



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 12, 2025

Parks and Recreation Commission Attendees:

Nicholas Augustine (Chair)
Daniel Vigus (Vice Chair)
Charlotte Davis (Commission Member)
Tamir Shahid (Commission Member)
Jason Schupp (Commission Member)
Wayne Watkins (Commission Member)
Mason Carter (County Council Liaison)

Parks and Recreation Commission Absentees:

Mary Ann Brodie-Ennis (Commission Member)
Nancy Allen (BoE Liaison)

Staff Attendees:

Jeremy Kortright
Joseph Hayden
Heather Heier

Voting Legend

For-Against-Abstained-Absent

7-0-2-1

APPROVED

September 11, 2025

Call to Order:

Chair Nicholas Augustine called the June 12, 2025, meeting to order at 6:33 pm.

Approval of Minutes:

Minutes from the May 2025 meeting were presented for approval. Charlotte Davis motioned to approve Wayne Watkins seconded the motion.

The Motion passed 4-0-2-3

PRC Chair Comments: (held to the end, waited for Tamir Shahid to arrive)

Chair Nicholas Augustine inquired if we have typically skipped a meeting during the summer? Jeremy Kortright answered we skipped August for the PRC Tour. Nicholas Augustine states the reason he asked was that most people are on vacation in the summer and we at times barely have enough members in attendance to make a quorum. He proposes to wait and see if we have our tour in August or July and skip whichever month we don't have the tour. Jeremy Kortright agreed, stating he was fine with that since July's meeting topic would be very light.

Election of Chair & Vice-Chair

Jeremy Kortright explained the voting process, reviewed the terms for the open Chair and Vice-Chair positions and then opened nominations to the committee. Current Chair Nicholas Augustine volunteered to continue in his role as Chair. Jeremy Kortright confirmed with the bylaws that Nicholas Augustine can serve two consecutive terms. Nicholas Augustine confirmed that he has completed his Open Meetings Acts training. Wayne Watkins motioned to nominate the existing Chair, Nicholas Augustine, to serve as Chair for another term. Jason Schupp seconded the motion. Voting was unanimously 6-0-1-2. Wayne Watkins motioned to nominate the existing Vice-Chair, Daniel Vigus, to serve as Vice-Chair for another term. Jason Schupp seconded the motion. Voting was unanimously 6-0-1-2.

Discussion of PRC Park Tour

The annual PRC Park Tour locations and times were discussed.

Community Grant Committee Selection

Jeremy Kortright explained that the Community Grant Program that provides funding for recreation improvements to HOA or other non-profits within the community that have amenity needs like shelters or playgrounds improvements. They can apply online for up to \$25,000 each for those improvement needs. This year's grant was launched June 1, 2025, and we have a handful of people that say they are interested and some have already applied. In the past we have either had only a few or had too many apply. So far this year we have had a good response.

Jeremy Kortright inquired if we have two or three committee members that would be interested and could commit to the August to September window of time to participate? Jason Schupp, Wayne Watkins and Mason Carter volunteered.

Director's Report:

Jeremy Kortright provided updates for the following items:

- Camp training was yesterday, today and tomorrow. Camp starts on Monday. Camp Monocacy will be all of next week.
- Exhibit barn at Rose Hill Manor is set to be done by November 2025, if things keep going smoothly, we could be done in time for the Fall Festival.
- The Teen Recreation Specialist has been approved and in the que now for HR and will be advertised soon.

- We had our POS (Program Open Space) meeting last Tuesday. All the municipalities met, and they divided up the money that was allocated this year and we will be putting that out to the annual program to the state next week. Our target date is July 1 and everyone for the most part got everything they wanted. Jeremy Kortright gave a lot of credit to Adam Sees, Carol Clark and Ethan Freeman who worked tirelessly to make our Program Open Space website for the county, claiming it is amazing, it is really a great document if you are trying to get something approved. Because of their efforts to review the paperwork from the past four years to find any remaining unused money and batched them together, they were able to give more money away this year and that made a big difference, and the municipalities were happy and thankful for that.

Commission items:

Chair Nicholas Augustine inquired if anyone had items to discuss, nothing to discuss at this time.

Public Comment:

No Public Comments

Discussion of Next Month (July 2025) PRC Agenda:

- In next month's agenda we will discuss the following topics: **Community Grant Sub Committee Selection on July 10th, 2025 at 6:30 pm.**

Adjourn:

Chair Nicholas Augustine adjourns the meeting at 7:15 pm. Daniel Vigus motioned to adjourn the meeting and Mason Carter seconded the motion.

The Motion passed 7-0-0-2

Respectfully Submitted,

Heather Heier

Recording Secretary