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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, April 9, 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)
- James Long (District 5)
- Brian Michalski (At Large)
- Walter Waite, Jr., (District 3)

Approval of Minutes

3-12-26 KCPR Commission Minutes

Department Staff Reports

4-9-26 Department Staff Report

Old Business

New Business

Public Comments

Commission Comments

(Suggestions for next month's agenda)

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: April 9, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Minutes

AGENDA SECTION: Approval of Minutes

SUBJECT: 3-12-26 KCPR Commission Minutes

ATTACHMENTS:
March 12, 2026 KCPR Commission Minutes.pdf

KENT COUNTY PARKS & RECREATION COMMISSION MINUTES
March 12, 2026

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
James Long
Brian Michalski
Walter Waite, Jr.

Also Present:
Jeremy Sheppard
Michael Rigby
Marissa Warren

APPROVAL OF MINUTES:

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

DEPARTMENT STAFF REPORTS:

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

Mr. Zimmerman: What award did Kaitlyn get?

Mr. Sheppard: Kaitlyn was awarded Recreational Administrator of the Year through the DYSA which is Delaware Youth Soccer Association, so the Delaware Youth Soccer Association is the governing body in the State of Delaware for I think all, whatever US soccer affiliated soccer clubs, so our program is part of that, it became part of it because we initiated it with help of Delaware Union at that time we just kind of we needed an outlet to play other people at our older ranks because we just wouldn't have the critical numbers, so we went with DYSA and Kaitlyn's been doing obviously an amazing job keeping that program going and we're servicing over 400 soccer players both fall and again in the springtime it just keeps rolling, so I put her up for it and she was accepted and was awarded that I think last month maybe.

Mr. Zimmerman: Good for her.

Mr. Zimmerman: The other thing is WBOC, when they always seem to do their interviews has a white building in the back with all the paint peeling off it, is that where you guys used to keep the Halloween candy because it looks awful.

Mr. Sheppard: At Brecknock, that could be the tenant's house.

Mr. Zimmerman: I'm like man, all the other nice buildings that they have, even the bathrooms it just shows a bunch of paint just gone and peeling off it.

Mr. Sheppard: When were they out there, most recently?

Mr. Zimmerman: Whenever it's warm 2 days ago 3 days ago.

Mr. Michalski: Yeah, I seen that, what was the story about?

Mr. Zimmerman: Just people getting out and enjoying Brecknock Park.

Mr. Rigby: Why would they go down to the tenant's house, usually they go where people congregate.

OLD BUSINESS

Mr. Sheppard: Last week we got the bid pack from Barton Ross for the Goggin Manor house renovation and it's roughly 350 pages of specs on how to renovate the basically the building envelope of that of that house, so it's a big old pack, it's at finance right now because they have to review everything to make sure it's all the way they want it. We also had to submit a determination of prevailing wages to the Department of Labor, which in our opinion it is prevailing wages because it's federal money but they're going to be submitting something with all the wages Barton Ross set up the budget and the bid pack that 2 included but finance wants the determination, so we're waiting on that, that was submitted I think on Tuesday, so essentially once that gets approved and advertised we're looking at like a mid like maybe it was April 20th for the bids to come in and now what they're doing is they're bidding it out to a general contractor, so it's going to be one contract and they'll take care of everything, so I'm sure they'll be plenty of subs on the job and that's better for us just to deal with one person instead of us dealing with 6 or 7 different trades, so it costs more money but this whole thing is costing a lot of money, so it is what it is. Hopefully once those bids go out and come back in and then get awarded and if we get them in by April 20th they could be awarded maybe at the earliest probably 3 weeks after that because those bids have got to go into finance they got to check to make sure that they're either qualified or they're not missing anything, as there's bid bonds and surety and stuff like that, so there's a little bit more technical stuff than our normal operation, so hopefully by I would say you know middle of May will be able to issue a notice to proceed and then they have just basically about 10 days to start some of it, so this summer that place is going to be hopefully under renovation, so now technically we have until the end of September I have to assume that if we're still in the construction phase they'll give us another extension but we'll just have to face up with that when we get closer to that.

Mr. Sheppard: We are still expecting delivery of a small dump truck, we are getting rid of the bigger international dump truck that we have had since 2002, so it doesn't have that many miles on it but it's a little rusty now, it doesn't get used all that much, so we're not trading in but we're going to be selling it but we're moving it to a unit that won't be able to get down some trails and bring stone dust and other materials where we need to get, so just something a little more maintenance friendly for us.

Mr. Rigby: No CDL requirement.

Mr. Sheppard: Mike talked about the irrigation out there and that's good. I don't think I have anything else under old business, any other questions on other past projects, any updates.

NEW BUSINESS

Mr. Sheppard: From a staffing perspective we're currently going to be down 2 people starting next week, big surprise for us over last week as we had one of our employees going on FMLA for 12 weeks, so that put us down, our morning maintenance guy, so it's good news for him thank goodness but unusual news for us, I don't think I should say it's his news, so whatever.

Mr. Sheppard: We also have a parks guy who is transferring over to Public Safety at the end of the week I think next Monday will be his first day over there for training, so we'll be down to Parks Worker here soon, we have posted in the paper on the Internet. The full-time position and our seasonal positions, so our intent is to hire a full-time person and 2 seasonals, I'm hoping to kind of pull some strings behind the scenes and get 3 but we'll see. I mean there's some money we haven't spent and money we won't spend on next year's budget, but I'll have to get a lot of different approvals to add a person for the summertime.

Mr. Sheppard: Budget next Tuesday night I am going to Levy Court to do a Capital Budget workshop, which means I'll be discussing very specifically the 27 budget entries for Capital Projects. Also, I'll be presenting them with basically that 5-year plan that I gave to you guys last month and show them that we have got a lot of work to do over the next 5 years, if that's what they want to do. It'll probably be a little bit of an eye opener and they'll probably have some questions but I'm hoping that they really put some thought into it and figure out that we got to find a way to pay for some of these improvements including the additions here to the Rec Center.

Mr. Sheppard: That's it at this point – anything from the front office? Credit card machines are all working fine now, finally.

Mrs. Warren: They're working fine but we have had conversations between Global Payments, well Open Edge specifically and Civic Plus regarding the deposits because deposits have been jacked up, so I'm hoping to have another conversation hopefully by Monday regarding that.

Mr. Sheppard: The business end of this operation isn't always as simple as you'd like it to be you know we have a we have a software provider Civic Rec, so if you go online to register that's the software that you use and then of course we have to have transactions both in house and online and they ended up being 2 different people until they could be one person but it's still, it's just a difference between the terminals, the credit card terminals in house and the online and when they were cut offs and all the things that from a finance and accounting standpoint, it's been a really difficult situation, so thanks to Marissa for continuing to figure that out and talk to people because it's kind of a nightmare. That's all I have – it's a short one tonight.

Mr. Sheppard: I'm willing to take any questions you have.

Mr. Long: How about the stage?

Mr. Sheppard: Okay, the mobile stage yeah, so the Library, Michelle Lipinski been working through the schedule for Arts in the Park, which that's what we're using the mobile stage for, she has a great majority of it scheduled out because most of the concerts will be here at the Rec Center out on the east square but the other ones at Big Oak and Browns Branch are a little bit

more complicated because if we have a cancellation at those sites at those alternate sites we don't have a place to go, so for example when we were at Brecknock and it got canceled because of the weather they just tell the band to go set up in the library, so if there was 500 people there well maybe 100 people got into library because whatever it was and there wasn't any concern about we didn't get the show, so we paid that sort of stuff. Well at Big Oak there's no place to go inside and then we're certainly don't think it's logistically smart to tell people to drive 25 minutes down to Camden in order to go to the library for a 90 minute show, so we've recently been in contact with New Castle County and the state of Delaware Parks about cancellation policies how do they pay people what is what's the standard because we've never had this issue, so we're working with finance in order to understand do we need to have 2 checks ready to pay, or how is it going to work, so we're still working through that in order to get the last I think it's 5, 3 at Big Oak and 2 at Browns Branch that need to be filled and I think Michelle has the people who are just trying to wait till we have a cancellation policy that stipulates, if we cancel like at noon well you're not getting paid at all but if it's you know at 5:00 like we just have a thunderstorm come through like it happens then and they're here do we pay them the full or do we pay them 50%, however, we're still working through that unfortunately it's a little bit slow.

Mr. Sheppard: Yeah, we have 4 staff members who are certified to install that stage, and I guess build it and take it down, what do we want to call it

Mr. Rigby: Deploy it

Mr. Sheppard: Yeah, deploy it, and it's impressive, it really is once it's all out, I'm really excited about it, I hope that people readily accept the change of location because typically when you throw somebody a curveball they get all concerned about it and I just believe it'll be a little bit tough maybe the first couple of times when people understand it's here that there's good parking there's great access maybe we'll get some food trucks out there for the same time, so people can get some food and take in a show. I just think it's a better sight than Brecknock Park because it's nice, it's fine at Brecknock but we don't have quite as much parking. The park isn't necessarily lit later at night like we have the parking lights here, just more flat paved surfaces here, that sort of thing, so it'll be a change, but I think people get used to it quickly.

Mr. Rigby: I think we will need to do a dry run the week before.

Mr. Sheppard: Maybe we want sooner than that.

Mr. Rigby: That's what I'm thinking as well yeah at the latest yeah, it's been I don't remember almost a year probably, since we've been through the trainer.

Mr. Long made a Motion to adjourn, second by Mr. Stant, meeting adjourned at 6:45pm. Motion passed.

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Marissa Warren
KCPR Office Administrator

Item Cover Page

PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: April 9, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Report

AGENDA SECTION: Department Staff Reports

SUBJECT: 4-9-26 Department Staff Report

ATTACHMENTS:
4-9-26 Department Staff Report .pdf

Recreation Report – April 9, 2026

- March revenue was $32,250.00
- Spring Revenue from February 9 till today is $77,048.00.
- Punch Card sales from March 12 till today are 227 and the revenue was $4,540.00.
- Overall Punch Card sales to date are 14,996 and we have generated $270,240.00 in revenue.

Spring Revenue Per Activity

1. Arts and Crafts – $4,425.00 with 52 participants
2. Fitness – $5,330.00 with 51 participants
3. Music and Dance – $1,845.00 with 32 participants
4. Sport Instruction – $5,445.00 with 99 participants
5. Sport Leagues – $34,650.00 with 467 participants

Projects

1. Staff are back working on the pavilion at Browns Branch. It should be 100% complete in the next 30 days.
2. Officials room renovation has begun. General contractor estimates 4 to 5 weeks for completion.
3. Parks signage: Staff have replaced some of the traffic signs and directional signage at the parks.
4. We have received the approved revised site plan. We can now move forward with the rec equipment storage building and the expansion of the parking lots.

Parks Report

1. Staff have begun mowing the parks.
2. Installed a new Kesselring Park sign at the New Burton Road entrance.
3. Pressure washed both pavilions at Brecknock.
4. Grooming softball fields almost daily.
5. Staff are still cleaning up from the storm damage.
6. Installed new signage at some of the parks.

Events

1. Senior Olympics Pickleball tournament has been approved for August 20, 21, 22 and 23, 2026.
2. Family Emergency Preparedness Day is scheduled for September 12, 2026.
3. Arts in the Park schedule is out.

Rentals

1. Townsend Church to practice and hold two tournaments at Big Oak Park this summer.
2. Steel Sports to rent a multipurpose field at Brecknock for the Handi Tube four day summer camp.
3. Bayhealth Kickball tournament at Brecknock Park.
4. Delaware Certified Hoopers basketball practice in the gym.
5. Delaware Express girls softball tournament at Browns Branch on April 25 and 26.
6. Multiple Little League practices at Brecknock and Big Oak.