

**RECREATION AND PARKS BOARD  
OF ST. MARY'S COUNTY  
Meeting of Thursday, April 5, 2007**

**MINUTES**

**Board members present:** Robert Richardson, Vice-Chairperson; Robert Hicks, Coleman Hillman, Patrick Murphy and David Phalen.

**Board members absent:** Patrick Dugan, Chairperson; Richard Buckler, Andrew Roper and Lisa Wainger-Rush.

**Recreation, Parks and Community Services staff and others present:** Phil Rollins, Director, Recreation, Parks & Community Services (RP&CS), Arthur Shepherd, Recreation Division Manager, David Guyther, Parks Manager, and Kathy Bailey, Recorder.

**CALL TO ORDER**

The Board meeting was called to order by Robert Richardson, Vice-Chairperson, at 5:35 p.m. in Room 14 of the Governmental Center in Leonardtown.

**APPROVAL OF MINUTES**

The approval of the minutes of March 1, 2007 was deferred until the next meeting.

**LENGTH OF SERVICE**

On behalf of the R&P Board, Patrick Murphy commended Director Phil Rollins for his 16+ years of service to the County.

**RECREATION DIVISION REPORT**

- ❖ Gymnastics Center – Arthur Shepherd, Recreation Division Manager, reported that March was a busy month for both the recreation and team programs at the St. Mary's Gymnastics Center. The Center hosted a Mason Dixon League meet on March 10 & 11, 2007 which was a great success.
- ❖ Youth Basketball – Over 1,000 young people participated in the Department sponsored Youth Basketball program this season. Planning is underway for next year's program; a developmental league is also being planned.
- ❖ Easter Festival – The annual Easter Festival and Egg Hunt is planned for Saturday, April 7, 2007.
- ❖ Great Turtle Race – The Great Turtle Race is planned for Friday, June 15, 2006 at 7:00 p.m.
- ❖ Verbic Memorial Golf Tournament – The Department will host the annual Scott Verbic Memorial Golf Tournament on Friday, June 8, 2007 at the Wicomico Shores Golf Course. The tournament is a memorial to Scott Verbic, a former R&P Board member who was active in youth programs. The proceeds from the tournament fund the Department's scholarship program.
- ❖ Summerstock Musical – This year's summerstock performance will be "Crazy for You" and will be held from Thursday, July 26 through Sunday July 29, 2007 at Great Mills High School. Auditions will be held on April 13<sup>th</sup> and 14<sup>th</sup> at Great Mills High School.
- ❖ Great Mills Swimming Pool – Mr. Shepherd noted that the "bubble" structure will come off the pool on Memorial Day weekend and the summer hours and program will begin at that time.
- ❖ Summer Camps – Registration is now open for variety of summer camps. Day camps include Fabulous Fun Adventures for ages 6 – 10; Teen Camp for ages 11 – 13, Junior Counselor Camp for ages 13 – 16; Specialty Camps for ages 6 – 12, Summer of Safety, Arts and Reading Camp (SOSAR) camp for ages 6 -12 and the New Horizons Camp for children with disabilities. Activities include arts and crafts, outdoor games, water activities, field trips, snacks, and special events. Sports camps include lacrosse, basketball, volleyball, football and baseball camps.

Patrick Murphy asked why the third and fourth grade basketball teams did not have a tournament this year. Mr. Shepherd stated that the decision was made not to have a tournament and all stars for this developmental age group. The thinking is that the first and second grade teams are instructional, the third and fourth are developmental and the

fifth grade and up are regulation basketball teams that will have tournaments and all-star games.

Mr. Murphy asked if the complete set of guidelines for the Raising Community Standards in Youth Sports program could be compiled into one booklet and provided to the Board. He would like a more comprehensive document besides just the PowerPoint presentation. Mr. Shepherd stated that the Department has all this information; it's just not compiled in booklet form at this time. He will provide the information to the Board by the June meeting.

#### **PARKS DIVISION UPDATE**

Mr. Rollins introduced David Guyther, Parks Manager, who provided an update Parks Division projects and activities.

- ❖ Mr. Guyther announced that the Dog Park at Lancaster Park opened on March 1, 2007. The park is being heavily used and staff has received positive feedback from dog owners about the new facility.
- ❖ Staff has received positive comments from the public on the new playgrounds installed last year at St. Clement's Shores, Cecil, Seventh District, Elms Beach and Chaptico parks. Some additional wood "fibar" surfacing was recently installed at these parks.
- ❖ Staff has been busy preparing athletic fields for this spring's sports season.
- ❖ The Division is appreciative of the volunteers that have been helping with upkeep of the parks and nature trail areas. Volunteers have started with the trails at Myrtle Point Park then plan to move on to John V. Baggett Park then Fifth District Park. The Division is always looking for volunteers to help with these projects.
- ❖ The project to replace the bulkhead at Forrest Landing is underway and should be finished within 4-6 weeks.
- ❖ The grass cutting contractor, Tru-Green, began cutting grass at County parks, buildings and schools this week.
- ❖ Mr. Guyther noted that there has been increased usage on the athletic fields. The challenge is balancing all the league needs with available fields. For example, a new girl's lacrosse league was formed several years ago and now there is a new boy's lacrosse league which needs fields for practice.

Coleman Hillman informed the Board that the Charlotte Hall Library will be having a 25<sup>th</sup> anniversary celebration on Saturday, June 9, 2007. He asked if the Parks Division could help "spruce up" the area. Mr. Guyther will check into that; some of that area is not within the Parks Division's oversight. He asked if the area around the Farmers' Market could be cleaned up and a fence be installed. Mr. Rollins stated that area is not an area the Department maintains; he will forward the comment on to Donna Sasscer, the County's Agriculture Manager.

Bob Richardson asked if staff could check the pitcher's mound on the 90' field at Fifth District Park. Mr. Guyther stated that he received an e-mail about this today and will have staff check on this. Mr. Richardson noted that staff member Roy Copsey has been extremely helpful at this park.

Mr. Murphy stated the Parks Division does an outstanding job with day to day maintenance. He asked if the Department has a plan or schedule for maintenance of equipment. Mr. Rollins stated that the Department does not have a formal plan listing all the equipment and schedule of maintenance due to funding and resources. While the Department does not have a computer program where all equipment is tracked for maintenance, staff does plan for routine and special maintenance of equipment and facilities. Mr. Rollins stated that perhaps staff can work with Mr. Murphy on such a program. Mr. Guyther stated that the Parks Division does have a plan to overseed, fill holes and address other issues at athletic fields each year.

Mr. Guyther reported that staff is considering installing several light poles in place of the lights along the sidewalks at Chancellor's Run Regional Park to deter vandalism. Also, the Activity Center roof will soon need to be replaced.

#### **REVIEW OF DEPARTMENT OPERATING BUDGET**

Mr. Rollins referred to the handout previously e-mailed to Board members regarding the proposed FY08 operating budget. The handout detailed the FY07 approved budget, the FY08 requested budget and the FY08 recommended budget. The handout also detailed the Recreation Division Activity Fund, Wicomico Shores Golf Course and the Community Services Revolving Accounts. The total recommended budget is \$8,332,002; about half of the budget is proposed to be paid from user fees.

Budget highlights include:

- ❖ Merit, Cola, and Fringe Benefit increases for Administration, Parks Division, Museum and Community Services Divisions (in recommended budget)

- ❖ New Position - Capital Projects Manager (not in recommended budget)
- ❖ New Position - Groundskeeper (2 positions; 1 in recommended budget)
- ❖ New Position - Convert Museum Site Supervisor from hourly to merit position (in recommended budget)
- ❖ Additional hours for Park Attendants for park supervision (in recommended budget)
- ❖ Additional hours for Museum Assistants (in recommended budget; \$10,000 less than requested)
- ❖ Convert a grant hourly employee to a f/t grant employee (not in recommended budget)
- ❖ Cost increase in Administration budget for postage, mileage, copier rental and staff development (\$3,374 requested; \$374 recommended)
- ❖ Transfer Chancellor's Run Regional Park, skate park, spray ground, pavilion rental and athletic field lighting from Recreation Enterprise Fund to the Parks Division (not in recommended budget)
- ❖ Parks Division cost increases for supplies and materials, grass cutting, fuel and oil (\$33,584 requested; \$14,584 recommended)
- ❖ Parks Division new funds requested for replacement park signs, water/sewer for dog park, color coating tennis courts, misc. equipment (\$23,704 requested and in recommended budget)
- ❖ Museum Division cost increases for mileage and electric (requested \$1,936, recommended \$936)
- ❖ Community Services Division decrease in operating costs (requested reduction \$3,565; recommended reduction \$5,200)
- ❖ Community Services grants (reduction in county funds for Highway Safety Grant \$5,700)
- ❖ Replacement vehicles – In Department of Public Works and Transportation budget: requested two small dump trucks (\$112,000); will get one small dump truck (\$56,000).

Mr. Murphy noted that the performance indicators in the last few approved budgets are unchanged; Mr. Rollins will double check the data.

## **PROJECT UPDATES**

**Wicomico Shores Golf Course Clubhouse Renovation** – Mr. Rollins reported that the temporary golf trailer was delivered in late February and it is expected that the golf shop operation will move into the trailer in late April. Interior demolition was initiated on the upper level of the building and will intensify once golf operations are relocated to the trailer. Work also continued with the Finance Department regarding additional appropriation for the project and exempt financing terms. Approximately \$50,000 was saved through value engineering. It is anticipated that the exempt financing, supplemental appropriation and final contract approval will be before the Board of County Commissioners within the next few weeks. Major construction will begin later this spring.

**Lancaster Park** - Staff applied for FY08 funding under the State Community Parks and Playgrounds program to install a picnic pavilion and to complete the hard surface pathway around the perimeter of the park; funds were received from this program in FY07 for the dog park and to begin the hard surface pathway.

**Leonard Hall Recreation Center** - Funding was approved in FY07 to provide shower facilities, air conditioning and improved air circulation in the gymnasium at Leonard Hall Recreation Center. The project is underway and should be completed by this summer.

### **Seventh District Park**

Construction on the basketball court and restroom drain fields is underway; work on the additional parking and restroom building should begin within the next few weeks.

**Three Notch Trail** - Phase II of the trail will run from the Northern Senior Center to Deborah Drive in Charles County, just north of the County line in Charlotte Hall. The pre-bid meeting was held today with representatives from three local construction firms in attendance. The bid closing date is May 3<sup>rd</sup>. Construction is expected to begin in summer and be completed by late fall 2007.

Mr. Hicks asked if an updated map of the Three Notch Trail could be posted on the website. Mr. Rollins stated that staff

will work on that.

**SCHEDULING OF NEXT MEETING**

The next meeting of the Recreation and Parks Board is scheduled for Thursday, May 3, 2007 at 5:30 p.m., in Room 14 of the Governmental Center in Leonardtown.

**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 June 7, 2007.