



**Kent County Parks and Recreation Commission
Meeting Notice and Agenda
1683 New Burton Road
Dover, Delaware 19904
B & G Conference Center
Thursday, June 11, 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

Minutes

Department Staff Reports

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: June 11, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Minutes

AGENDA SECTION: Approval of Minutes

SUBJECT: Minutes

ATTACHMENTS:
[May 14 2026 KCPR Commission Minutes.docx](#)

KENT COUNTY PARKS & RECREATION COMMISSION MINUTES
May 14, 2026

CALL TO ORDER AND ROLL CALL

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

Present:

Kevin Zimmerman, Chairman
Walter Carroll
James Long
Brian Michalski
Walter Waite, Jr.

Also Present:

Jeremy Sheppard
Marissa Warren

APPROVAL OF MINUTES:

Mr. Long made a Motion to approve the minutes for the April 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.

Commission Comments:

Mr. Zimmerman: Sports instruction – have you guys ever dabbled in girls' lacrosse before.

Mr. Sheppard: Maybe once or twice we've worked with representatives from Delaware Diamonds girls' lacrosse clinics mostly and I've been structed Joe we need to get involved at the recreational level for instructional lacrosse both girls and boys.

Mr. Zimmerman: Brooks doesn't want them to play over here and even the middle school.

Mr. Sheppard: I fear the program is going to go under, then kids will be forced to go up to the program in Smyrna, which is fine or somebody else will do it. I think we need to work together, which would be the best solution for us to do what we do best, which is to organize and provide administrative oversight. Joe has been asked to be a representative on that board of the boys outfit used to be Camden Mid States – don't know what his role is but I hope he can get them to the table to see what can we do to work this out together to maybe have some sort of small recreational program, intramural program in the fall in preparation for the indoor and winter, then hopefully we can jump into that next Spring.

Mr. Zimmerman: This pavilion done in house is great (referencing photo attached) – the County does a good job on their pavilions.

OLD BUSINESS

Mr. Sheppard: Project Updates

1. **Goggin Manor House project** - unfortunately moving slowly administratively, it's hard getting everything done, so we're on our second revision of the RFP documents that will go out hopefully in the next month. Had to rewrite some stuff and that's really on Barton Ross and his group, they've submitted their second revisions I've forwarded them to finance today, then hopefully help us with a notice to proceed. Couple of other things we need to do according to the grant is work with the local SHPO, which is a State Historic Preservation Office, and grant them an easement over the property for approximately 15 years based on the amount of money that we have been awarded through the National Park Service grant. I sent them the information, there's some coordination to do with that and of course the purpose of doing that is to allow a 3rd party such as a State Historic Preservation Office to have some kind of control after you spend all this federal money that you just can't go and tear it all apart or whatever so again it's a because we got \$500,000.00 it's a 15 year easement. The grant again is coming up against the September deadline, so we're preparing to request another extension.

2. **Renovation of the Officials' Rooms project** - work continues, as multiple trades need to come back in to clear some things up, so this is taking longer than discussed but officially speaking through the bid documents it needs to be done by June 30th.

3. **Small Dump Truck** - secured, which was a Capital Project for us to replace the old big international green one that we got back in 2000, so that'll be going on govdeals.com hopefully by the end of this year and again the purpose of getting a smaller dump truck is because we're not building parks anymore we're maintaining them and maybe doing some trail work here and we need smaller equipment that accesses those things better.

4. **Browns Branch Pavilion project** - photo attached, we are 99% done with the, so kudos to staff down there Jason, Rob Wood and Anthony, as they did a lot of work down there and we appreciate their hard work. Levy Court would like to have a ribbon cutting at that facility on Friday, May 29th at 10:00am, so you're certainly welcome to come and partake in that.

5. **County Website** - we're updating our portion on the working to kind of strip it to have stuff out there such as permitting reservations, calendars and Park amended

6. **Irrigation project** - parks staff did out here on the east square the grass is green, it's getting full, and it looks great out there, which was headed up by Rob Wood

NEW BUSINESS

Mr. Sheppard:

1. **Summer Digital Activity Guide** - we added a Parks section to it, as we've been trying to find ways to expand to make sure that we can get as much information out there. Another thing that we did for the first time is we had a participant highlight, highlighting an individual that's been in our programs and this quarter was Travis Holloway, who Joe calls Big Trav – he wrote a little

piece on him that was featured in the activity guide. Moving forward we hope to have a participant highlight every single time to feature each season.

2. **Granicus/iLegislate** – There has been an effort by Kent County to organize all our information for our meetings, which Marissa is really in depth with the system called Granicus/iLegislate that posts to the County's website when we have a meeting, our agenda that's set by our bylaws, but they also want to be able to have meeting minutes with this system and any type of materials that we have. Our meeting minutes aren't approved until they're approved here at these meeting the following month, so to have them out in public before that may not be the best practice. You all are supposed to have access, but there's another component that recently came up and it had to do with video conferencing, as a number of committees are online, so the question is why our meetings aren't online and through discussions I mentioned we're informal at this, as this is an advisory board but you guys can make that decision for yourselves.

Mr. Zimmerman: No

Mr. Long: No

Mr. Waite: No

Mr. Carroll: No

Mr. Michalski: No

Mr. Sheppard: Okay, I'll indicate no interest in going that way, we'll keep doing things the way we're doing it.

Mr. Sheppard:

3. **DE Turf** submitted proposal to the State Tourism Fund, which is supported by legislature and tax dollars for a Dome over a new turf field and they were awarded over \$4,000,000.00 to get that done.

Mr. Long made a Motion to adjourn, second by Mr. Carroll, meeting adjourned at 7:00pm.
Motion passed.

Marissa Warren
KCPR Office Administrator



Item Cover Page

PARKS AND RECREATION COMMISSION AGENDA ITEM REPORT

DATE: June 11, 2026

SUBMITTED BY: Marissa Warren, Community Services

ITEM TYPE: Report

AGENDA SECTION: Department Staff Reports

SUBJECT: Department Staff Report

ATTACHMENTS:
[P & R Report 6-11-26.docx](#)

Kent County Parks and Recreation

Recreation Report – June 11, 2026

- May revenue was \$43,308.00
- Summer Revenue from May 4 till today is \$53,831.00.
- Punch Card sales from May 14 till today are 208 and the revenue was \$4,160.00.
- Overall Punch Card sales to date are 15,483 and we have generated \$279,980.00 in revenue.

Spring Revenue Per Activity

1. Arts and Crafts – \$3,250.00 with 34 participants
2. Fitness – \$2,640.00 with 21 participants
3. Music and Dance – \$1,886.00 with 32 participants
4. Sport Instruction – \$6,760.00 with 121 participants
5. Sport Leagues – \$14,374.00 with 197 participants

Projects

1. Officials' room renovation is 98% complete. A speaker wire needs to be connected and the purchase of a commercial ice maker
2. Recreation equipment storage building is the next project on my list.

Kent County Parks and Recreation

Parks Report

1. Staff has cut back the overgrown foliage along the St. Jones Greenway.
2. Staff have been spraying broadleaf herbicide at various locations on cooler days.
3. Planted flowers at Brecknock
4. Pressure washed pavilions at Big Oak
5. Set up the stage twice for Arts in the Park
6. Grooming ballfields almost daily
7. Purchased and spread mulch here at Rec Center and will begin at 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 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. A few Little League teams requesting field use for all-star practice.