



# FREDERICK COUNTY PARKS AND RECREATION COMMISSION

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JEREMY KORTRIGHT - DIVISION DIRECTOR

## MINUTES

### The Frederick County Parks and Recreation Commission

February 9, 2023

#### Parks and Recreation Commission Attendees:

Howard Looney  
Mary Ann Brodie-Ennis  
Dave Twigg  
Mary Jo Richmond  
Harry Lashley  
Charlotte Davis  
BoE Liaison – Nancy Allen  
Council Liaison-Mason Carter

#### Parks and Recreation Commission Absentees:

Nicholas Augustine  
Viktor Kraenbring

#### Staff Attendees:

Bob Hicks  
Jeremy Kortright  
Kayla Brannen  
Matt McKee  
Jason Jenkins  
Sean Barrett  
Carl Lynch

#### Voting Legend

For-Against-Abstained-Absent

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**Call to Order:**

Chair Howard Looney called the February 9, 2023, meeting to order at 6:30 pm.

**Approval of Minutes:**

Minutes from the November 2022 meeting were presented for approval. Mary Jo Richmond requested an edit of the minutes to reflect that the County Liaison, Mason Carter, was appointed but not approved prior to this meeting. She asked the meeting minutes to reflect this detail. Upon correction, Harry Lashley motioned to approve the January 2023 minutes. Mary Ann Brodie-Ennis seconded the motion.

**The Motion passed 8-0-0-2.**

**PRC Chair Comments:**

Chair Howard Looney began the meeting by welcoming Mason Carter, the County Council Liaison, to the PRC.

**Park Operations and Ranger Program Overview:**

Matt McKee, Parks Superintendent, introduced the Park Operations Management team.

- Jason Jenkins and Sean Barrett, Park Managers.

Matt began by letting members know that Park Operations has 6 crews, that are assigned to maintain both park and non-park sites, with a total of 38 members. Overall, the Parks Operations office maintains 23 developed County parks and 16 open space parkland which totals 2,327.7 acres. In addition, they maintain 43 non-park facilities, such as the Health Department, and the maintenance of 62 stormwater ponds.

He also stated that staff maintain and/or inspect 1,349 amenities, 166 structures, 115 athletic spaces, and 39 playgrounds.

Sean began his presentation with an overview of his crew oversight and contracted services, such as Tree Removal, Sanitation, Mowing, Stormwater Pond, and Snow Removal contracts.

Jason began his presentation with an overview of his crew oversight and systemic projects. Systemic projects are done to improve things already present in our parks. These can be completed by outside contractors or in-house staff. He provided examples of systemic projects he has managed, such as the Kramer House in Rose Hill Manor Park, Luby House in Fountain Rock Park, and Urbana Tennis Courts. He also provided an outlook on some future systemic projects.

Mary Jo Richmond let parks staff know that the Kramer House looks amazing. Mary Jo Brodie-Ennis let parks staff know that Fountain Rock Nature Center looks very nice after the rehab.

Jeremy stated that systemic budget has been able to provide dramatic improvement to what the public sees in our parks.

Howard Looney stated that a few of the slides really showed what is going on within Parks and Recreation.

Mary Jo Richmond stated that years prior we wouldn't have been able to provide the spreadsheets like today. Jeremy stated that Cartagraph has been an asset to capturing all the amenities and allowing staff to plan for replacements.

Carl Lynch, Park Ranger Supervisor, began his presentation by providing an overview of the Park Ranger Unit. The unit includes seven full-time Park Rangers, one Security Specialist, up to eight seasonal Park Attendants,

and a few part-time Park Rangers. He also discussed the role of the Park Rangers within the County parks. Within the 23 park facilities, he stated the rangers protect assets and park patrons along with monitoring and preserving the natural resources. Carl educated members that Park Rangers have civil authority and power to enforce the County code in the parks.

Next, Carl educated the members about two interpretive programs and the goals behind them:

- BARK Ranger Program: Available to view now on Recreater.com
- Junior Ranger Activity Booklist: To be launched Spring 2023

Then, Carl gave an overview of all trainings required to be a Park Ranger.

Mary Ann Brodie-Ennis asked what NIMS training is. Carl stated that it is a series of training that helps guide staff during an emergency.

Finally, Carl provided 2022 statistics which included warnings, civil citations, calls for service, and medical emergencies.

Mary Jo Richmond asked if medical responses are counted if a County ambulance is also dispatched. Carl stated, yes. A Park Ranger is dispatched when a medical call for service is dispatched in our parks.

Mary Ann Brodie-Ennis stated that the numbers for service seemed low and we're lucky. Mary Jo Richmond asked if Park Rangers carry AED. Carl stated, yes.

Jeremy stated that for the first time in several months, the Park Ranger unit is fully staffed. In addition, during March-November seasonal staff are stationed at the busier parks.

Mary Jo Richmond discussed the increase in growth within Frederick County and how our parks are nice and outshine others.

Howard asked about trail patrols. Carl stated during the summer they complete bike patrols; however, they monitor trail heads now. Jason stated that Parks Maintenance staff are on the trail 2-3 times per week.

Howard also asked about parking issues at the Advisor Court trail head and an opportunity for overflow parking. Bob stated that parking at the hotel is allowed.

Finally, Howard asked about what kinds of civil citations are issues. Carl said parking, changing oil in the park, littering, off-leashed dogs, and noise issues just to name a few.

Mary Ann Brodie-Ennis asked for some clarification regarding leashed dogs within parks. Carl stated that within County parks, dogs are required to be leashed with a lead 9' or less. They can be under proper control within the dog park.

She also asked about the duration of our mowing contracts and Sean stated that our contracts are one year with up to (4) one-year renewals.

Mason asked if citations are centrally located or are the all-across the County. Carl stated that last year Ballenger Creek, Utica, and Libertytown had the most citations issued. However, both Ballenger Creek and

Utica the busiest due to its amenities and location.

**Director's Comments:**

Jeremy stated that the Daddy Daughter Dance was well attended with 260 couples per dance with a total of three dances. This was the first one post COVID. Planning is underway for the 2023 Spring Fling and Egg Roll at Rose Hill Manor in April. Spring and Summer Camp registration opens February 14, 2023. The Luck of the Leprechaun scavenger hunt begins March 1<sup>st</sup>. Overall, our Recreation program population has increased and has surpassed 2019 enrollment data.

On December 21, 2022, Maryland Public Works has approved the 2-million-dollar request for LPPI funding. This still must be approved by the County Council. Old National Pike District Park, Phase 2 Bids will be open 01/26/2023 and we have enough funding to complete the entire project. Finally, staff are working through the Procurement process for the exterior project of the Widrick House.

**Commission Items:**

Howard shared an update from Nancy, who was unable to attend, that on 02/22 the BOE agenda includes a presentation on the Middletown Campus Feasibility Study Review. Public is welcome to attend at 6 p.m.

Howard also stated that he has a conflict for next months meeting.

Dave asked if we extended an invite to the County Council and Executive for the Park Tour. Jeremy stated we haven't planned one yet, but an invite will be sent out once scheduled.

Charlotte asked about the parking issues at Advisors Court. Bob stated that at the hotel property we cannot place signs but, people can park at the hotel.

Charlotte stated that POS is fully funded as of right now.

**Public Comments:** None

**Adjourn:**

There being no further business, Howard Looney adjourned the meeting at 7:33 p.m.

Respectfully Submitted,

*Kayla Brannen*

Kayla Brannen  
Recording Secretary

**APPROVED**  
March 9 2023