



FREDERICK COUNTY PARKS AND RECREATION COMMISSION
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Frederick, MD 21702
Phone: 301.600.1646
Jeremy Kortright, Division Director

MINUTES

The Frederick County Parks and Recreation Commission
June 13, 2024

Parks and Recreation Commission Attendees:

Howard Looney
Viktor Kraenbring
Mary Jo Richmond
Daniel Vigus
Nicholas Augustine
Mary Ann Brodie-Ennis
Council Liaison-Mason Carter

Parks and Recreation Commission Absentees:

Charlotte Davis
BoE Liaison-Nancy Allen

Staff Attendees:

Jeremy Kortright
Joseph Hayden
Carrie Sprinkle
David Heerema
Leyda Navarro

Voting Legend

For-Against-Abstained-Absent

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APPROVED
September 12, 2024

Call to Order:

Chair Howard Looney called the June 13, 2024, meeting to order at 6:30 p.m.

Public Comment:

No Public Comment

Approval of Minutes:

Minutes from the May 2024 meeting were presented for approval. Viktor Kraenbring made a comment for correction letting us know that after the first public comment from Mr. Joel Anderson, Mary Ann Brodie-Ennis didn't motion to make a move the public comment after PRC discuss January 11th minutes, it was Mary Jo Richmond. The minutes from May 2024 were corrected. After the comment and corrections, Viktor Kraenbring motioned to approve the May 2024 minutes and Council Liaison-Mason Carter second the motion.

The Motion passed 7-0-0-2

PRC Chair Comments:

Chair Howard Looney make the announcement to all PRC member that it was time to make a decision about selecting a new Chair and Vice Chair.

Summer Camp Overview

Dave Heerema and Carrie Sprinkle gave an overview to the PRC member about 2024 Summer Camp and explained that it is a full year process which started in September with a Camp Debrief/Form Summer Camp Committee and finalize in August by submitting a annual report.

- New Staff: 94; Returning Staff: 126; Retention Rate: 51% and Registered CITs: 44
- Training for camp staff: June 10 to June 21 and includes CPR/First Aid, CRASE training, Child Abuse Awareness, DEIB training, Mediation training, Medical Health Program, Site Specific and Additional in-house policies and procedures.
- Camp 2024 Overview: Regulated Camp Sites: 13; Total Camps: 312; Total Registration: 7,900+ and Individual Profiles: 2,777.

Community Grant Updates

Jeremy Kortright explained to the PRC members how we were going to work the Community Grant this year by using a new website under the recreater.com that our Fiscal Administrator, Kim Taylor created to make it easy and interactive for our applicants as possible. The website included a grant timeline and historical awards tool where you can click on it and see in a map the historical elements of where all the community events have ever been since the program started. Jeremy also gave the PRC members an overview of the website and flyers that were made for the purpose of marketing the Community Grant. Community Grants are for improving existing recreation facilities or constructing new ones on land owned or utilized by the organization. He also explained that we were looking for three PRC members that can volunteer to be part of the subcommittee for the grants to score applications and recommend funding. The three members that volunteer to be part of the subcommittee were Viktor Kraenbring, Daniel Vigus and Mary Jo Richmond.

RHM Carriage Museum

Joe Hayden, Deputy Director explained to the PRC members the current status of the RHM Carriage Museum. At this moment we have a collection of 25 carriage, and it is very small place, therefore the current building struggles with maintaining the right humidity levels which is crucial for these artifacts. Mr. Hayden showed and explained to the PRC members the blueprints for a new structure we are hoping to build.

PRC Chair and Vice Chair Nominations

Chair Howard Looney make the announcement to the PRC member that they have to start the nominations for Chair and Vice Chair and explained that it is a wonderful opportunity for any other member to be nominated. After explained to the PRC the nominations rules, there were two possible nominees that are interested, and the PRC members can vote in the next PRC meeting, Nicholas Augustine for Chair and Daniel Vigus for Vice Chair.

Division's Report:

Jeremy Kortright provided updates for the following items:

- Bylaws – we will be sending to the County Executive for approval next week.
- Park Tour on August 1st – PRC members and Council members were invited to participate in the tour. We just will send an email reminder to verify who is going to participate of the tour.
- We are working on finalizing the installation of four vaulted restrooms at Old National.
- Highway operation team is going to be hosting a snow rodeo this October and DPR we will be participating.
- Valley Recreation Center which is located in the new Valley Elementary School, will be our 11th Park School and this project is currently in construction now and should be open to the public by August 2025.
- Summer Camp – some started on June 10th.
- Junior Firefighter Day – On June 20th – we are partnership with the Department of Fire & Rescue to provide our camps kids and families with the opportunity to meet firefighters and see their trucks and gears at Pinecliff Park.

Commission items:

Chair Howard Looney asked if anyone had any item to discuss. Council Liaison-Mason Carter informed the group that this summer he planned to go visit all Parks Trails with his dog. Nicholas Augustine also had questions about a wedding event that happened at Ballenger Creek Parks and that the police was called, then Jeremy explained to him what happened in that specific event and how we handled it. There were no further items to discuss.

Discussion of Next Month PRC Agenda:

Jeremy explained that for the next month agenda the only topic we have at this moment is the PRC elections. We are also hoping to have new applications to consider as many PRC members terms are expiring in June. Chair Howard Looney commented that if we don't have any topics to discuss in the meeting for the month of July, then the next PRC meeting should be in the month of September. Nicholas Augustine made the motion to skip the July meeting, and Mary Jo Richmond seconded the motion. Next business meeting should be in September.

The Motion passed 7-0-0-2

Adjourn:

Chair Howard Looney adjourn the meeting at 8:10 p.m. Viktor Kraenbring motioned to adjourn. Council Liaison-Mason Carter seconded the motion.

The Motion passed 7-0-0-2

Respectfully Submitted,

Leyda Navarro

Recording Secretary