

**RECREATION AND PARKS BOARD  
OF ST. MARY'S COUNTY  
Thursday, April 5, 2018  
5:30 PM**

**MEETING MINUTES**

**MEMBERS PRESENT:** Caroline King, Chairperson; Patrick Murphy, Vice-Chair; Tom Nelson, Fred Parker, Ashley Varner and Floyd Warren.

**MEMBERS ABSENT:** Doug Bellis and Dick Buckler.

**RECREATION AND PARKS STAFF AND OTHERS PRESENT:** Arthur Shepherd, R&P Director; David Guyther, Parks Manager; Jessica Hale, Recreation Manager; Christina Bishop, Therapeutic Recreation Specialist; and Kathy Bailey, Recorder.

**CALL TO ORDER**

Chairperson Caroline King called the meeting to order at 6:05 p.m.

**APPROVAL OF MINUTES**

**Tom Nelson moved, seconded by Fred Parker, to approve the minutes of March 1, 2018; motion carried with all in favor.**

**RECREATION DIVISION – INCLUSION SERVICES**

Chairperson Caroline King introduced Jessica Hale, Recreation Division Manager, and Christina Bishop, Therapeutic Recreation Specialist, who provided a report on inclusion services for Recreation and Parks and a Division update; highlights included:

- Needs in centers continue to grow. An Inclusion Aide was hired to provide one-on-one assistance for a participant and hired two additional Inclusion Aides to work in the School Aged Care program.
- Established a process to involve the County's ADA Coordinator.
- Providing increased services to participants due to serving more children with disabilities.
- Improved ability to be more proactive versus reactive.
- Providing enhanced training for staff members.
- Future goals: refine process, revise forms, implement Zones of Regulations program in SAC program; continue to provide enhanced training; and set-up calm down areas at centers.
- The Easter Egg Festival held on March 24<sup>th</sup> was a big success again this year. The event welcomed nearly 3,500 participants of all ages.
- The Department's registration software, Rec Trac®, will be upgraded April 16<sup>th</sup> – 19<sup>th</sup>. Online registration will be unavailable during that time; however, in-person registration will be available.

**DRAFT 2019 BUDGET UPDATES**

Arthur Shepherd, R&P Director, provided several budget updates; highlights included:

- Budget Public Hearing will be held on April 17<sup>th</sup> at GMHS at 6:30 p.m.
- Museums – Recommended budget includes funding for additional hours for Technician/Boat Captain hourly employee.
- Parks – Additional funding for seed, fertilizer, topsoil; portable toilets, trash removal; playground safety surfacing; control link system (\$43,775).
- Parks – truck, aeration machine and beach cleaning machine (maybe funded via FY18 funds).
- Enterprise Fund - \$5 participation fee for all leagues to fund hourly employees in parks.

- FY2018 – funds approved to purchase gator utility vehicles for use at waterfront parks.

## PROJECT UPDATES

Mr. Shepherd and David Guyther, Parks Manager, provided an update on several Capital Projects; highlights included:

- Three Notch Trail – an MOU between Community Bank of the Chesapeake and the CSMC for cleaning of the trail was approved on March 20<sup>th</sup>.
- Three Notch Trail Realignment – plan approved on April 3<sup>rd</sup> to realign parts of the trail from the SMECO ROW to the SHA ROW.
- Snow Hill Park - Plan of Action for operations was approved on March 6<sup>th</sup> (to include opening the park on May 1<sup>st</sup> for limited operations (including weekday evenings)).
- Pool Dome Install – is now complete; open house planned for April 14<sup>th</sup>.
- Wieck Playground – the new playground equipment has been ordered and expected to be received in late spring.
- Restrooms at Carver Recreation Center – project expected to be completed this spring.
- Air Conditioning at Margaret Brent Recreation Center – expected to be installed this spring.
- Dorsey Park Football Field – renovations continue to move forward; well and irrigation expected by mid-April; Bermuda grass by June 1<sup>st</sup>.
- Restroom Renovations – have begun at Dorsey, Cecil, 5<sup>th</sup> District and Cardinal Gibbons parks.
- Asphalt Overlay – work anticipated to begin in mid-April for Three Notch Trail and Baggett, Lancaster and Nicolet parks.
- Fifth District Park New Playground – construction set to begin April 9<sup>th</sup>.
- Hourly Employee Training – was held on March 5<sup>th</sup> and March 24<sup>th</sup>.

Patrick Murphy noted he has experienced a hazard at the crossing of the trail and MD Route 5 in Mechanicsville. Now that people can pass on the right, it has created a hazard for hikers and bikers using the trail. He suggested that the County request SHA to look into this matter to see if additional safety measures are needed.

Floyd Warren asked if the approval process for the new pickle ball courts at Chancellor's Run Regional Park can be expedited. David Guyther stated that the site plan is under review; he will conduct additional follow-up.

## OTHER BUSINESS

- Letter of Support – **Tom Nelson moved, seconded by Floyd Warren, to approve the letter of support for the Transportation Alternatives Program funding application for Phase Seven of the Three Notch Trail.**
- Park Policy - Mr. Shepherd briefed the Board on a future agenda item on the need to develop a policy for holding events in County parks.

## NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, May 3, 2018.

## ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

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Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on May 3, 2018.