

**THE COMMISSIONERS OF ST. MICHAELS**  
300 MILL STREET  
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ST. MICHAELS, MD 21663

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Incorporated 1804

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Parks and Recreation Advisory Board  
Regular Meeting  
Tuesday, May 21, 2024, at 1pm

**CALL TO ORDER** –Meeting opened at 1:02 pm. Pledge of Allegiance.

Present: Sue Ann Raring, Phyllis Kennedy, Karen Douglass, Brian Wroten, Courtney Stockland, Marise Galgano and Mary Lou Watson, Brian Thompson, Public Works Manager, and Kris Kakabar, CSR.

**Minutes**

Chair Raring motioned to approve the Parks and Recreation Advisory Board minutes from April 16, 2024, seconded by Member Watson and Member Galgano and carried on a vote of 7-0.

**Public Comment:**

No public present.

**Old Items for Discussion**

1. Parks and Recreation Budget remaining balance for fiscal year 23-24 is approximately \$1,787.74 with a recent invoice for plants outstanding.
2. QR Code for public parks in St. Michaels – Member Stockland developed a free QR code via apple image which will link you to the Town’s Park page on the website. The idea is to utilize this in place of parks brochures.
3. A dual trash can was purchased, with arrival in 6-8 weeks, and will be placed at Douglas Park. The single cans will be relocated to St. Mary’s Square and Back Creek Park. The trash cans at Pemberton will be moved to the other end of the parking lot area. Public Works will move the recycling container by the Post Office to a more appropriate location to capture recycling. The Town will notify Republic Services.
4. The Town office planters have been planted and will continue to reside in their current location. St. Michaels in Bloom planters along the downtown are being moved closer to the curb, for beautification of the sidewalks and will hopefully decrease jay walking.
5. Park monitoring - Members will each construct a list of Park maintenance issues to bring to each meeting. Emergent concerns will be emailed to Kris Kakabar or Brian Thompson. Public Works will address these concerns as timely as possible.
6. SMBA Kiosk – Parks and Recreation Board posed ideas for locating community volunteers and funding efforts for improvements to the kiosk (dry rot, flooring, painting). Futuristic options - a screen loop monitor of the downtown businesses and restaurants in place of brochures. Present these ideas to the Town Administrator to take before the SMBA.
7. Swing chain extensions need to be purchased prior to installation.
8. Member Kennedy brought examples of planter signs to be applied to the exterior side panel of some planter boxes which will assist the Public Works staff in identifying Parks and Recreation planters during watering. Metal plaques two-by-six inches with verbiage as per shown was voted upon. Motion made by Member Douglass and seconded by Member Kennedy and passed on a vote of 7-0.

9. Park improvements- Update provided by Brian Thompson. Ground Effects will be assisting with the ivy by Pemberton Pharmacy.
10. Newsletter articles will be drafted by Member Wroten and Member Galgano for consideration.

### **New Items for Discussion**

1. Maryland's Open Meeting Act reviewed.
2. Mission Statement – As per website, consider alterations. Member Kennedy will forward suggestions to Kris Kakabar.
3. Public survey – Consider devising public surveys to obtain opinions with areas like Hollis Park or views on Public Art in Parks. Advised members that Town Planner would need to be involved to ensure appropriateness of questions/suggestions without false ideas.
4. The Year at a Glance Calendar is at the Town Office.
5. Public Art in the Park presentation on June 6, 2024, attendees from the Parks and Recreation Advisory Board will be Members: Galgano, Watson, and Kennedy. As well as Brian Thompson, Public Works.

### **Next Meeting Date**

June 18, 2024, at 1:00pm at the Boy Scout Cabin, St. Mary's Square.

### **Adjournment**

Member Kennedy made a motion to adjourn the meeting. Seconded by Chair Raring and carried through on a vote of 6-0.

The meeting adjourned at 2:10pm.

Minutes approved as submitted by 5-0 vote in favor on the 18 day of June 2024.

  
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Sue Ann Raring, Chair