

PARKS COMMISSION AGENDA

**June 2, 2015, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of May 5, 2015
2. Old Business
 - a) Henry Park Memorial – will present to Mayor and Council on Monday, June 8, 2015
3. New Business
 - a) Tennis Lesson proposal – Delmarva Beach Tennis
 - b) Strategic Plan Update
 - c) National Night Out – August 4th
 - d) Movie in the Park Series (2016)
4. Berlin Youth Program Update
5. Other

MINUTES – PARKS COMMISSION
May 5, 2015

A meeting of the Berlin Parks Commission was held on Tuesday, May 5, 2015 at 5:30 PM. Commission members Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Councilmember Lisa Hall was also present.

The Commission reviewed the Minutes of April 7, 2015. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

Councilmember Lisa Hall joined the meeting.

Ms. Bohlen asked the Commission to join her in congratulating Mr. & Mrs. Wiley on their receipt of the 2015 William Donald Schaefer Helping People Award.

Economic Development Director Ivy Wells joined the meeting.

Ms. Bohlen discussed the two upcoming “Movies in the Park” events and requested consideration for reimbursement of \$1,788.00 to the Arts and Entertainment Committee for the two evenings scheduled for the parks, pending a review of the Parks Budget closer to fiscal year-end. She also indicated that she would look into getting proposals from various companies for next year to continue the activity. Following brief discussion, Ms. Dufendach made a motion to reimburse for this years’ events, pending budget review, and to look into hosting in 2016. Approval was unanimous.

Ms. Bohlen brought the Commission’s attention to a quote and drawing of the proposed new sign for Henry Park. Ms. Dufendach asked about the materials for the sign and Ms. Bohlen indicated that she did not know, but would poll the Commission for final approval after asking the vendor.*

Ms. Bohlen brought the Commission’s attention to the quote and drawing for a memorial to Dr. William Henry and noted that, as with the movie proposal discussed above, she would wait until later in the fiscal year before moving ahead. Discussion followed regarding the design and wording for the memorial. Discussion also followed regarding the placement of the monument and the possibility of creating an area with memorial bricks, or other landscaping to set it apart. Ms. Bohlen indicated that she would follow-up regarding the budget at the June Meeting.

Ms. Bohlen brought the Commission attention to a press release included in their packets for the Rt. 113 Countdown Crosswalk Ribbon Cutting scheduled for Friday, May 8th at 11:00 AM.

The Commission reviewed the FY15 Budget and proposed FY16 budget included in their packet. Ms. Dufendach inquired as to the proposed purchase of the “Tyson Property”. Ms. Bohlen indicated that it was still very much in the review process and therefore not a part of the proposed budget.

Ms. Bohlen brought the Commission’s attention to the Berlin Youth Program report. Brief discussion followed including discussion about the possibility of the children creating a rock garden, possibly for placement of the Dr. Henry Monument.

Ms. Bohlen reminded the Commission that May 30th would be Touch-a-Truck Day in Stephen Decatur Park from 10 AM to noon and that evening would be Movie Night in Stephen Decatur Park.

Ms. Dufendach noted some issues regarding the recent work done by the middle school students, including the placement of bird houses and picnic tables. Ms. Bohlen indicated that she and Ms. Kreiter would review the work done. She also indicated that clearer discussion regarding what was planned was warranted.

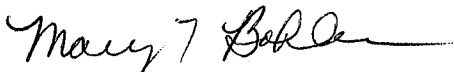
Mr. William Johnson and Mr. and Mrs. BJ Johnson appeared before the Commission to present their request to hold a Summer Basketball League in William Henry Park. They would be working with Worcester Youth and Family to hold a total of 96 games for students aged middle school through high school. The games would be held Monday through Thursday evenings from June 15th to July 20th. Discussion followed regarding the use of all three courts and Mr. Johnson indicated that he would amend the plan to use of two courts on the nights the Middle School-age children played. Discussion continued and Ms. Dufendach moved to approve recommending the activity to the Mayor and Council with the following stipulations:

1. Use of two courts on Middle school nights as discussed;
2. The league rules would require that all participants assist with litter pick-up;
3. The relationship between the league and WYFC be defined in writing;
4. Proof of insurance be provided;
5. Participants will sign a liability waiver holding the Town harmless.

Ms. Bohlen indicated that she would write the recommendation for the Commission to the Mayor and Council and email it to the Parks Commission members for approval. She would also ask that the discussion be placed on the agenda for the Monday, May 11, 2015 Mayor and Council Meeting.

Mr. Wiley made a motion to adjourn and the meeting adjourned at approximately 6:35 PM.

Respectfully Submitted,



Mary T. Bohlen
Administrative Services Coordinator
Liaison to the Parks Commission

*The vendor indicated that the sign panels would be .080 aluminum, posts 4" X 4" salt treated with PVC vinyl colors, vinyl graphics and stainless steel fasteners. An email poll of Commission members resulted in a vote of 3 in favor and 2 no response.



Mayor & Council of Berlin



June 8, 2015

To: Mayor & Council

From: Mary Bohlen, Liaison to the Parks Commission

cc: Parks Commission

Re: Dr. William Henry Memorial

As has been previously discussed, the Parks Commission would like to place a memorial to Dr. William Henry in Henry Park, both to remind and educate visitors as to who Dr. Henry was and his contributions to African American education in Maryland. The cost for an appropriate memorial is approximately \$4,535.00 installed.

There are two options for funding the memorial:

1. There is a potential for a grant through the Maryland Historical Trust, African American Heritage Preservation Program Capital Projects, however, their next funding round will not open until spring of 2016. We would have to wait to move forward until after funding is awarded as they will not fund retroactively.
2. The Parks FY15 budget can cover the cost and we can move forward immediately.

The Parks Commission would rather install the monument immediately rather than wait to apply for a grant that ultimately may not be awarded. Your consideration in approving the immediate purchase is greatly appreciated.

DR. WILLIAM E. HENRY

The son of Edward and Mary Henry, he was born and raised in Snow Hill, Maryland and received his early education in Worcester County. He devoted his life to educating young people, serving in all levels of education; he was an elementary teacher, college teacher and supervisor of schools in Worcester County. His career spanned from 1924 to 1967 and included teaching elementary school in North Carolina to being named President of Bowie State Teachers College (now Bowie State University) from 1942 to 1967 – the longest tenure for that office. He returned to Worcester County for a decade when he was appointed supervisor of county schools from 1932 to 1942. During his career he organized several teacher education programs and served as a professor and chairman of education departments throughout Maryland.

He was married to Mary Holy Henry and they had two sons and a daughter.

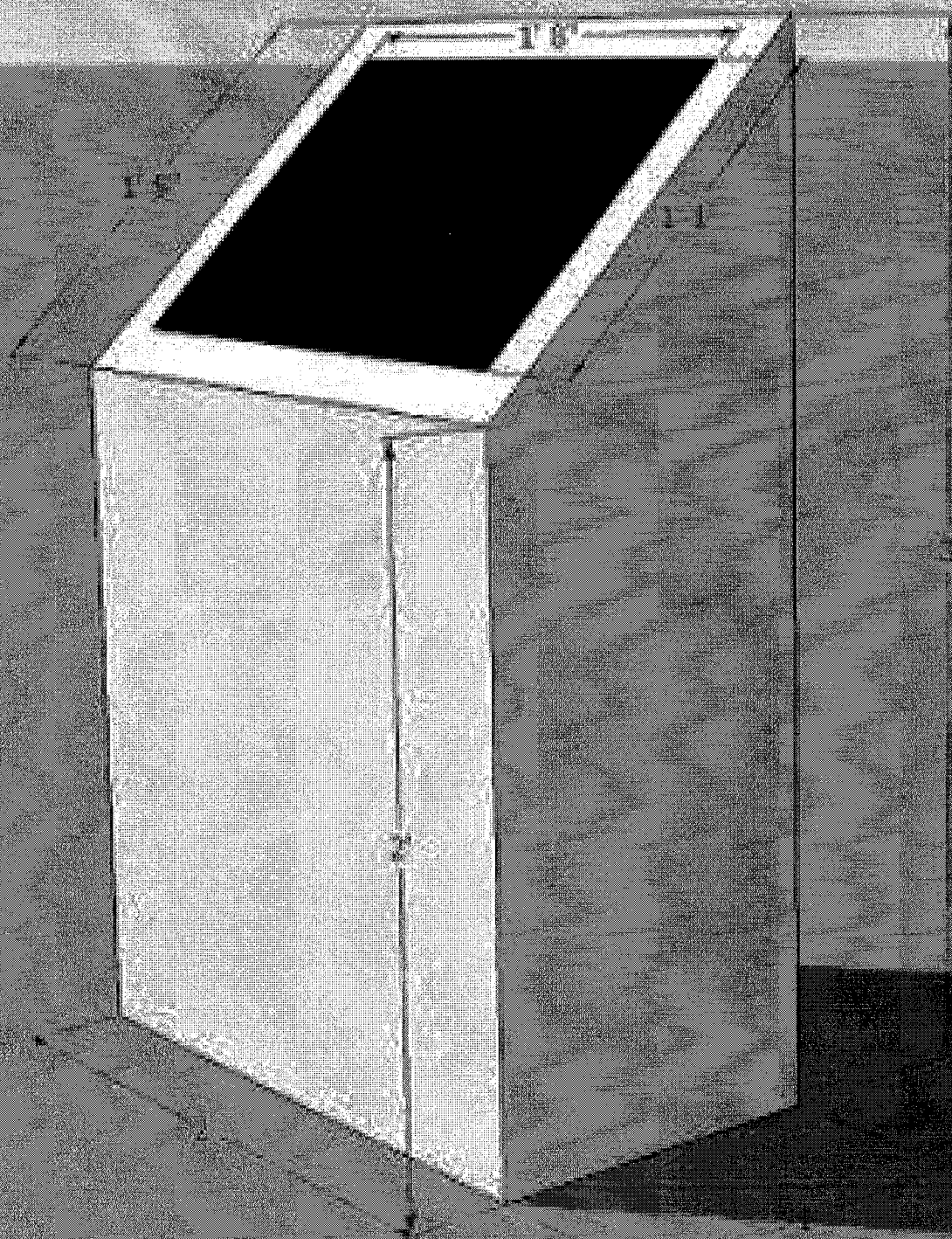
The dedication of this park honors and remembers his contribution to education in Worcester County and the state of Maryland.



CUSTOMER: BERLIN **DWG NO#** SB-033015 (LE2) **DATE:** 05/04/15 AD
COLOR/SIZE/FINISH: JET BLACK TILE INSERT 20"X13"

BLUE RIDGE BEVEL TOP DIE 2-0 X 1-0 X 3-0 12" DROP

APPROVED BY _____ **DATE** _____
PLEASE REVIEW AND PROOFREAD THIS DRAWING CAREFULLY. WE ARE NOT



BERLIN MARBLE GRANITE & BRONZE

108 William Street
BERLIN, MARYLAND 21811

INVOICE

4368

(410) 641-2111

TO Town of Berlin
10 William St.
Berlin MD 21811
410-641 4314

DATE 5/6/15	ORDER NO.
SHIP TO mbohlun@berlinmd.gov	

SALESPERSON	DATE SHIPPED	SHIPPED VIA	FOB POINT	TERMS
QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL
	memorial Plaque 2.0x1-043.0			4385 00
	MD Tax ? (263.10)			EXEMPT
	Install			150 00
				4535 00
	Eagle blue w jet black etched tile mounted on top w steeled front back & top, balanced rock pitch Jet black tile 1-8 x 1-1 x 0-1 polished top balance sawn / laser etched lettering & 8 1/2 yll portrait			

Thank You!



BUSINESS USE OF PARK APPLICATION



Name of Business: Delmarva Beach Tennis Agent/Responsible Party: Erika Cook
(Individual Person must be identified)

Address 54 Tail of the Fox Dr. Phone #: (W) 872-588-8667 (C) 908-930-0579
Berlin, MD 21811 Email: delmarva-beach-tennis@gmail.com

Purpose of Facility Use: Tennis lessons

Requested Days/Times of Use: week days 5-7pm / weekend mornings

of Persons Expected to participate in activity/event 2-10 ppl.

List all individuals/employees who may/will conduct the business activity:

1) <u>Erika Cook</u>	6)
2) <u>Jacob Cook</u>	7)
3)	8)
4)	9)
5)	10)

FACILITY REQUESTED-Check all that apply

Dr. William Edward Henry Park, Flower Street: Full Use _____ Partial Use _____

Basketball Courts #1 _____ #2 _____ #3 _____ Pavilion _____

Picnic Tables _____ # of Tables Needed _____ Play Equipment _____

Notes/Comments: _____

Stephen Decatur Memorial Park, Tripoli Street: Full Use _____ Partial Use ☒

Tennis Courts #1 ☒ #2 ☒ #3 ☒ #4 ☒ Pavilion _____

Picnic Tables _____ # of Tables Needed _____ Play Equipment _____

Nature Trail/Pond Area: _____

Notes/Comments: It will be partial use of the tennis courts - group lessons
will need 2 courts and private lessons will need 1 court.

Please add any other information relevant to this application: Delmarva Beach Tennis
seeks the partial use of tennis courts at Stephen Decatur
Memorial Park to conduct tennis lessons.

AGREEMENT

The agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. I understand that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin property incurred as a result of my use of the facility under this permit.
- 9) Under no circumstance are motorized vehicles permitted on parks' grounds.

Signature of Permittee E. Col Date: 5/18/15

Position with Group/Organization: Director, Delmarva Beach Tennis

Office Use Only: Date Rec'd: _____ Initials: _____

Date Application Reviewed by Mayor and Council: _____

Mayor & Council Approval _____ Yes _____ No
By a Vote of

_____ For to _____ Opposed with _____ Abstaining

Additional Conditions/Notations:

Mary Bohlen

From: Delmarva Beach Tennis <delmarvabeachtennis@gmail.com>
Sent: Thursday, May 21, 2015 4:37 PM
To: Mary Bohlen
Cc: Laura Allen; Vicki Magin
Subject: Re: Use of Decatur Park tennis courts

Hi Mary,

Thank you for your response to the application. I appreciate the invitation to the June 2nd meeting and look forward to presenting. Working with the Berlin Youth Program is a wonderful idea, and I will reach out to the organization directly. I have answered your questions below.

1. Do you have a start and end date, or do you anticipate this being a year-round (weather permitting) activity. This will be a year-round (weather permitting) activity. The active months will be around March - November.
2. Are you charging participants? If so, how much? Yes, participants will be charged for either private or small group lessons. However, I would like to further discuss it in the meeting, as I am open to a possible partnership with the town of Berlin (if there is interest).
3. Will you be able to provide a copy of a certification of insurance and a liability waiver that specifically holds the Town of Berlin harmless? Yes, we have liability insurance through PTR (Professional Tennis Registry). I can also add Stephen Decatur Park to the insurance, additionally insuring that the park is not held liable if anything happened to a student while on the courts.

Please let me know if I can answer any further questions before the 2nd. I look forward to meeting you.

Thank you,
Erika

On Tue, May 19, 2015 at 9:33 AM, Mary Bohlen <mbohlen@berlinmd.gov> wrote:

Ms. Cook,

Thank you for submitting a Business Use of Park Application for use of the tennis courts in Stephen Decatur Park. I am the Town staff liaison to the Parks Commission and I would like to invite you to attend the June 2nd meeting of the Parks Commission to discuss your application. The Parks Commission will make a recommendation to the Mayor and Council based on their discussion with you.

The meeting starts at 5:30 PM and is held on the 2nd floor of Town Hall in the Conference Room. This will be in addition to appearing before the Mayor and Council on June 8th as Ms. Magin indicated when you spoke with her.

I also have a few questions. I anticipate that this information will be of interest to the Parks Commission and Mayor and Council.

1. Do you have a start and end date, or do you anticipate this being a year-round (weather permitting) activity.
2. Are you charging participants? If so, how much?
3. Will you be able to provide a copy of a certification of insurance and a liability waiver that specifically holds the Town of Berlin harmless?

To assist you in preparing for your presentation to the Parks Commission and to the Mayor and Council, I would advise you to strongly consider working directly with the Berlin Youth Program through Worcester Youth and Family Counseling to offer free lessons to children participating in that program. The program is conducted by Worcester Youth on behalf of the Town of Berlin.

I look forward to your response.



Mary T. Bohlen – Administrative Services Director
Town of Berlin | 10 William Street | Berlin, Maryland 21811-1233
O: 410-641-4314 | F: 410-641-2316 | W: www.berlinmd.gov | E: mbohlen@berlinmd.gov

Goal #1: Increase parks and recreation facilities

Team: Town Administrator (TA) Laura Allen and Administrative Services Director (ASD) Mary Bohlen

Outcomes

- Final decision on acquisition of the former Tyson property
- Two new recreation events

Actions		Lead	Status	Next Steps
1a.	Complete appraisal, environmental assessment, feasibility analysis, and funding plan to enable the Council to make a decision regarding acquisition of the Tyson property by September 30, 2015.	TA	<ul style="list-style-type: none"> • Appraisal complete. • Environmental assessment underway. 	<ul style="list-style-type: none"> • Complete environmental assessment • Issue RFQ for Feasibility Analysis consultant
1b.	Work with the Parks and Recreation Commission in developing recreation program plans	ASD	<ul style="list-style-type: none"> • Create walking groups – such as parents, dog owners, retirees, full moon, botanical walk (quarterly). Reach out to Gull Creek, Berlin Nursing Home, MAC center. • Identify volunteers • Develop schedule 	Meet with Parks Commission at June 2 nd meeting; obtain their feedback
1c.	Work with the county to expand the “Just Walk” program.	ASD	Program coordinator agreed to provide Spring and Fall walks.	Meet with Parks Commission at June 2 nd meeting; obtain their feedback
1d.	Create regularly scheduled fitness programs in Stephen Decatur Park.	ASD	Identify volunteers to provide tennis and basketball clinics in the parks.	Meet with Parks Commission at June 2 nd meeting; obtain their feedback
1e.	Establish a regular walk around the Town with elected officials and the Town Administrator.	TA	Developing walk schedule for each district with Councilmembers; focusing on fall and spring.	Scheduling first walk in September with Lisa Hall and October with Dean Burrell.
1f.	Provide regular information updates to the community about progress on this goal.	TA	First Quarterly Report due to Mayor and Council on October 13 th .	