



**Kent County Parks and Recreation Commission
Meeting Notice and Agenda
1683 New Burton Road
Dover, Delaware 19904
B & G Conference Center
Thursday, May 14, 2026**

6:15 PM, PARKS AND RECREATION COMMISSION

Call to Order and Roll Call

- Kevin Zimmerman, Chairman (District 4)
- Walter Carroll (District 6)
- James Long (District 5)
- Brian Michalski (At Large)
- Walter Waite, Jr., (District 3)

Approval of Minutes

4-9-26 KCPR Commission Minutes

Department Staff Reports

5-14-26 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.



Item Cover Page

PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: May 14, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Minutes

AGENDA SECTION: Approval of Minutes

SUBJECT: 4-9-26 KCPR Commission Minutes

ATTACHMENTS:
[April 9, 2026 KCPR Commission Minutes.docx](#)

KENT COUNTY PARKS & RECREATION COMMISSION MINUTES
April 9, 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 March Commission meeting, seconded by Mr. Stant. Motion passed.

DEPARTMENT STAFF REPORTS:

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

COMMISSION COMMENT:

Mr. Zimmerman: I saw on social media what you guys call the parks events – Arts in the Parks – that's cool, that you guys have it up at Big Oak, Browns Branch and here sharing the love with the trailer stage. That's impressive - people up there must be excited.

Mr. Sheppard: Yep, hopefully we just got published today, so it's been okay reaction, nothing negative, we'll probably start to advertise little bit more.

OLD BUSINESS.

Mr. Sheppard: Library staff Michelle Lipinski predominantly schedules concerts for Arts in the Park every Wednesday night normally at Brecknock Park from 6:30pm until about 8:00pm but we of course purchased the mobile stage, which has not been used yet but the mobile stage will allow us to travel a little bit, so Michelle published this year's summer concert scheduled earlier today and the 3 locations we will be hitting this summer are here at the Recreation Center predominantly, Big Oak Park and Browns Branch Park. Here at the Recreation Center, it will be out held on the east square back there where we play U8 soccer where there's parking on both sides, we're talking about getting food vendors and an ice cream vendor to be available for people to eat and enjoy the concert.

Mr. Sheppard: Big Oak Park location I'm not 100% sure exactly where it's going to go but most likely somewhere near the main pavilion, so people can access the pavilion quickly if it rains or

access the bathroom. Browns Branch will probably be by the new pavilion there's a little space in there, as we're not expecting a ton of people at these alternate parks initially because we're not putting the big acts at those locations the other reason we're not putting those bigger acts at those locations is if it does rain we're canceling, so in the past if it's rained we've moved things into the library, if at Big Oak Park and a rainstorm comes we're not relocating back all the way to the library, we'll be cancelling. Here at the Rec Center, if it rains, we're coming into the Rec Center, and our plan is for the inside during the concert offering drop in pickle ball, basketball, if for some reason we have to move them out they aren't losing anything other than opportunity, not money by having to reschedule.

Mr. Sheppard: The parks staff will have to work more, they're going to get overtime pay and some of them are probably okay with that, but we'll see how the County's appetite will be about paying overtime after this summer

Mr. Sheppard: We are in hiring mode, we have multiple openings, Parks Worker I, which we've been interviewing last week, yesterday for a total of 4 people and we did switch the posting of that position to open until filled, previously we have closed it to take in the applications but we went through the applications and decided to leave it open and see if we get a couple of trickle ins. Also hiring for Seasonal Parks Workers, we typically try to hire 2 Seasonal Parks Workers, I'm working on seeing if we can hire 3, last summer we got by with one but that isn't enough - it's hard to hire part time people for this kind of work but hopefully by the end of the month we'll have everybody on and working.

Mr. Sheppard: Irrigation, Mike, did you talk about the irrigation.

Mr. Rigby: I did not. The irrigation we installed in-house with staff is complete, it seems to be working fine other than we do have a short somewhere, so we're troubleshooting tomorrow to try to find out where it is, but it'll be a nice addition to that soccer field out there to keep some water on it. Staff did a good job; Site One Landscape does the design for free for us, and we don't necessarily have to buy material from him, but he was the lowest vendor with all the material.

Mr. Sheppard: In addition to Arts in the Park, we have scheduled 2 family movie nights at the Rec Center those are on Fridays coming up in May – May 1st we'll be showing Zootopia 2 and May 15th we'll be showing The Bad Guys 2. I think we've had mixed reviews on that whole event I was hoping we would get a couple 100 people but it's usually probably around 20 to maybe 70 and of course we pay \$500.00 for the license to show it, so we might be looking for some sponsors in the future for that program.

Mr. Sheppard: The budget process for Levy Court is still ongoing. Last month we had a Capital Projects workshop, I presented all the projects that we talked about on that 5-year plan, and I gave the same thing to Levy Court. I think it was appreciated that they could see out a little bit to know what we were thinking not just for right now but since then we did receive notice from DNREC that the ORPT the Outdoor Recreation Parks and Trails Fund that we have made use for in the past is now open again for pre application, so we'll probably put in 1 or 2 of the projects that we have coming up in FY27 we'll try to get some funding that will help out. One thing that got pushed to the front of the line not at my request, but the commissioner request was the

pickleball facility at Big Oak Park. That is something that they seem to feel strongly about that they would want to do sooner than later, so that will probably be the project that we are looking for additional funding for. We asked for \$350,000.00 for construction cost based on the quote that the vendor had given us and I'm sure it was padded because that's what they do when you ask for a quote but we also want to put in bathrooms like what we did at the ball field, so that people don't have to walk all the way over to the main part of the park to get there - we'll probably have some more conversations the budget is not done but we're not putting that out to the public just yet because we don't know what's happening, so if it gets approved in the budget then we'll tell people.

Mr. Sheppard: Tuesday night we had operational budget, to talk about the division's operational budgets such as staffing, supplies and equipment about all the stuff we spend every year and everything just seemed to go swimmingly well and the only real question that was asked was about Marydel, which wasn't even the subject that we were talking about and I will say Commissioner Masten did call and talk with the Scott Murray and apparently her understanding based on that conversation is there's a couple of groups that play softball, baseball who are now lobbying them to try to get that facility, so they can just keep it as is, which is fine it doesn't bother me, as I think operating that facility especially with what we have now was a big stretch was a huge stretch, so hopefully that kind of goes away.

Mr. Sheppard: I put in a proposal to raise the punch card fee that is currently \$20.00 which you get 10 punches, so that's a \$2.00 fee every time you punch in and we have not changed that fee since 2019, so I thought it's time to elevate that - if you remember we started this facility drop - ins were free and it was great. We implemented the punch card to thin it out a bit and make sure people were invested when they came here and that worked out well, then in 2019 we're like a dollar they can do better than this, so we raised it to \$2.00 and some people had a fit but calmed down after a month or 2 and we went on with business, so we're again raising it just 50 cents at a time, so \$5.00 total for a punch card up to \$25.00 but the process for that to actually be approved it either has to be approved directly as the budget ordinance or we're going to have to go back and ask for a public hearing, so I do it this way, so it gets in the budget ordinance it gets a public hearing and if people don't look through to see any fee changes well that's on them sort to speak but my hope is that in June it gets passed and we're going to make new cards and start selling them July 1.

NEW BUSINESS

Mr. Sheppard: We did have a gentleman who called the office very interested in having us build a basketball court at Brecknock Park. I told him I didn't support it, wasn't happy about that but he kind of made a big deal out of it, which is fine, he was passionate about wanting something like that but Brecknock is by far the busiest park we have and adding services - like people were asking for pickleball Brecknock Park, it's like, no, it's busy enough, we don't need to make anything else cause it even more overcrowded and quite frankly after I got that call I started taking small inventory of basketball places around here and we have basketball here, we have drop in times especially during the summer, the area he's most concerned about is Rodney Village, which is right next to our park, the school's Capitol Baptist, Caesar Rodney School,

Riley Brown they have 2 basketball courts there, so that's easy walking distance for kids to get to and we have somebody on staff who knows somebody who works there that says they get used all the time, so there is a resource there and little further down the road City of Dover has a few outdoor courts – it's not like there isn't places to play this gentleman wanted to make sure if he brought both of his kids that they both have things that they wanted to do there.

Mr. Sheppard: I would encourage after the meeting if you wanted to go take a quick look at the room we'll plug in the lights and so you can experience the spacious confined.

Mr. Long made a Motion to adjourn, second by Mr. Stant, meeting adjourned at 6:55pm.
Motion passed.

Marissa Warren
KCPR Office Administrator



Item Cover Page

PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: May 14, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Report

AGENDA SECTION: Department Staff Reports

SUBJECT: 5-14-26 Department Staff Report

ATTACHMENTS:

[P and R Meeting 5-14-26.pdf](#)

[New Browns Branch Pavilion 5-14-26.jpg](#)

Kent County Parks and Recreation

Recreation Report – May 14, 2026

- April revenue was \$10,951.00
- Summer Revenue from May 4 till today is \$17,973.00.
- Punch Card sales from April 10 till today are 279 and the revenue was \$5,580.00.
- Overall Punch Card sales to date are 15,275 and we have generated \$275,820.00 in revenue.

Summer Revenue Per Activity

1. Arts and Crafts – \$360.00 with 7 participants
2. Fitness – \$210.00 with 16 participants
3. Music and Dance – \$410.00 with 4 participants
4. Sport Instruction – \$3,005.00 with 55 participants
5. Sport Leagues – \$3,033.00 with 52 participants

Projects

1. Browns Branch pavilion project is complete. Levy Court would like to have a grand opening the week of May 25.
2. Officials room renovation project should be completed by Friday May 22.
3. Mike will be working on the rec equipment storage build next week.
4. Goggin Manor House project.

Kent County Parks and Recreation

Parks Report

1. Staff fertilized and sprayed all the athletic fields at the Rec Center, Browns Branch and Big Oak.
2. All the trees and branches were removed from all the parks from storm damage a few months ago.
3. Staff have completed the Browns Branch pavilion project.
4. Grooming softball fields almost daily.
5. Applied stone dust to the trails at Big Oak Park
6. Cutting grass daily.
7. Hired new Parks Worker I Ronald “Boe” Virdin.
8. Hired Jesse Wallace as a Seasonal Parks Worker.

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. First performance is May 27 at the Rec Center.

Rentals

1. Townsend Church to practice and hold one more tournament 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. Diamond State Ducks girls softball practices at Browns Branch.

