Winter 2016-2017 Newsletter. She highlighted the following items:
  - (1) Playground Rehabilitation
    - (i) Engineered wood fiber has been added to playground surfaces for safety.
  - (2) Grading Plan/Sediment Control Plan
    - (i) The existing multi-purpose field, primarily used by American Youth Football, has been renovated. The field now has only a one percent slope, compared to a significant drop in elevation prior to the renovation. The front athletic field in the park has been leveled off and re-seeded.
  - (3) Multi-purpose Athletic Field Extension/Regrading
    - (i) The extended fields (which will now be three full size multi-purpose fields) have been completed and also have a one percent slope.
  - (4) Softball Diamond Rehabilitation
    - (i) The softball diamond has new in-field dirt.
- b) Betterton Beach Restroom Renovation Design
  - (1) The design phase is completed, and budget approval is being awaited from the Commissioners in order to move forward with completion of the project

- c) Edesville Park Playground
  - (1) New playground surfacing (engineered wood fiber) has been installed.
- 2. FY17 Program Open Space Project Status
  - a) Worton Park Enhancement III
    - (1) Park Entry Sign
      - (a) Jim Wright is waiting to hear from the county Planning Office as to the exact sizing that is permitted for the signs.
    - (2) Picnic Tables
      - (a) A total of 18 new picnic tables are expected to be delivered on December 5. Eight of the tables are handicap accessible.
    - (3) Additional Parking
      - (a) The back area of the park is most in need of parking, however, a sediment control plan is also required for this area. For budgetary purposes, Mr. Wright will focus on other areas of the park for parking and revisit plans for this area in the future.
    - (4) County Parks Entry Signs
      - (a) All of the park signs throughout the county will be replaced as one project, with the exception of Still Pond Station (sign will be installed when development moves forward).
- 3. Still Pond Station Park Development Status
  - a) In March 2016, the structures at Still Pond Station structure were demolished. The Department of the Interior National Park Service has approved moving forward with the installation of a new pavilion, a playground, and a bathroom facility, pending funding becoming available. There is still some opposition from residents from Fishing Valley community who are opposed to Still Pond Station being a public park. However, contingent upon accepting the property from the federal government in 2003, the property officially became a public park. Although the building was being leased to the Arts at Still Pond Station, the grounds were always open to the public. Once development is completed, the property will be advertised as another public park with a pavilion available for public use and private rentals.

#### C. Other

### III. NEW BUSINESS

#### A. Recreation

- 1. Fall 2016/Winter 2017 Programming
  - a) Ms. Butler briefly reviewed the Fall 2016/Winter 2017 Newsletter and KCPR programming schedule. Only one newsletter covering both fall and winter was distributed. She highlighted the following items:
    - (1) Pickleball continues to grow in interest, averaging 15-18 players twice a week on Monday and Thursday afternoons. Evening Pickleball has also been added to the schedule on Wednesdays. Beginning in September, Saturday Pickleball was offered, with Saturday play once per month.
    - (2) KCPR has added a new Co-Ed Rookies basketball

- (3) program for 7-8 year olds.  
(4) KCPR is looking into offering a salsa dance class. A free demo will be held in January. Details of the class are still being established.  
(5) The fitness room has continued to have high usage.  
KCPR is looking into expending its partnership with the Sassafras Environmental Education Center. Mr. Wayne Gilchrest requested that KCPR consider having a full time staff person at SEEC to assist with outdoor education programs, which are requirements for high school graduation. Ms. Butler is currently considering what this partnership might include. The individual assigned to SEEC would also be tasked with assessing the needs at Turners Creek, and assisting in developing a creative reuse for the Granary and the Lathim House. Ms. Butler hopes to have plans for this partnership ready to be included in the FY18 budget request.
2. Youth Recreation Commission Initiative
- a) Ms. Butler had a vision of having a commission of students that would have a role in determining what offerings are available at the Community Center, potentially expanding into fields trips and other external activities. The idea of a commission was received well at the youth forum hosted by the Local Management Board; however, interest in participation on the commission has not been received. The Director of the Local Management Board has suggested having a youth recreation commission comprised of student members of the Board of Education, LMB, and Parks and Recreation Advisory Board. Ms. Butler is taking this suggestion under consideration.
3. Door Security Systems
- a) Alert systems are fully in place at the Community Center and Concession Stand. Ms. Butler plans to request funding in the FY18 budget to enhance the Community Center video surveillance system, which is seven years old. Ms. Butler is working with Atlantic Security to design specs for a proposal. Ms. Butler plans to have increased cameras at the Community Center, as well as adding additional cameras in the pool areas. Ms. Butler also plans to have cameras installed at Millington/Bayside Pools and Betterton Beach. The quote is anticipated to be completed prior to the end of 2016. Although Atlantic Security is doing the leg work for the project, they are aware that will be required to follow the County's procurement policy, submitting a bid through the RFP process.
4. Youth Sports Recognition
- a) Ms. Butler plans to appear before the Commissions in March to recognize players, volunteers, and those in leadership positions in youth sports.

## B. Parks

### 1. Toal Park

- a) Request for New Baseball Field
- (1) Kent County Youth Baseball (KCYB) has requested an additional baseball field for Toal Park. There is currently a crop land lease with a private farmer at Toal Park for more than half of this property. The intent for the property is that it eventually be used for recreation purposes; however, baseball's current numbers do not

support the need for a new field. Ms. Butler does feel that the county should look into the request of the KCYB league so that there is not such a heavy reliance on the fields belonging to the public school system at Galena Elementary School.

2. County Park Master Plan
  - a) A comprehensive plan for all of the county plans is needed, as well as individual plans for each park. The plan should also include plans for development of each park (i.e. landscaping, expansion of walking paths, field development, tree plantings, etc.). Ms. Butler hopes to begin discussions of this plan in 2017 and plans for the Advisory Board to be involved. The plan is to invite others with expertise regarding park matters to be a part of the planning.
3. New Community Center Pool Feature
  - a) Ms. Butler was requested by the County Commissioners to begin considering a new feature for the KCCC pool to keep pool users excited. Ms. Butler is working with a contractor who was involved in the construction phase of the pool to discuss ideas.

#### C. Other

1. Ms. Bookwalter questioned whether or not any additional information had been received regarding riding path/trail being expanded to Worton. Ms. Butler informed that the Chestertown Town Manager, Bill Ingersol, said talk of an expansion has died down quite a bit, and there are no expansion plans at this time. Although there was talk of a second phase of the trail, there was no actual design established.
2. Community Center Renaming
  - a) On October 4, the Commissioners passed a resolution to rename the Community Center the Clarence A. Hawkins, Sr. Community Center. On December 6, Ms. Butler will meet with the County Administrator and Jim Wright to discuss the plans for the renaming and a ceremony, which will likely take place in the spring. The Advisory Board will be kept up to date as plans are made.
3. Youth Sports Equipment Grant Proposals
  - a) There is a total of \$20,000 available for distribution this year. Ms. Butler informed that although not technically a youth league, the Bayside Hoyas have also been invited to apply for grant funding.
    - b) The following grant requests were submitted:
      - (1) Kent Youth Lacrosse submitted a proposal requesting \$4,770 for the purchase of helmets, gloves, arm pads, shoulder pads, goalie gear, and backstops.
        - (a) After discussion, a motion was made by Ms. Fisher, seconded by Ms. Usilton, and approved by a majority of the board to approve the grant request as submitted.
      - (2) Kent County Youth Softball submitted a proposal requesting \$4,549.70 for the purchase of bow nets, ice pack boxes, team bags, fielder masks, first aid kits, catchers gear, seat bucket containers, and dig out tools.
        - (a) After discussion, a motion was made by Ms. Usilton, seconded by Mr. Packard, and approved by a majority of the Board to approve the request as submitted. Ms. Fisher opposed.
    - c) The board made the following suggestions as to distribution of

- the grant going forward:
- (1) Ms. Usilton suggested a 30 day turnaround for spending of the grant dollars.
  - (2) Ms. Bookwalter suggested that the application should include a section how and who will take care of items purchased with the grant dollars. Although there is verbiage to this nature already included in the application, Ms. Bookwalter feels a more detailed response should be required, and that items should be stored in the county supplied storage shed.
  - (3) Mr. Dixon suggested that Program Coordinator, Jill Coleman, take inventory of grant purchased items at the end of each season.
  - (4) The board also suggested that a binder be established listing all approvals, items purchased, and inventories for the board's reference when approving grants.
4. MARPSA Good Sports Awards
    - a) After receiving no recognitions in 2015, Jill Coleman has received at least one nomination for each category for 2016. The Board will receive a Doodle Pool in December or January for voting.
  5. Post Labor Day School Start Impact
    - a) Ms. Butler informed that KCPR will be impacted by Governor Hogan's post Labor Day school start announcement, as the department will be unable to extend summer programming and pool availability any later as there will not be sufficient staff coverage available that late in the season. A majority of the summer seasonal staff are college students who will be returning to school prior to Labor Day. There may be a possibility that a program can be offered that will accept a very minimal number of kids, but expanding the full range of summer programs would not be feasible.
  6. Upcoming Board Member Term Expiration/Reappointment
    - a) The following board members have terms expiring on December 31, 2016.
      - (1) Harry Packard- Does not wish to be reappointed
      - (2) Bryan Williams- No word yet on reappointment.
      - (3) Joyce Moody- Wishes to be reappointed
      - (4) Faye Little- Wishes to be reappointed
        - (a) On a motion by Ms. Fisher, seconded by Ms. Bookwalter, and approved by a majority of the Board, Ms. Moody and Mrs. Little were approved for recommendation for reappointment.
        - (b) Ms. Butler thanked Mr. Packard for his service to the Board, and extended best wishes going forward.

#### IV. REPORTS

Chair:  
Vice-Chair:  
Turner's Creek:  
Worton Park:  
Bayside/Ingleside  
Betterton Beach:  
Millington Pool:  
Edesville:

Melinda Bookwalter  
Faye J. Little  
Melinda Bookwalter- Nothing to Report  
Faye J. Little- Nothing to Report  
Penny Usilton-Nothing to Report  
Harry Packard-Nothing to Report  
Melissa Cannon- Nothing to Report  
Joyce B. Moody- No Report

Toal Park:	Mary Fisher – Nothing to Report
High School:	Vacant
High School:	Vacant
County Commissioner:	William Pickrum
Board of Education:	Bryan Williams

## V. ADJOURNMENT

At 8:10 pm a motion was made by Mr. Packard, seconded by Ms. Fisher, and passed by a majority of the board to adjourn the meeting.

Respectfully Submitted,

Denisha Brown, Office Manager

### NEXT MEETING REMINDER:

The Next Meeting of the Parks and Recreation Advisory Board will be held on  
Monday, May 15, 2017 at 6 pm.

Please enter through the door at the front of the building that is closest to the Meeting Room. The main entrance will be locked, as the building closes at 6 pm May – October.