

RECREATION AND PARKS ADVISORY BOARD MEETING  
**March 4<sup>th</sup>, 2021 – 7:00 p.m.**  
**Approved Minutes**

**Members Present:** Kristin Darby, Donald Gerkin, Tony Rosas, Michael Rodgers, Derek Ludlow, Brad Rockwood, Caitlin Christ, Michael Duffy, Anita Taylor, Dave Ferguson

**Members Excused:** Tom Long

**Staff Present:** Lisa Carroll, Will Brozy, Laura Tawes

**Ex-Officio Member Present:** Jeff Degitz

The Recreation and Parks Advisory Board met on March 4<sup>th</sup>, 2021 through GoToMeeting. The meeting was called to order at 7:01 p.m. by Kristin Darby, Board Chair Elect.

**WELCOME AND INTRODUCTIONS:**

Jeff Degitz introduced the board to new board members Anita Taylor and Dave Ferguson. Anita resides in the Westminster area and Dave resides in the Sykesville area.

**APPROVAL OF MINUTES:**

Michael Rodgers moved to approve the October 21<sup>st</sup>, 2020 meeting minutes; Tony Rosas seconded, all concurred and minutes were approved.

**DIRECTOR'S REPORT:**

1. **COVID-19 Update** –Nature centers currently closed but reopening soon; previous recommendation from Commissioners to rec councils that programs have 10 or less – state orders have not changed; department relaxed field use policy to allow for outdoor field use beginning 2/15 instead of the normal 3/15 to help get people back outside; over half of department staff have assisted with staffing vaccination clinics and were publicly recognized again this morning by Health Officer Ed Singer
2. **CARES/CRF Grant Funding** - the Department received reimbursement for COVID-19 related expenses of rec council programs and has distributed funds to councils
3. **Capital Project Update**
  - Deer Park expansion – completed with field overseeding to occur in spring; being use in fall
  - Westminster Veterans Memorial Park – construction stopped during winter; completion of sediment trap grading, pavilion, and playground to be completed in spring
  - Double Pipe Creek Park kayak launch - completed

- Gillis Falls Trail – additional design revisions and review process underway
  - Hap Baker Firearms Facility - range officer building under construction, additional improvements to pistol range completed
  - Krimgold Park paving of parking spaces, rear entrance loop by pavilion – bids due soon
  - Trail resurfacing at Freedom Park – bids due soon
  - Piney Run Nature Center- renovations underway, new council funded aviary completed
4. **Department Needs Assessment Survey** – Survey underway with 650 randomly selected households contacted; public version of survey on web site with link sent to rec councils, Advisory Board members and included in spring program guide; over 1,000 total responses including 15% of the randomly contacted households thus far
  5. **Fee Schedule** – New fee schedule was approved by Commissioners on 11/5/20 and took effect 1/1/2021
  6. **North Carroll High School update** – Contract for purchase of site tentatively approved by Commissioners with facility study period underway and settlement anticipated by 6/30/21; we continue to schedule time for North Carroll Rec Council and other users are working through new ownership group
  7. **Board Meeting Schedule** – Traditionally the March meeting is a 1 pm day meeting with the County Commissioners invited; for 2021, the March meeting will be virtually at 7 pm and we are aiming to return to an in-person day meeting on May 24 at Hashawha/Bear Branch.

### **Self-Help Project Requests:**

- Charles Carroll – Presented by Kathy Lowe: Requesting infield rejuvenation for the Charles Carroll Elementary ballfield.  
Total project cost: \$4,000 Rec Council Contribution: \$750 County Funds: \$3,250
- Central Carroll – Presented by Robert Freter: Requesting field seeding at Deer Park.  
Total project cost: \$4,500 Rec Council Contribution: \$1,125 County Funds: \$3,375
- Central Carroll – Presented by Robert Freter: Requesting field seeding at Sandymount Park  
Total project cost: \$4,500 Rec Council Contribution: \$1,125 County Funds: \$3,375
- Freedom Area – Presented by Jessica Smith: Requesting playground replacement at Freedom Elementary School.  
Total project cost: \$100,000 Rec Council Contribution: \$80,000 County Funds: \$20,000

- North Carroll – Presented by Jen Lettau: Requesting field improvements to Hampstead Elementary and shed pad at Panther Park  
Total project cost: \$11,000 Rec Council Contribution: \$1,650 County Funds: \$9,350
- West Carroll – Presented by Stephen Valerio: Requesting a set of Rugby Posts at Bark Hill  
Total project cost: \$2,479 Rec Council Contribution: \$500 County Funds: \$1,979
- West Carroll – Presented by Darrell Robertson: Requesting fencing at Roberts Mill Park  
Total project cost: \$29,000 Rec Council Contribution: \$10,250 County Funds: \$18,750
- Westminster Area – Presented by Jennifer Barger: Requesting artificial turf repairs at Bennett Cerf Dog Park  
Total project cost: \$3,880 Rec Council Contribution: \$970 County Funds: \$2,910
- Winfield – Presented by Rich Dexter: Requesting solar powered scoreboard at Krimgold Park  
Total project cost: \$12,415 Rec Council Contribution: \$3,104 County Funds: \$9,311
- Winfield – Presented by Jason Hyde: Requesting team benches at Winfield Park  
Total project cost: \$4,172 Rec Council Contribution: \$1,043 County Funds: \$3,129
- Winfield – Presented by Kelly Duncan: Requesting to have press box decking replaced at Mayeski Park  
Total project cost: \$17,500 Rec Council Contribution: \$4,375 County Funds: \$13,125

Don Gerkin moved to approve funding for all requests excluding Freedom Area's request for a playground at Freedom Elementary School (due to the playground not being at a park managed by CC Rec & Parks) and West Carroll's request for fencing at Roberts Mill Park (due to the park not being managed by CC Rec & Parks). Derek Ludlow seconded the motion, which was unanimously approved. Don Gerkin also suggested creating additional guidelines for councils on how to submit their Self-Help requests and that he would initiate a draft document and circulate to board members.

### **Operating & Capital Budget Updates:**

Jeff Degitz updated the board on the financial position of Carroll County stating that the county is in a better position than expected due to larger than anticipated tax revenue as well as support from federal COVID relief funds. There is no significant impact anticipated on the department's operating budget. The capital budget has projects that were recommended last year, but are not included in the 6 year plan due to lower anticipated funding to support projects. The projects not included in the 6 year plan as currently envisioned include: Sports Complex lighting of field 4 & 5, Cape Horn Park & Sandymount Park waterless restrooms, Sports Complex bench shade structures and Cape Horn Park field lighting.

### **Programming Update:**

Lisa Carroll provided an update to the board on COVID and upcoming 50<sup>th</sup> anniversary activities. Recreation & Parks will continue to follow state orders with limited program sizes. Upcoming 50<sup>th</sup> anniversary activities include Dashboard Bingo at the Sports Complex, 50 mile hiking challenge, April story walks, Outdoor Movies at various parks from May – September, Park Legacy Fund Golf Tournament in September, 50 Year Celebration dinner event at Hashawha & culmination of 50/50 raffle to benefit Park Legacy Fund on October 2<sup>nd</sup> and the Volunteer of the Year event in November.

**Other Business:**

Lisa Carroll noted that Matt Decker and Becky Kishter recently passed their certification exams and are now Certified Park and Recreation Professionals (CPRP) and were recently recognized by the County Commissioners during Open Session.

Kristen Darby expressed a desire to see vegan options added to Hashawha’s baked treats that have been included along with program activities.

Michael Rodgers raised a concern regarding the curb being torn up at Westminster Community Pond, possibly due to snow plowing. Jeff Degitz will bring it to the attention of Facilities.

**Public Comments:**

None

**ADJOURNMENT:**

Next meeting will be held virtually on Wednesday, March 24<sup>th</sup>, 2021 at 7:00 p.m. On a motion by Don Gerkin, Tony Rosas seconded, and concurred by all, the meeting adjourned at 8:44 p.m.

Respectfully submitted,

*Jeff R. Degitz*

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Jeff R. Degitz, Director

*Laura Tawes*

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Laura Tawes, Secretary