



# FREDERICK COUNTY PARKS AND RECREATION COMMISSION

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JEREMY KORTRIGHT - DIVISION DIRECTOR

## MINUTES

### The Frederick County Parks and Recreation Commission

July 13, 2023

#### Parks and Recreation Commission Attendees:

Mary Ann Brodie-Ennis  
Dave Twigg  
Howard Looney  
Harry Lashley  
Charlotte Davis  
Nicholas Augustine  
BoE Liaison – Nancy Allen

#### Parks and Recreation Commission Absentees:

Viktor Kraenbring  
Mary Jo Richmond  
Council Liaison-Mason Carter

#### Staff Attendees:

Jeremy Kortright  
Bob Hicks  
Kayla Brannen

#### Voting Legend

For-Against-Abstained-Absent

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APPROVED  
Sept 14 2023

**Call to Order:**

Chair Howard Looney called the July 13, 2023, meeting to order at 6:30 p.m.

**Approval of Minutes:**

Chair Howard Looney stated that he would like some clarification from the Kanode Master Plan vote during the June 2023 meeting. The commission discussed timeline and work that needs to be completed for the chair to bring it back to the agenda. Jeremy Kortright and Bob Hicks stated that the work items discussed are in progress.

Minutes from the June 2023 meeting were presented for approval. Harry Lashley motioned to approve the June 2023 minutes. Mary Ann Brodie Ennis seconded the motion.

**The Motion passed 4-0-3-3**

**PRC Chair Comments:**

Chair Howard Looney stated that we would have to pick a new chair and co-chair for the PRC.

**Community Grant Member Selection:**

Chair Howard Looney led a discussion requesting PRC volunteers for the Community Grant Sub-Committee. He expressed that Viktor Kraenbring is interested and Harry Lashley also volunteered.

**Community Grant Program:**

Kimberly Taylor went over the Community Grant Program and changes that had to be made to the online portal. She also went over the notification timeline and how she reaches out to the member of the public to let them know about this grant opportunity. She also showed members of the PRC the updates to the online portal, application, and discussed internal processes for reviewing applications.

Kimberly also stated that some feedback from past Community Grant submissions stated that it is hard to obtain the required two quotes so, next year the grant may be opened a few weeks early to allow them more time to obtain the quotes required.

**Youth Advisory Committee:**

Commission Member Dave Twigg introduced his idea of a Youth Advisory Committee. Mary Ann Brodie Ennis liked the idea and Chair Howard Looney asked about how Parks and Recreation would recruit members. A discussion between PRC members occurred about logistics, appointment, communication to students and school leaders, and potential application processes.

BOE Liaison Nancy Allen stated that she would research MNCPPC process for their Youth Advisory Committee and present the idea to the board.

Jeremy introduced Carrie Sprinkle to discuss the County's teen programming and our offices Teen Leadership Committee (TLC) we had prior to COVID.

Carrie stated that prior to COVID, the TLC was broken down into several different sections based on the interest of the teen. The staff members assigned to the TLC had to focus solely on teen programming to make this successful. Post COVID, the Recreation team has had to shift their focus and no longer can allow one person to focus on just teen programming. Dave asked how the office recruited for members of the TLC. Carrie stated that we utilize Counselor-In-Training program. A discussion occurred about where this type of program

could be taken, including different members of Parks and Recreation, and the budget appeal needed to get it there. Nick Augustine asked what the next steps would be. Chair Howard Looney requested that the Division of Parks and Recreation to add a Budget Request for a new Recreation Specialist, who focuses on Teen Enrichment, to be added to the September PRC agenda as a discussion items.

**Summer Camp 2023 Overview:**

Carrie Sprinkle provided the commission an overview of Summer Camp 2023. She provided them a year-long overview of topics that staff work on prior to the launch of camp in June.

Summer Camp brought in 95 new staff with a total of 150 for the season and 38 registered CIT. We have noticed some recruitment changes and staff will plan with those in mind next year.

Carrie stated that this year we had 2 full weeks of training staff that included state mandated trainings, CRASE, and Deaf Awareness.

For the 2023 season, Parks and Recreation had 11 regulated camp locations. A total of 270 camps, with over 7,500 registrations, and 2,693 individual camp profiles. Carrie discussed camp ratios, length of camps, and structure.

**Director's Comments:**

Bob Hicks highlighted several CIP Projects such as the Othello Maintenance Shop and Old National Pike Park Phase II.

Signage has been installed at the Snook Farm Agricultural Complex and several tennis and basketball courts are being redone.

The PRC Tour will be in August and invitations were provided tonight and via email

Summer Camps are continuing, and the Middletown Learning Studio will begin programming this fall. Brunswick Recreation Center will begin rentals in November 2023 and programming in January 2024.

Parks and Rec Celebration is scheduled for Friday, July 14 to celebrate National Parks and Recreation Month at Utica District Park.

The Fall Recreator guides and the Jr. Ranger Booklets with badges have been printed.

**Commission Items:**

Dave Twigg sated that he has enjoyed the past several years in PRC, specifically the Community Grant process.

Mary Ann Brodie Ennis thanked Dave for bringing items to the table.

BOE Liaison Nancy Allen asked if we use the Walkersville Pool. She said new starting blocks were installed. Middletown school projects are moving into the design/build phase and submitting budget requests for a combined school. Brunswick High School project has moved up.

Harry Lashley thanked Dave for his service.

Dave Twigg asked to be invited to the Calico Rocks Ribbon Cutting in the future.

Chair Howard Looney led the selection for Chair and Vice Chair of the PRC Commission. Jeremy stated Viktor mentioned he would be willing to be Chair or Vice Chair for his last year.

Dave Twigg nominated Howard Looney as Chair and Charlotte Davis seconded the motion. Seeing that there was no discussion, **motion passed 6-0-1-0**.

Charlotte Davis nominated Viktor Kraenbring as Vice Chair and Dave Twigg seconded the motion. Seeing that there was no discussion, **motion passed 7-0-0-0**.

**Public Comments:**

NONE

**Adjourn:**

There being no further business, Howard Looney adjourned the meeting at 8:00 p.m.

Respectfully Submitted,



Kayla Brannen  
Recording Secretary