



FREDERICK COUNTY PARKS AND RECREATION COMMISSION

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JEREMY KORTRIGHT - DIVISION DIRECTOR

MINUTES

The Frederick County Parks and Recreation Commission

October 13, 2022

Parks and Recreation Commission Attendees:

Howard Looney
Mary Ann Brodie-Ennis
Charlotte Davis
Viktor Kraenbring
Dave Twigg
Mary Jo Richmond
Nicholas Augustine
Harry Lashley
Council Liaison- Jerry Donald
BoE Liaison – David Bass

Parks and Recreation Commission Absentees:

Staff Attendees:

Bob Hicks
Jeremy Kortright
Kayla Brannen
Kimberly Taylor

Voting Legend

For-Against-Abstained-Absent

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APPROVED 11/10/22

Call to Order:

Chair Howard Looney called the October 13, 2022, meeting to order at 6:30 pm.

Approval of Minutes:

Minutes from the August 2022 meeting were presented for approval. Viktor Kraenbring motioned to approve the August 2022 minutes. Mary Ann Brodie-Ennis seconded the motion. **The Motion passed 9-0-1-0**

PRC Chair Comments:

Chair Howard Looney stated that he would like to discuss changing the RSVP deadline for PRC meetings to an earlier time.

Community Grant Recommendations/PRC Approval at this meeting:

Kimberly Taylor opened the discussion stating that this is her third year working with the Community Grant program. A total of six applications were submitted and each PRC member was provided project scoring sheets. Kimberly stated that this year a new online application was launched, and it was well received. To date applicants of this grant have had to apply online, the sub-committee comprised of Jeremy Kortright, Bob Hicks, Viktor Kraenbring, and Dave Twigg met, completed site visits, and scored each project. Tonight, the PRC will vote on the recommendations.

A discussion regarding the applications occurred:

- Nicholas Augustine asked if the Westview South project was to add a dog park and Kimberly Taylor added that it is also adding a Teen/Tween recreational space.
- Howard Looney asked if the applicants would get feedback, post vote, and Bob Hicks stated that they would. Following that statement, PRC members discussed ways to announce the Community Grant opportunity sooner.
- David Bass asked how strict the rule regarding obtaining two quotes was. Both Kimberly Taylor and Bob Hicks stated that it is strict, and applications will be rejected if they do not provide two quotes.

Community Grant Public Comments:

Members of the public, William and Jeffery Boyce, were in attendance and spoke that they were the Westview South applicant. He stated that his son found the grant opportunity using Google. They explained that they would like to create a Teen/Tween hangout space to give them a space to play and gather, other than the current Tot Lot. In addition, provide a Dog Park for their HOA community.

Jeremy stated that all applications were good locations and good projects. The two that stuck out to him were the Libertytown, due to the location, and Westview South project, due to the uniqueness of the project.

Harry Lashley asked the public in attendance if they were to approve the applications as it was submitted, with less \$4,500 the estimate of the project, would the project suffer or not be completed. William Boyce stated no and that the project will still be able to be completed with the help of the HOA and members of the community.

Mary Jo Richmond made a motion to approve the grant applications. Nicholas Augustine seconded the motion. **The Motion passed 9-0-1-0**

Director's Comments:

Jeremy Kortright provided information and updates on the Disc Golf course at Middletown Park; discussed the site visit and master plan process for the Kanode property; Middletown Skate Spot; provided a copy of the divisional snapshot flyer created by the marketing staff; updates to Field 6 at Othello and Field 8 at Utica Parks; Utica Farmstead project progress; divisional hiring efforts along with an interview update for Park Rangers; Fall program and event updates; new staff and current vacancies within the Recreation department; FY24 budget process and Jeremy Kortright's travel to NRPA last month.

Mary Ann Brodie-Ennis asked Jeremy some of the things that stuck out to him at NRPA and he stated Strategic Planning, Generational Recreation Programming, Ranger Programs, and the Dallas, Texas public/private partnership initiative.

Commission Items

Mary Jo Richmond asked what impacts the election could have on the budget and staffing. Jeremy Kortright stated that we annually sharpen our pencil for our budget requests, then we adapt and fine tune our budget requests. Members of the PRC stated that they are the division's advocate.

Charlotte Davis stated that the PRC should write a letter to the new County Executive showing their support for our division. Both Dave Twigg and Howard Looney stated that this could be discussed and acted upon during the November PRC meeting

Following that, Charlotte Davis made a motion to increase the budget ask for FY24 to \$150,000 for Community Grants. Harry Lashley seconded the motion. **The motion passed 8-1-1-0**

Harry Lashley stated that Community Grant projects that were approved, but not fully funded, were sometimes not able to be completed.

Following that, Mary Jo Richmond made a motion to increase the total per project to \$35,000 if the funding is increased to \$150,000. Charlotte Davis seconded the motion. Nicholas Augustine stated that voting should wait until we see the outcome of the budget increase ask. Mary Jo Richmond amended her motion to state \$30,000/per project if the funding is increased to \$150,000. **The motion passed 7-2-1-0**

Jerry Donald stated if the PRC would like to show support of the division, send a crowd and not just a letter.

Howard Looney stated he would like to move the RVSP date to COB Monday prior to the Thursday PRC meeting. All agreed.

Public Comments:

See Community
Grant Section

Adjourn:

There being no further business, Dave Twigg motioned to adjourn the meeting at 7:47 pm. The motion was seconded by Viktor Kraenbring. **The motion passed 9-0-1-0.**

Respectfully Submitted,

Kayla Brannen
Recording Secretary

