



# FREDERICK COUNTY PARKS AND RECREATION COMMISSION

355 Montevue Ln, Suite 100  
Frederick, MD 21702  
PHONE: 301-600-1646

JEREMY KORTRIGHT - DIVISION DIRECTOR

## MINUTES

### The Frederick County Parks and Recreation Commission

March 9, 2023

#### Parks and Recreation Commission Attendees:

Nicholas Augustine  
Viktor Kraenbring  
Mary Ann Brodie-Ennis  
Dave Twigg  
Mary Jo Richmond  
Charlotte Davis  
oE Liaison – Nancy Allen

#### Parks and Recreation Commission Absentees:

Howard Looney  
Harry Lashley  
Council Liaison-Mason Carter

#### Staff Attendees:

Bob Hicks  
Kayla Brannen  
Charles Snyder

#### Voting Legend

For-Against-Abstained-Absent

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**Call to Order:**

Vice Chair Viktor Kraenbring called the March 9, 2023, meeting to order at 6:35 p.m.

**Approval of Minutes:**

Minutes from the February 2023 meeting were presented for approval. Mary Jo Richmond motioned to approve the February 2023 minutes. Mary Ann Brodie-Ennis seconded the motion.

**The Motion passed 6-0-1-3**

**PRC Chair Comments:**

Vice Chair Viktor Kraenbring began the meeting by stating he will withhold chair comments until the end of the meeting.

**Office of Security Presentation:**

Security Supervisor, Charles Snyder, introduced himself to the PRC. He began the meeting by introducing the Office of Security organizational chart, vision, and goals.

Next, he provided an overview of which buildings his staff, or contracted staff, oversee. Buildings include 118 North Market Street (Office of Economic Development), 30 North Market Street (Treasury), Winchester Hall, and Public Safety Training Facility (PSTF)

Charles stated that in addition to monitoring building activity, they also monitor public meetings, tow vehicles, lead trainings and drills within the downtown offices, and write incident reports.

Viktor asked who is alerted during a call for service. Charles stated the Frederick City Police, unless its inside a County building. However, he said the Frederick County Sheriffs Office handles incidents centering around County vehicles.

Viktor also asked where the money goes from parking tickets. Charles started that there are no money or points associated. He stated that they are civil infractions only.

Mary Jo Richmond asked how staff know to lower flags. He stated that County staff alerts the office to lower flags. However, there is a website that can push Flag Status Alerts.

Mary Ann Brodie-Ennis asked how many contracted Security Guards are on staff. Charles stated that he has five contracted security guards, one at Winchester Hall, one at Treasury, and three at PSTF. The guards at PSTF are stationed there 19 hours per day/365 days a year.

**Director's Comments:**

Bob Hicks stated that the Budget Journal for LPPI funding for FY23 was approved by the County Council.

Athletic fields will be open for the season on March 15, 2023, weather permitting. Parks crews are applying the top dressing and will apply fertilizer after opening day as time allows.

The office has completed first interviews for the Natural Resources Program Manager. Second interviews will be completed in a few weeks. Bob stated we had several very qualified applicants.

The Luck of the Leprechaun hunt began on March 1<sup>st</sup> with a goal to get families out in our parks.

Catoctin Creek Nature Center will host Raise the Racks on March 25, 2023, to welcome back the Purple Martins.

Spring Fling and Egg Roll will be held at Rose Hill Manor on April 1.

Construction contract for Old National Pike, Phase II was awarded to CJ Miller. Staff will hold a pre-construction meeting in a few weeks with a notice to proceed to follow.

Finally, staff are working through the final stages of the RFP for the Widrick House. Contractors must be historically approved, and we are waiting for Purchasing to award the contract.

Mary Jo Richmond asked how she can register her family for the Spring Fling. She was directed to email Kayla Brannen with how many attending.

**Commission Items:**

Charlotte highlighted a Feasibility Study that was published in the newspaper for the Hargett Farm located in Frederick City. She asked if the County could be involved in the study. Bob stated that he would reach out to the city's Parks & Recreation department to see if we can be included in the study.

Mary Ann Brodie-Ennis stated that she visited Crossroads Exhibit at Rose Hill Manor Park. She said it was very cool and well done.

Viktor stated that the winter season was mild. He reminded PRC members that the Spring Fling and Egg Roll is coming up on April 1<sup>st</sup>. It is a fun event to participate in or volunteer to work a station.

Mary Ann Brodie-Ennis asked about the property next to Utica Park and what it is going to be used for. Bob stated that the Vance property will become a community building with an entrance within the park once funding is available.

**Public Comments: None**

**Adjourn:**

There being no further business, Viktor Kraenbring looked for a motion to adjourn. Nick Augustine made the motion to adjourn with Charlotte Davis second. The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

*Kayla Brannen*

Kayla Brannen

Recording Secretary

**APPROVED**

April 13 2023

