

**MEETING MINUTES OF  
THE KENT COUNTY PARKS AND RECREATION ADVISORY BOARD  
March 12, 2018**

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**Present:** Melinda Bookwalter, Myra Butler, Sarah Collins, Mary Fisher, Faye Little, Penny Usilton, and Jim Wright

**Absent:** Joyce B. Moody, Melissa Taylor Cannon, Commissioner William Pickrum, and Bryan Williams

**I. CALL TO ORDER**

- a. The meeting was called to order at 6:02 p.m.

**II. NEW STUDENT BOARD MEMBER INTRODUCTION**

- a. Ms. Butler introduced Sarah Collins and welcomed her to the Board. Ms. Collins shared that she attends Kent County High School, is dual enrolled at Chesapeake College, and after graduation will attend Washington College in the fall.

**III. GALENA LIONS CLUB CONCESSION STAND PROPOSAL FOR TOAL PARK**

- a. Galena Lions Club members, Doug Walters, Glen Williams and Nancy Williams, presented a proposal to install a shed to sell concessions at Toal park. Proceeds would go to youth organizations and other organizations in Kent County. Coordination of volunteers to assist with sales would be the responsibility of the Lions Club. Several questions were posed related to insurance liability, Department of Health permits, building permits, and costs associated with site work and purchasing the shed. The Club plans to apply for grant funding in addition to using their own funds to cover all costs for the concession stand. Ms. Butler advised that the request would need review by the County's Risk Management Coordinator, however, should the request be approved, standard concessionaire policies would apply, including an agreement that is the case for all concession vendors awards at County parks. Mr. Wright also shared that there may be building permit requirements which may include a site plan. The Club asked for approval of the request, so they could move forward with applying for grants, however, until it is reviewed further by the County, an approval cannot be made. The Board agreed that the concept was one it favored. Ms. Butler will provide the Concessionaire Policy and the sample contract for the Club's review, as well as, contact the County's Risk Management Coordinator so the request can be considered further.

**IV. 2017 YEAR IN REVIEW**

- a. Recreation

**i. Full Time Staff Changes**

1. Ms. Butler offered a timeline of the full-time staff changes from December 2016 through December 2017. Ms. Bookwalter asked if the amount of turnover was an internal issue, to which Ms. Butler offered the specific reasons for each separation. Myra also offered that Jill Coleman, Jamie Foote, and Jessica Plum were recognized by the County Commissioners recently, after Ms. Butler reported that each of their efforts contributed to the department's smooth operations despite the high amount of staff turnover throughout 2017.

**ii. Youth Programs**

1. Ms. Butler gave an overview of several youth programs including participation numbers for Tumbling and Movement, Jr. Wrestling, Boys and Girls Basketball, Start Smart, Elementary After School, and the Winter Holiday Camp which was held over public schools' winter break. Ms. Butler reported information on new initiatives that include a Pokémon Club and a Track and Field program. The Track and Field program will be held at Kent County High School's stadium and has the support of the high school program's coaches.

**iii. Adult Programs**

1. Ms. Butler reported on a new Latin Dance class recently offered, Platform Tennis participation numbers and its Demo Night, as well as, average attendance for Ping Pong, Co-Ed Indoor Soccer, AM Zumba, and Toning/Pound. Ms. Bookwalter shared that one of the ping pong tables is in bad shape and suggested replacing it with an outdoor grade table. Ms. Butler will follow up on the suggestion.

**iv. Special Events Partnerships**

1. Ms. Butler shared information about events and organizations with which the department partners. They include the Easter Egg Hunt (Easter Weekend) and HalloTeen (last weekend in October) events with the Department of Health, participation in the Town of Galena Dogwood Festival in May, Youth Fishing Derby in June in partnership with the Eastern Neck Island Wildlife Refuge, and Betterton Beach Clean Up. This year's Beach Clean Up will be in partnership with the Washington College Men's Basketball Team and Sassafras Environmental Education Center. The department is also in the beginning stage of conversations with Kent Center to determine if offering inclusion programs is a possibility, along with partnering for parades or other events. For the Easter Egg Hunt, a volunteer from Kent Center's program will be the Easter Bunny for the Parks and Recreation picture station at the event.

**v. Swimming Pools/Aquatics**

1. Ms. Butler reported on several high cost projects for which funding will be requested at the upcoming Commissioners meeting next week. The repairs are time sensitive, needing to take place before opening for the season, and will be requested to be funded from several sources including a \$30,000 special Program Open Space Fund available through the County that has never been used over the last fifteen or more years.
  - a. Each pool needs several repairs that include:
    - i. New slip proof flooring, converting the sanitation system to liquid chlorine and acid, replacing filter sand, pump rehabilitation, and repairs to the ladders are needed at Millington Pool.
    - ii. At Bayside Pool, repairs are needed to bring the dual main drains' distance into compliance with COMAR, assess an issue with the floor drain in the pump room, and repair sunken concrete outside of the pool gate.
    - iii. At the Community Center Pool, repairs to an area of plaster, the tube slide platform, the sand filter lateral and inspecting its components, and retiling and caulking expansion joints are needed.
  - b. Surveillance systems approved this year cost more than the approved budgets. Ms. Butler will also seek additional funding to cover the increased costs at Bayside Pool, Millington Pool, and an upgraded system at the Community Center and Pool. Ms. Butler will recommend that the County piggyback on an existing contract from Baltimore County Public Schools which would allow the project to be approved without having to go through the normal sealed bid process.

**vi. Youth Sports Equipment Grant Awards**

1. Since the Board did not meet in November, Ms. Butler took the liberty to award the fall cycle of requests, as she didn't feel there would be any objection by the Board. \$4,000 was awarded to both Youth Baseball and Youth Softball and \$2,000 was awarded to Youth Lacrosse for a total of \$10,000 awarded. The next cycle of funding is in May.

**vii. Other**

1. Ms. Butler reported that plans are underway to replace and repair several pieces of fitness equipment. The department is also tracking equipment usage to determine the most

popular equipment used to then determine if the purchase of a third treadmill might be justified as was recently requested.

2. Mr. Wright reported that he signed the permit applications for the new park entry signs yesterday and that ball field fencing for Worton Park is currently being installed. In his FY19 budget request, Mr. Wright has requested the Betterton Beach bathhouse renovation, as well as, a new maintenance facility with storage. Also included in the budget request are repairs to the courthouse.

## V. NEW BUSINESS

### a. Recreation

#### i. FY19 Budget Request Highlights

1. Ms. Butler has requested the following capital items for the upcoming budget year:
  - a. A new revenue collection software program that is compatible with the recreation scheduling and registration software used by the department (ActiveNet). The estimated cost is \$25,000.
  - b. A commercial freezer for the concession stand at \$4,000.
  - c. Pool covers for Bayside and Millington pools costing \$4,500 and \$7,500 respectively.
  - d. New game tables for the lobby at \$4,000.
  - e. A snowball machine for the concession stand at \$1,500.
  - f. More comfortable chairs for the meeting room at \$1,000.
  - g. New exercise equipment at \$3,000.
  - h. A new pool feature for the Community Center Pool at \$10,000. The feature may be an inflatable attraction such as an obstacle course with slides, climbing wall, ladders, etc., that would be used for special events at the pool.
  - i. If the Beach bathhouse is renovated, a surveillance system at \$4,300 is also requested.

#### ii. Summer 2018

##### 1. Seasonal Staff Hiring

- a. Ms. Butler reported that the department has advertised with the Tidewater Trader, Kent County News, in the monthly mass email, and on its Facebook page. Interviews will be scheduled beginning over spring break.

##### 2. Summer Camps

- a. There are currently 15 applications received for Summer Camp programs. Approximately 25 camp counselors are hired for the summer.

##### 3. Aquatics

- a. There are currently 13 applications received for lifeguards. 30 - 35 lifeguards are needed for the season.

##### 4. Concession Stand

- a. Chris Bove, who was the former Chef who ran the Kent Kitchen lunch sales program at Kent Center, is the new Lead Facility Monitor. The snowball machine is one of Mr. Bove's recommendations as it is anticipated to be a huge success. We will also sell concessions at night swim this year, which we have not done in the past. The changes are all pending approval of additional funding in the FY19 budget request.

##### 5. YMCA Partnership

- a. Ms. Butler and Ms. Coleman have met with staff from the Queen Anne's County YMCA about partnering to enhance our aquatics programming at all three pools. The partnership would allow offerings of aqua fitness, parent and child swim lessons, pre-school and school age lessons, and adult lessons at all three

locations. There will be a three-week priority registration period for Kent County residents before opening to potential participants from other counties. Plans are also in the works to offer one-week camps for volleyball, soccer and cheer over the summer, as well as, starting in the fall, programs such as Mind Craft (which is STEM focused), a kids cooking class, and computer literacy programs for seniors.

**b. Other**

**i. Park Concessionaire Request for Proposals**

1. Ms. Butler reported that Park Concessionaire proposal for Betterton Beach and Worton Park are due this Friday.

**ii. Youth Sport League Field Use Fee Structure**

1. Currently, youth sport leagues that use County parks are charged a \$5.50 fee per player. Ms. Butler proposed changing the fee structure to an annual flat rate that includes a pre-determined number of light uses for night games or other league events. Ms. Butler distributed information that showed the average costs paid by each league under the current fee structure and the new cost under the proposed flat rate structure. Ms. Usilton posed questions why the change was recommended. Ms. Butler explained that under the new structure most leagues would pay less due to paying separate fees for light use. The new rates include light use and any additional uses would cost \$25. The current light use fee is \$75 per use. Ms. Butler also explained that the leagues requested review of the fee structure and received what is being proposed favorably. After discussion, a motion was made by Ms. Fisher, seconded by Ms. Little, and approved unanimously.

**iii. Board Member Term Expirations**

1. Ms. Bookwalter's, Ms. Taylor Cannon's and Ms. Usilton's terms expired in December. Ms. Bookwalter and Ms. Usilton would like to be reappointed to the Board for another term. Ms. Butler will contact Ms. Taylor Cannon about her interest in reappointment.

**VI. REPORTS**

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| <b>a. Chair:</b>             | Melinda Bookwalter – Nothing to report   |
| <b>b. Vice-Chair:</b>        | Faye J. Little – Nothing to report   |
| <b>c. Turner's Creek:</b>    | Melinda Bookwalter – Nothing to report   |
| <b>d. Worton Park:</b>       | Faye J. Little – Nothing to report   |
| <b>e. Bayside/Ingleside:</b> | Penny Usilton – Nothing to report  |
| <b>f. Betterton Beach:</b>   | Vacant   |
| <b>g. Millington Park:</b>   | Melissa Cannon – No report   |
| <b>h. Edesville:</b>         | Joyce B. Moody – No report   |
| <b>i. Toal Park:</b>         | Mary Fisher – Nothing to Report  |
| <b>j. High School:</b>       | Sarah Collins – Ms. Collins shared the current sports schedule at the high school. Ms. Collins also shared her feelings on the recent school bomb threat. She feels no one seems to be concerned about it because students don't think something serious will ever happen in Kent County. Kent County Public Schools have had drills in preparation should an incident ever occur. The High School has a new principal and vice principal. Ms. Collins offered that she submitted the Post Prom survey well over a month ago but the principal still hasn't sent it out to juniors and seniors, so Ms. Collins sent the survey to 40 people via text message earlier today. Students polled would like a bonfire or movie night. Also suggested was a lock-in or drive in movie. 60% responded they will attend Post Prom and 30% responded they will not attend. 10% are undecided. The results indicated most kids want junk food to eat, gift cards and |

electronics as prizes. There is a consensus that kids want a change from the usual Post Prom offerings to get more people interested in attending.

- k.** High School: Vacant
- l.** County Commissioner: William Pickrum – No report
- m.** Board of Education: Bryan Williams – No report

**VII. ADJOURNMENT**

- a.** After a motion was made, seconded, and favored unanimously, the meeting was adjourned at 8:10 p.m.