



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
January 9, 2025

Parks and Recreation Commission Attendees:

Nicholas Augustine (Chair)
Daniel Vigus (Vice Chair)
Mary Ann Brodie-Ennis (Commission Member)
Charlotte Davis (Commission Member)
Jason Schupp (Commission Member)
Wayne Watkins (Commission Member)
Nancy Allen (BoE Liaison)

Parks and Recreation Commission Absentees:

Tamir Shahid (Commission Member)
Mason Carter (County Council Liaison)

Staff Attendees:

Jeremy Kortright
Joseph Hayden
Jacqueline Hudy
Heather Heier

Voting Legend

For-Against-Abstained-Absent

7 - 0 - 0 - 2

APPROVED
February 13, 2025

Call to Order:

Chair Nicholas Augustine called the January 9, 2025, meeting to order at 6:30 pm.

Approval of Minutes:

Rewrites from October 2024 meeting presented. Daniel Vigus motioned to approve the October 2024 minutes. Jason Schupp seconded the motion.

Minutes from the November 2024 meeting were presented for approval. Daniel Vigus motioned to approve the November 2024 minutes. Jason Schupp seconded the motion.

No meeting in December.

The Motion passed 3-0-2-2

PRC Chair Comments:

Chair Nicholas Augustine re-introduced new members, Wayne Watkins a lifelong Frederick resident living in the Thurmont area, was in golf course business then got into parks industry, currently working for City of Gaithersburg Parks. Jason Schupp from Urbana area, retired attorney, visits the parks with his dogs. Other members introductions, Charlotte Davis lives in Middletown serving 2nd term, Mary Ann Brodie-Ennis lives in Walkersville and has been on the board for a while, Nancy Allen lives in Middletown and is the Board of Education representative. We have one vacancy. Joyce Grossnickle retired, and we are working with her replacement to obtain any applications to review at the next meeting. It is encouraged to interview any applicants and not just accept them so that may delay filling the vacancies.

Office of Custodial Services Updates

Jackie Hudy was introduced by Jeremy Kortright. Jackie has been with FCPR for 3 years and in this newly created position for a little over a year now. Jackie's presentation showed growth they have gone thru this past year, stating present day we have 33 staff (1 Supervisor, 1 Manager, 5 Lead Managers and 5 Assistant Leads and 22 Custodians. Some of the services provided are daily cleaning, sweeping, mopping, vacuuming, restroom cleaning, sanitizing, restocking supplies, trash and recycling. In addition to periodic projects such extracting carpet, striping and waxing floors, cleaning windows. Our cleaning staff adhere to all the proper cleaning procedures and chemical usage. A year ago, 28 was our total staff. Since this presentation was created, we hired 1 more and next week will be hiring another so we will be up to 35 custodial staff. We are looking to hire 2 more staff by May (1 Lead Manager & 1 Custodian) and that is to create another team. They are all full-time employees.

In May the new Middletown Library opened (nearly doubling in size), then we started cleaning the Adult Detention Center in Frederick (that used to be cleaned by the Scott Key Center). In July across the street where the highway stores their signs, they have a very small office with a restroom, and we were asked to start cleaning that location. And then Aging and Independence took over part of what used to be Montevue Assisted Living Nursing Home, and we started cleaning that. In Sept 2024 the old Middletown Library became a Senior Center and was added. Then in August of 2024 the Scott Key Center ended their 38 year relationship with us, they had partnered with us since 1979 and provided service to expand over 20 county owned facilities. The decision was caused by changes to the Medicare Waiver Program guidelines, updating by spring of 2025 and as early as January 2025 and has already begun to impact us. New guidelines have transitioned them away from the custodial service model and restricted funding for facility-based employment models making custodial services financial unstable for the center. Nancy Allen inquired on the status of Scott Key employees, Jeremy confirmed they are not county employees and will remain employed in other capacities. Jason Schupp inquired on what determines what county buildings are services by Parks & Recreations and what is services by someone else? Jeremy clarified Parks and Recreations services all county buildings with the exception of schools and fire stations. October 2024, we started servicing the C. Burr Artz Library and the Frederick County Health Dept. sooner than the expected

January 2025 timeline. These are the two largest buildings currently in the county. Within the 1st week of January, we started servicing Animal Control, Animal Health, Adult Detention Center, Highway Operations and Transit. Nicholas Augustine inquired on the fiscal impact; Jackie responded that there has been a \$0 impact so far. Jeremy explained there has been some fiscal impact due to need for another vehicle and shared that the reason for the limited impact this fiscal year is due to moving funds around from our budget and that next fiscal year we may see more of that impact and have requested additional funds be allocated for the increased need for custodial staff and a vehicle. Jackie added, there is also a need for additional equipment because the equipment we inherited from the Scott Key Center was outdated and there was not a systemic plan for upkeep and replacement in place. By June 2025 we will be servicing a total of 32 buildings, 11 of them will be contracted out to Prime Core.

Nancy Allen inquired on transportation needs; Jeremy explained the transportation models for night-time and daytime crews and how the nighttime crews use the vehicles to go from one location to another and the daytime crews vary where some walk and some are as needed cleanings for emergencies, etc. These models work in tandem together so that between 6am-Midnight crews are cleaning. Daniel Vigus asked if other departments pitching in from their budgets to assist with salaries, etc; Jeremy replied that Libraries are the only ones, otherwise it is a service to them, just like landscaping and snow removal. Jeremy explained that Parks & Recreation is responsible for removing snow from sidewalks and parking lots for all county buildings and then we open parks last. It is a legacy thing, and we have been doing it for 100 years. Jason Schupp asked how multiple snowstorms impact the Parks and Recreation budget? Jeremy explained that there is a Snow Emergency Fund that we have access to and will draw from once we exceed our allotted budget for overtime pay. Mary Ann Brodie-Ennis asked about turnover; Jackie responded that we do not have a high turnover and our employees rarely leave, mostly due to the lengthy hiring process (3 months) they are vested to hold out that long. Mary Ann found that to be impressive. Nancy Allen asked if we struggle to find staff; Jackie responded not really that we did during COVID, but not now. Jackie shared that she is currently interviewing for a Lead Custodial position, and we have 14 applicants, 2 of them are internal applicants. Jeremy explained that each custodial employee must be vetted, and thoroughly background checked because of the buildings and highly confidential areas they clean such as the detention center, 911 call center and the courthouse/judges offices. Jeremy spoke about the expansion of the Prospect Center and the impact it will cause on our custodial staffing needs (3-5 staff during phase one and an additional 3-5 in phase two as the remodeling takes place). Jackie shared that they will lose 2 to 3 buildings once that takes place as those offices move into the Prospect Building.

Director's Report:

Jeremy Kortright provided updates for the following items:

Park Rangers: Frederick County's Division of Parks and Recreation is enhancing its resource management and public safety initiatives by integrating natural and man-made assets into the Cartograph system for efficient tracking alongside park assets. Collaboration with the Division of Emergency Management is underway to implement 911 locator systems within parks to boost visitor safety, while Park Ranger equipment upgrades, including radios and laptops, are in progress to support patrols. Community engagement plans include a free interpretive program next summer, featuring Parker the Squirrel, aimed at educating visitors on park safety and conservation, alongside continuous staff training efforts, such as recent Emergency Medical Responder certifications.

Admin and Planning: The administrative, planning, and marketing teams are working on a variety of initiatives to enhance the overall efficiency and outreach of the Parks and Recreation Division. Efforts are underway to develop the Spring and Summer 2025 editions of *The Recreater*, a key seasonal publication for community engagement. In tandem, the website's pages are being reviewed to improve

user experience and ensure ADA compliance for accessibility. Collaboration with the Department of Natural Resources is ongoing to update and print the Frederick County water trail map, providing an essential resource for outdoor enthusiasts. The team is also focused on recruiting part-time staff for the Summer Camp program to ensure seamless operations. Internally, the division continues the meticulous task of scanning, tagging, and archiving electronic files to enhance document accessibility. Additionally, policies and procedures within the division's SharePoint system are being reviewed and streamlined, with updates to the SharePoint orientation page to improve user navigation. To support data-driven decision-making, Power BI reports are being developed using ActiveNet API data, enhancing the ability to analyze program participation and operational trends.

Recreation Dept: The Recreation Department is actively managing winter facility operations while simultaneously preparing for upcoming programs and events. Staff members are diligently entering Spring and Summer activities into the ActiveNet system and conducting thorough reviews of *The Recreator* brochure to ensure accurate and engaging content. With winter activities kicking off at all recreation locations this month, team efforts are focused on delivering a smooth start to seasonal programs. Additionally, plans for the popular Daddy-Daughter Dance are underway, with logistics and details being carefully coordinated to create a memorable experience. Meanwhile, the department is addressing Recreation Specialist vacancies in the Sports division, prioritizing recruitment to maintain high-quality programming and community engagement.

Parks: This month, Parks Crew 5 is focused on rehabbing the underside of the Othello barn to enhance its structural integrity. Parks staff are progressing with interview preparations for the Parks Technician role to support expanded operations. Additionally, soil samples will be collected as part of a new three-year cycle aimed at optimizing fertilization rates for athletic fields.

Commission items:

Chair Nicholas Augustine inquired if anyone had items to discuss, nothing purposed by committee members. Nicholas Augustine asked if Parks & Recreation will be expanding Community Gardens to other locations? Jeremy Kortright responded no, only Ballenger at this time, however we are planning to expand that location. Jeremy went on to say the challenge with offering this to other locations is the need for water (dig a well or have water access), we can put a fence up and dig plots, but without water it will not be successful. And it needs to have parking.

Public Comment:

No Public attendance.

Discussion of Next Month (February 2025) PRC Agenda:

In next month's agenda we will discuss the following topics: **FY2026 Budget Updates CIP/Operating** Discussing the budget in more detail and what we asked for this year. As well as, the CIP projects resuming/upcoming in March with spring weather and daylight savings.

Jason Schupp made a motion to the agenda for the PRC meeting for **February 13, 2025, at 6:30pm** and Charlotte Davis seconded the motion.

The Motion passed 7-0-0-0

Adjourn:

Chair Nicholas adjourn the meeting at 7:43 p.m. Jason Schupp motioned to adjourn the meeting and Charlotte Davis seconded the motion.

The Motion passed 7-0-0-0

Respectfully Submitted,

Heather Heier

Recording Secretary