

**RECREATION AND PARKS BOARD  
OF ST. MARY'S COUNTY  
Meeting of Thursday, March 4, 2010  
MINUTES**

**BOARD MEMBERS PRESENT:** Richard Buckler, Vice-Chairperson; Patrick Dugan, Al Harrison, Sabrina Hecht, Robert Hicks, Julie Lemmon and David Phalen.

**MEMBERS ABSENT:** Lisa Rush and Tom Nelson.

**RECREATION AND PARKS STAFF AND OTHERS PRESENT:** Phil Rollins, Director; Arthur Shepherd, Recreation Division Manager; and Kathy Bailey, Recorder.

**CALL TO ORDER**

The Board meeting was called to order by Richard Buckler, Vice-Chairperson, at 5:35 p.m., in the Chesapeake Building.

**APPROVAL OF MINUTES**

**Robert Hicks moved, seconded by Sabrina Hecht, to approve the minutes of February 4, 2010; motion carried 6-0.**

**RECREATION DIVISION REPORT**

Arthur Shepherd provided an update on Recreation Division programs and events.

- The second annual Will Smith Leadership awards were held on Friday, February 19<sup>th</sup>. The program recognizes 8<sup>th</sup> grade R&P Youth Basketball participants that demonstrate excellent character and are leaders among their peers. They are nominated by their team coach and must provide letters of support from two teachers.
- Summer camp open house will be held on March 11<sup>th</sup>, at 7:00 pm, at the Hollywood Recreation Center. Information on various camps and job openings will be available.
- Disability Awareness Day will be held on Saturday, March 27, 1:00 – 4:00 pm at Leonard Hall Recreation Center.
- The Easter Festival will be held on Saturday, April 3, at 10:00 am at Leonard Hall Recreation Center.

Mr. Shepherd, provided a brief update on the status of youth football. Meetings are continuing with the Southern Maryland Youth Football League which has agreed to enter into a partnership with R&P for club football in St. Mary's. A meeting was held last week with parents and coaches from the Pax River Raiders organization to provide information on the new St. Mary's County Youth Football League which will be administered by R&P. The Pax River Raiders group, under new leadership, has decided to join the St. Mary's County Youth Football League club model. Members will recall that originally the Pax River Raiders expressed the desire to continue as a club in Calvert County. However, it was learned that the Pax River Raiders will not be able to participate in Calvert County's league for the upcoming football season. Calvert County

made the decision because they thought they had enough in-County teams for their league, and since St. Mary's was in the process of forming a club model league, that now would be a good time to make the change.

Progress is being made and plans are being finalized for:

- Field usage and scheduling
- Age and weight limits
- Geographic boundaries
- An MOU to outline duties and expectations
- Registration dates for online registration for the month of March

It has also been agreed that each Club will have the same registration fees.

Robert Hicks asked if flag football would be a separate league. The spring flag football league is independent; the fall league will come under the new St. Mary's County Youth Football League.

Mr. Rollins informed the Board that he and Mr. Shepherd recently had a meeting with Don and Trude Kemp who expressed interest in starting a new select football league. Staff does not support using limited public facilities for this activity. The Kemps were instructed to put their request in writing to the County.

## **BUDGET UPDATE**

Mr. Rollins provided a budget update for the Board. This will be a challenging year due to State budget cuts and current economic conditions. Departments prepared baseline budgets and have also been asked to prepare a budget reflecting a 7% reduction. Further cuts will depend on any additional State cuts that may be forthcoming. Most of the proposed cuts will come from the Parks Division and some will need to be absorbed by the Museum Division.

Mr. Rollins referred to an FY11 R&P requested budget handout sheet provided to the Board. It included a summary of the current FY10 approved budget, FY11 baseline budget, and a 1% increase FY11 requested budget. Some of the highlights included:

- \$94,562 increase in merit and fringe benefits within the Administration, Parks and Museums Divisions.
- \$27,617 increase in salaries and fringe benefits to adjust percentage charged to Wicomico Shores Golf Course Administration budget for Director, Fiscal Specialist and Coordinator for administrative and fiscal support.
- Administration - \$3,138 decrease in copier lease, fuel, oil and mileage reimbursements; \$200 increase for postage;
- Parks Division - \$24,305 decrease due to FY10 deferral of vehicle/equipment exempt financing; \$13,053 decrease for plumbing and 2005 lease payment for replacement trucks and water and sewer; and \$7,250 increase for electric usage.
- Museum Division - \$2,000 decrease in general public liability insurance for the tour boat.
- Enterprise Fund - \$50,000 decrease for subsidy to the Recreation Enterprise

- fund for the pool. \$277,651 decrease is a result of changes in programs.
- Wicomico Shores Golf Course \$27,652 increase in merit and fringe benefits; \$115,067 decrease in freezing two positions (Golf Course Foreman and Food, Beverage and Banquet Supervisor); \$27,617 decrease in percentage charged to the Wicomico Administration budget for the Director, Fiscal Specialist and Coordinator's salaries and fringe benefits; \$13,500 decrease in non-recurring items, and \$7,192 increase in operating costs such as retiree's health, bank service charges for credit card fees and fuel and oil.

Mr. Rollins also provided a schedule of 7% budget reductions for FY2011. All County Departments were asked to prepare a summary of 7% reductions in the event the County needs to identify additional budget reductions. Some of those reductions include:

- Museums -Reductions in water and sewer fees adjusted for actual expenses in FY08 and 09.
- Parks – Reduction in funding for bee exterminating at County Parks.
- Museums - Postage, mailing and office supplies reductions.
- Parks - Professional membership renewals and reduction in funds to attend conferences and staff development; reduction in funds for uniforms for Parks staff.
- Museums - Reduction in advertising funds and printing and binding.
- Parks – Reduction in funding for minor tools; and reductions in funding for mulch, gravel, lime, topsoil, grass seed and infield mix and fertilizer.
- Parks – Painting, carpentry, other contract services.
- Museums – Reductions in funding for hourly boat captains (the Friends of the Museum Division will likely be covering this expense).
- Museums – Pest control, supplies and materials, equipment and heating oil.
- Parks – Irrigation, portable toilets, stump removal and trash removal.
- Parks – Reduction in funding for Groundskeepers at Chancellor's Run Park for tournaments and other larger events; cut Park Attendant hours by 3,579 hours (34%) decrease; these employees monitor parks, pick up trash and clean restrooms at parks.
- Parks – Grass cutting is proposed to be cut from once every five days to once every ten days in high profile areas; also decreases in cuts in other areas; this would result in a 25% decrease for grass cutting.

Mr. Dugan suggested changing the order of the budget cuts to list the hourly employees and park attendants last. Mr. Harrison asked what the impact would be to eliminate 20% of the dumpsters and trash containers at parks. Mr. Rollins stated that would certainly result in more trash in the parks. The optimistic view would be that people would take their trash with them; however, the realistic view would be we'd have more overflowing trash cans and other unsightly conditions. State parks have leave no trace rules and don't provide trash cans. Staff is not sure how that would work in County parks.

Also, Mr. Rollins stated that as part of the budget process, staff made a recommendation to the BOCC regarding the Great Mills Pool (GMP). This came up because of the opening of the new indoor pool at the College of Southern Maryland

later this year. Staff has considered whether to continue operating the GMP on a year-round basis or only operate as an outdoor pool during the summer months. Staff has looked at community needs, programs provided, attendance data, fiscal information, and CSM's plan for aquatics at the new Wellness Center. Based on review of this information, staff is recommending that R&P continue to operate the GMP as a year-round facility, at least for the next fiscal year. This will allow time to assess the CSM pool operation and its ability to meet the indoor aquatics needs of the community. It will also allow time to determine the impact of the CSM operation on the GMP. Staff does believe the GMP can be operated year round without any General Fund assistance. Therefore, the Department is not requesting the \$50,000 pool subsidy this year.

Al Harrison asked if the Department had an idea of the amount of participation the GMP will lose as a result of the CSM pool opening. Mr. Rollins stated that staff will not have that information until after the first year operation of the CSM pool. The hope is that interest in aquatics grows in general, providing enough participation for both pools. It's possible the GMP could offer more swim lessons and other programs to help offset the potential loss of participation.

Bob Hicks asked if there are any plans to install water play features in the GMP. Mr. Rollins stated that has not been considered at this time; however, there was a master plan developed for the surrounding property that included a future indoor aquatics center, which could make the existing pool an outdoor pool that could include those features.

**Patrick Dugan moved, seconded by David Phalen, to support the recommendations outlined by staff for the Great Mills Pool. Motion carried 6-0.**

## **PARK POLICIES AND PROCEDURES**

Draft YSL Management & Equipment Policy – Mr. Rollins read aloud the draft YSL Management and Equipment policy that was previously provided to Board members. Staff is proposing to update the Park Policies and Procedures manual to include this new section. In summary, because of the relationship between volunteer run youth sport leagues and R&P, there is a public perception that these programs fall within the public domain, under the guidance of County Government. Further, there is a perception that the equipment and assets belong to the volunteer organizations and not to an individual. When youth sports programs are owned by an individual, including the equipment and assets of the program, this creates an often untenable situation as one individual shouldn't unilaterally control a quasi-public youth sports league.

Mr. Hicks expressed support for the new policy and Mr. Buckler stated it provides a formal standard for youth sports leagues. As part of the County's Community Standards process, leagues will need to provide copies of their league's bylaws.

**Robert Hicks moved, seconded by Julie Lemmon, to adopt the new policy on Youth Sports League Management and Equipment as recommended by staff with an effective date of January 1, 2011. Motion carried 5-0 (Patrick Dugan left the meeting at 6:30 pm).**

Daft Lightning Policy – Mr. Rollins referred to the draft lightning policy provided to Board members for review. This policy was modeled from Babe Ruth Baseball’s lightning policy. The policy spells out how to handle situations where thunder is heard or lightning is seen during practice or games. Mr. Harrison asked if this is consistent with National Weather Service standards or other professional weather policies; he noted it would be worthwhile to site that in the policy. Staff will check into that and present information at the next Board meeting.

## **PROJECT UPDATES**

Mr. Rollins provided updates on several R&P projects.

Installation of Dugouts at Chancellor’s Run Park 90’ Baseball Field - Due to wet weather conditions, staff has communicated to Mr. Don DeGraves that the project will need to wait until this year’s baseball season is over. The American Legion Baseball League agreed to donate the supplies and manpower needed to construct the dugouts.

Dorsey Park Tennis Court Lighting Project – The new lights have been installed and will be tested within the next few weeks. Mr. Rollins also referred to a letter provided to the Board from Susan Bellis, St. Mary’s County Tennis Association President. The letter was sent to the BOCC requesting restoration of funds for the Tennis Court Improvements Project. Mr. Buckler noted that as courts get older they crack and deferred maintenance adds to their deterioration. Changes in the Capital Program will also affect the County’s ability to apply for USTA funding.

Charlotte Hall Athletic Fields - The design plans and related reports and information were reviewed during the January 2010 TEC review cycle. Agency comments are currently being addressed by the engineering firm.

Three Notch Phase V – SHA provided minor comments on the draft solicitation package and those comments have addressed. The document was forwarded to the Procurement Department for review on March 1; it will then be reviewed the Office of the County Attorney.

## **SCHEDULING OF NEXT MEETING**

The next meeting of the Recreation and Parks Board is scheduled for Thursday, April 1, 2010, at 5:30 p.m., in Chesapeake Building in Leonardtown.

## **ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.

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Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on April 7, 2010.