



# FREDERICK COUNTY PARKS AND RECREATION COMMISSION

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

JEREMY KORTRIGHT - DIVISION DIRECTOR

## MINUTES

**APPROVED**

1/12/2023

### The Frederick County Parks and Recreation Commission

November 10, 2022

#### Parks and Recreation Commission Attendees:

Howard Looney  
Mary Ann Brodie-Ennis  
Charlotte Davis  
Viktor Kraenbring  
Dave Twigg  
Mary Jo Richmond  
Nicholas Augustine

#### Parks and Recreation Commission Absentees:

Harry Lashley  
Council Liaison- Jerry Donald  
BoE Liaison – David Bass

#### Staff Attendees:

Bob Hicks  
Jeremy Kortright  
Kayla Brannen

#### Voting Legend

For-Against-Abstained-Absent

0 - 0 - 0 - 0

**Call to Order:**

Chair Howard Looney called the November 10, 2022, meeting to order at 6:30 pm.

**Approval of Minutes:**

Minutes from the October 2022 meeting were presented for approval. Howard Looney addressed two corrections to the minutes. Upon correction, Viktor Kraenbring motioned to approve the October 2022 minutes, upon correction. Charlotte Davis seconded the motion. **The Motion passed 7-0-0-3**

**PRC Chair Comments:**

Chair Howard Looney stated that he would like to discuss the transition to new government during commission items.

**Local Parks, Playground, and Infrastructure Fund (LPPI) Project Review:**

Bob Hicks prepared an overview of LPPI projects completed in FY22 and the ones that will be submitted for FY2023. Bob stated that for FY22, we were given \$6,000,000 to complete projects. The county split it in half and gave 3,000,000 to municipalities. A review of the differences between LPPI and Program Open Space (POS) fundings occurred. He also reviewed the projected FY23 project plans.

Viktor Kraenbring asked if the Libertytown Tennis Courts will be lined for Pickleball use as well. Bob Hicks stated that yes and that it is the new park standard.

Mary Jo Richmond asked if Parks and Recreation has Pickleball Court information on the website. She also stated that she was unaware that the tennis court were also lined for pickleball use.

Once the presentation ended, Mary Jo Richmond asked if anyone has approached us regarding the Middletown Schools Master Plan, pool, gymnasium, and/or tennis courts. She also asked how the municipalities split the funds. Bob Hicks stated that they discuss with each other, and Mary Ann Brodie-Ennis stated that there is a meeting with all municipalities, and they discuss projects.

Mary Jo Richmond also stated that the visual for the Park Proximity Map was very eye opening.

**Director's Comments:**

Jeremy Kortright stated that the Land Preservation and Park and Recreation Plan (LPPRP) is available to view on the website.

He also alerted members of a fire at the Ballenger Creek Community Building on November 8, 2022, at 4 p.m. Youth lit fire in the outside bathroom. The Fire Marshal estimated \$10,000 in damages but, the main community building was not damaged. Claims have been submitted. Once the bathroom has been repaired, it will be locked for the winter season.

He also stated that the Libertytown Concession Stand was also damaged this weekend. While we have footage, we cannot make out any details.

With the increase of vandalism in the parks, we are looking into additional camera options within our parks.

Parks and Recreation staff will be presented with a High-Performance Operations Award for their hard work on the Cartograph System Project. Kimberly Taylor, Matt McKee, Sean Barrett, and Jason Jenkins will be accepting the award with the County Executive's Office

Jeremy stated that Frederick County hosted the Maryland Recreation and Parks Association (MRPA) Leadership Institute at Scott Key Community Center. Bob Hicks discussed the CIP process and Kimberly Taylor discussed County budgeting.

Highlighted 2022 Holiday Events:

- Letter From Santa: Registration Deadline of Dec. 2
- Museum by Candlelight
- Holidays on the Farm
- S'mores with Santa
- Sensory Friendly Visit with Santa

Jeremy stated that he enjoyed History Trick-or-Treat at Rose Hill Manor Park.

The Winter Recreater is live, and they should be delivered into mailboxes next week.

A hiring update reviewed offers have been made for Park Rangers, Security, and a Recreation Coordinator. He also stated that the vacant Recreation Specialist position has been filled.

Utica Well has been drilled and paving the trail is next. The trail is to be completed in early December.

Finally, he discussed to plan for a July Parks and Recreation Commission tour, and we will extend the invitation to the council members.

#### **Commission Items:**

Howard Looney discussed the new transition of government. He plans to attend the December budget hearing and he invites others to attend as well. If the PRC would like to submit a letter of support regarding the Community Grant Increase, Jeremy stated that this would need to be submitted by Dec. 1. Kayla Brannen will send Budget Hearing dates to the PRC and will draft a letter for PRC. Howard Looney and Viktor Kraenbring will review and submit on the PRC's behalf. Charlotte Davis stated that she has drafted some verbiage for the letter and will send that to Howard, Viktor, and Jeremy.

Charlotte Davis stated that they hosted a Kanode Master Plan meeting yesterday. They discussed two concepts. The committee received comments and concerns from neighbors and user groups.

Viktor Kraenbring stated that the PRC has traditionally not held a meeting in December. Mary Ann Brodie-Ennis made a motion to not hold a December 2022 meeting. The motion was seconded by Nicolas Augustine.

**The motion passed 7-0-0-3.**

Nicholas Augustine asked if we receive a copy of crime reports in our Parks. Both Bob Hicks and Jeremy Kortright stated that yes, they get a CAD report each morning. Nicholas followed up with a question if we keep any statistics that the PRC can view. Jeremy stated that the reports are not full proof but, Rangers create incident reports. Nicholas asked if we've seen an increase in gang or graffiti activity specifically. Jeremy stated that yes, Ballenger Creek Linear Trail seems to have activity. Both Rangers and Park Staff monitor trail often.

**Public Comments: None**

**Adjourn:**

There being no further business, Howard Looney adjourned the meeting at 7:45 p.m.

Respectfully Submitted,



Kayla Brannen  
Recording Secretary