KENT COUNTY LEVY COURT
Dover, DE 19901
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Kent County Parks and Recreation Commission
Meeting Notice and Agenda
1683 New Burton Road
Dover, Delaware 19904
B & G Conference Center
Thursday, January 8, 2026

6:15 PM, PARKS AND RECREATION COMMISSION

Call to Order and Roll Call

- Kevin Zimmerman, Chairman (District 4)
- John Stant III., Vice-Chairman (District 2)
- Walter Carroll (District 6)
- Edward Coker (District 1)
- James Long (District 5)
- Brian Michalski (At Large)
- Walter Waite, Jr., (District 3)

Approval of Minutes
Commission Minutes

Department Staff Reports
Department Staff Report

Old Business

New Business

Public Comments

Commission Comments

29 Del.C. §10004(e)(2). The Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the meeting.

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PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: January 8, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Minutes

AGENDA SECTION: Approval of Minutes

SUBJECT: Commission Minutes

ATTACHMENTS:
Dec 11 2025 KCPR Commission Meeting Minutes.pdf

KENT COUNTY PARKS & RECREATION COMMISSION MINUTES
December 11, 2025

CALL TO ORDER AND ROLL CALL

Mr. Zimmerman called the meeting to order at **6:15 p.m.**

Present:

Kevin Zimmerman, Chairman
John Stant, III, Vice Chairman
Walter Carroll
Ed Coker
James Long
Brian Michalski
Walter Waite, Jr.
Jeremy Sheppard
Michael Rigby
Marissa Warren
Commissioner Joanne Masten

APPROVAL OF MINUTES:

Mr. Long made a motion to approve the minutes for the November Commission meeting, seconded by Mr. Stant. Motion passed.

DEPARTMENT REPORTS:

Mr. Rigby's detailed report on Parks and Recreation items is attached to the meeting minutes.

OLD BUSINESS:

Mr. Sheppard stated as I've reported before we did bring on a design of digital design person to do the digital active guide, we did open registration this Monday, so we're officially in a new season that's why some of these numbers really aren't that impressive at this point for our winter programs some of them were open previously but usually this time of year people have other things in mind and recreation programs, so at least we're pumping out the information. The guy that we have doing it provides us all the PDF 's and all the things wasn't perfect the first time around but we'll make sure that it is better the next time we do it, so that's out and going and as you know it's completely online, we do try to do advertisements on Facebook, so if you're looking at Facebook at some point and you'll see our stuff roll across hopefully because our target area is about 20 miles from the rec center, so hopefully you'll be able to see that at some point.

Mr. Sheppard stated did go to Levy Court on Tuesdays workshop where we discussed the Courtside Pickleball and Tennis Club, I provided them with kind of a business plan for operating it as a as a club again just from the County stand point it was a huge loss for us just to say the least because there's an expectation the County runs at that they'll be proper supervision and that means people, so my costs were roughly $120,000.00 a year to about $30,000.00 in revenue, so clearly there was concern about that at Levy Court level, however it didn't die surprisingly and they're going to be taking a look at the lease here in the upcoming executive session

Commissioner Sweeney stated the one question that was asked of Jeremy that bothered me was if the Recreation Center turned a profit and we've known since 2012 that was not going to turn a profit that this was a service that the County offered to our residents because they need it and for them to ask that and to look at the numbers that Jeremy provide and say well we want to look at this more just got stuck in my thoughts, as I think that was the wrong attitude but we'll see how it goes.

Mr. Sheppard stated there are a number of private courts around so and I gave Levy Court kind of my understanding of how many there were out there to be used and they're starting to pop up more, so I think it's definitely something that Kent County should take notice of it and maybe it's an opportunity in a sense but it's still going to cost money and we're not going to we're not going to see any return real return on investment it's just a matter of how valuable of a service will it be for the community, so and that's fine to talk about that way.

Mr. Sheppard stated again we're still working on projects for the Recreation Center, Mike did talk about the officials room renovation really hope that gets approved we are going to have to ask for additional funding because it at this point it will be over budget when the bid is award and we also need additional funding to fit out the room and what I mean by that is we need to order a tables, chairs, since we already have table and chairs we want to match them because I don't want to have a mixed set of stuff that just looks bad, we need to get an ice maker for the facility, we need to get a big screen monitor up there, so when we have meetings in there we can show pictures and graphs stuff like that for fun and the room is also supposed to serve, as a tournament center or classroom space but other opportunities for use for that type of thing and I think we need a new microwave because that buttons already fall off, so essentially we'll be asking for about 14,000 extra dollars, so we'll see how that goes it might be called on Tuesday night.

Mr. Sheppard stated the parking project there is still kind of just inching along I'll just update you when we get some sort of movement on getting the site plan revision and there's a storage building that's in the plan, so we'll be working on that once we get the site plan revision also too so a lot of stuff to go on but that is what it is yeah.

Mr. Sheppard stated no Marydel update, still have not heard from them and no one has called me to ask about Jonathan's landing.

NEW BUISNESS:

Mr. Sheppard stated have a Merry Christmas.

COMMISSIONERS COMMENTS:

Mr. Carroll stated I would like to wish everybody a very Merry Christmas, happy wonderful and prosperous New Year.

Mr. Zimmerman stated for us Marissa always deals with us every month – Marissa appreciated it, here's a Christmas card for you, thank you and the 17 years I've been here with Christmas

parties we've only ever had Eric and Jody and this is officially Jody 's last meeting with us, as he’s been with us forever and hate to see you go.

Mr. Long made a Motion to adjourn, second by Mr. Stant, meeting adjourned at 7:45pm. Motion passed.

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Marissa Warren
KCPR Office Administrator

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PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: January 8, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Report

AGENDA SECTION: Department Staff Reports

SUBJECT: Department Staff Report

ATTACHMENTS:
Dec 11, 2025 Dept Staff Report.pdf

Recreation Report – December 11, 2025

- November revenue was $12,654.00
- Winter revenue starting on December 8 is $21,588.00
- Punch Card sales from November 13 till today was 241 and the revenue was $4,820.00.
- Overall Punch Card sales to date is 14,010 and we have generated $250,600.00 in revenue.

Winter Revenue Per Activity

1. Arts and Crafts – $2,270.00 with 23 participants
2. Fitness – $1,330.00 with 12 participants
3. Music and Dance – $573.00 with 12 participants
4. Sport Instruction - $7,510.00 with 104 participants
5. Sport Leagues – $9,635.00 with 112 participants

Projects

1. Browns Branch Pavilion construction is scheduled for this fall.
2. Browns Branch Playground replacement parts have all been installed. This project is complete.
3. Officials rooms renovation bid will be awarded on Dec 16.
4. Tot soccer field irrigation installation. Material was delivered yesterday.

Parks Report

1. Pruned all the Cedar trees at the Rec Center.
2. Repaired the starter and snowplow on one of the Kubota RTV's.
3. Converted all the shop lights at Brecknock to LED's.
4. Began leaf removal at all the parks.
5. Spead 44 tons of stone dust on the north side trail at Big Oak.
6. Staff have been painting and sealing the handrails from the Hunn Park fiberglass bridge.
7. Winterized the irrigation at BB, BO, Brecknock and the Rec Center.
8. Began taking all the vehicles and over the road trailers through inspection.
9. Seviced, winterized and stored most of the mowing equipment.