



## FREDERICK COUNTY PARKS AND RECREATION COMMISSION

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JEREMY KORTRIGHT - DIVISION DIRECTOR

### MINUTES

The Frederick County Parks and Recreation Commission

July 8th, 2021  
Ballenger Creek Park, Shelter #2

#### **Parks and Recreation Commission Attendees:**

Mary Jo Richmond	Howard Looney
Dave Twigg	Charlotte Davis
Councilman Jerry Donald	Harry Lashley
Nicholas Augustine	

#### **Parks and Recreation Commission Absentees:**

BoE Liaison-Brad Young  
Mary Ann Brodie-Ennis  
Viktor Kraenbring

#### **Staff Attendees:**

Jeremy Kortright  
Bob Hicks  
Becky Clarke

#### **Voting Legend**

For-Against-Abstained-Absent

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#### **Call to Order:**

Chairman Mary Jo Richmond called the July 8th, 2021 meeting to order at 6:30 pm.

Members met at Ballenger Creek Park, Shelter # 2, due to County restrictions of indoor meetings due to the Covid-19 Pandemic. The Chair asked for introductions by all and welcomed the newest members. New members are Harry Lashley, Charlotte Davis and Nicholas Augustine.

#### **Approval of Minutes:**

Minutes from the April 8<sup>th</sup>, 2021 meeting were presented for approval. A motion was made by Howard Looney to approve the minutes as presented. Dave Twigg seconded that motion. **The motion passed 4-0-3-3.** There were three (3) abstentions- all by the new members.

#### **PRC Chair Comments:**

Chair Mary Jo Richmond announced that there are two "Thank you" cards being circulated during the meeting for the two members that just went off the Commission, Bob Failor and Paul Spurrier. She also announced that included in the packets for the meeting are an updated Commission Listing as well as an Organizational chart. Mary Jo also mentioned that she is so impressed by the Website Hits report. She also mentioned that all members should have gotten an invite to the Ballenger Creek Trail Ribbon Cutting Ceremony, and she encouraged all to RSVP and attend. Mary Jo also inquired about the Teachers from Tuscarora using the Park facilities and being charged fees. Jeremy explained the partnership that has been established with FCPS and Parks. There are no mutual agreements with Tuscarora High School and Ballenger Creek Park.

#### **Election of Chair and Vice Chair for FY'22**

Harry Lashley nominated Dave Twigg for Chair. Councilman Donald seconded the motion. **The motion passed 7-0-0-3.**

Dave Twigg nominated Viktor Kraenbring for Vice Chair. Howard Looney seconded the motion. **The motion passed 6-0-1-3.**

Dave Twigg abstained.

#### **Community Grant Process**

Bob Hicks distributed information on the Community Grant Program and explained the role of the Parks and Recreation Commission. The program provides funds for Non-Profit Community based organizations that want to improve Recreation facilities in Frederick County. (Examples are Community Playgrounds, Dugouts, etc. for non Profit organizations & HOA's). The program has an allotment of \$50,000 to be distributed as the Parks and Recreation Commission approves. The information was released to the public on July 1<sup>st</sup> and there are already 12 applications. Bob then explained that a Sub-Committee needed to be formed by at least three (3) Parks and Recreation Commission members and two (2) staff members. The subcommittee is responsible for visualizing the locations and scoring the applications. The results/recommendations are then presented to the Parks and Recreation Commission as a whole for a final decision on fund distribution.

The timeline is as follows:

- Applications available first of July
- Application deadline is the first Friday in August
- First Subcommittee meeting is scheduled end of August
- Review and score application by the end of September
- Recommend to entire PRC body at the October Meeting
- November is used for finalizing Award and Grant Documents
- December- funds released to Grant recipients

The following members volunteered for the Sub Committee- Harry Lashley, Nick Augustine and Mary Jo Richmond.

Discussion ensued on whether or not to meet in August (August is usually no meeting due to the Park Tour). A motion was made by Dave Twigg and seconded by Howard Looney to meet in August, as a regular monthly meeting. **The motion passed unanimously 7-0-0-3.**

#### **Ballenger Creek Trail Discussion**

Jeremy recapped the plans for the Ballenger Creek Trail Ribbon Cutting on Tuesday July 20<sup>th</sup> at 10 am. All Commission members should have gotten an invite. Celebration to take place at the trailhead, at Ballenger Creek Park.

#### **Directors Report**

Jeremy announced that the County Executive Office is looking for a representative from the Parks and Recreation Commission for the Rural and Scenic Roads Program Committee. Howard Looney volunteered himself for the committee. A motion was made by Dave Twigg to have Howard represent the Parks and Recreation Commission on this committee. The motion was seconded by Charlotte Davis. **The motion passed 7-0-0-3.**

Jeremy also gave a lengthy overview of operations and happenings of the Division, including current work plans, retirements, new hires, schedules of events and Parkland Acquisitions (12 acres next to Utica, Hodge Property at Ballenger Creek Park). Member Nick Augustine questioned who was responsible for the maintenance of the Ballenger Creek Trail. Jeremy stated that the maintenance is the responsibility of Parks Staff.

#### **Commission Items:**

New Chair, Dave Twigg stepped in to preside over the meetings from this point forward.

Mary Jo- When is Rock Creek School open to us. This will be end of August

Nick- Welcomed by Dave. Nick wanted to know how to report maintenance issues at Parks. Jeremy answered that the numbers are on all of the Kiosks in the park and also the public will soon have access to a phone App called "See Click Fix", which will allow the public to report such problems easily.

Councilman Donald- enjoyed the Park Tour, welcomed new members and looking forward to the Ballenger Creek Trail opening. Also wished us luck with the Job Fair that the Division will be doing.

No other Commission member comments.

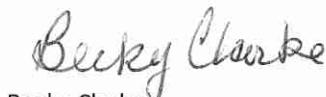
#### **Public Comment**

None

#### **Adjourn**

A motion was made by Mary Jo Richmond to adjourn the meeting at 7:50 pm. Howard Looney seconded the motion. **The motion passed 7-0-0-3.**

Respectfully Submitted,



Becky Clarke,  
Recording Secretary