



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
September 11, 2025

Parks and Recreation Commission Attendees:

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

Parks and Recreation Commission Absentees:

Alex McKenna (Commission Member)

Staff Attendees:

Jeremy Kortright
Joseph Hayden
Heather Heier
Miranda Ducey (Guest from Board of Commissions)

Voting Legend

For-Against-Abstained-Absent

5-0-0-5

APPROVED

October 9, 2025

Call to Order:

Vice-Chair Daniel Vigus called the September 11, 2025, meeting to order at 6:31 pm. Note: Daniel Vigus started the meeting in Nicholas Augustine absence. Nicholas Augustine arrived shortly after but declined to lead the meeting since Daniel Vigus had already started.

Approval of Minutes:

Minutes from the June 2025 meeting were presented for approval. Jason Schupp motioned to approve Tamir Shahid seconded the motion.

The Motion passed 7-0-2-1

PRC Chair Comments:

Vice-Chair Daniel Vigus no comments other than he heard the park tour went well, no additional comments.

Boards and Commissions Information

Jeremy Kortright introduced our guest visitor from the Board of Commissions, Miranda Ducey, Administrative Coordinator, to the board members. Miranda is visiting all board meetings to introduce herself and share about the Board of Commissions changes and the upcoming meeting in October. Miranda shared how Parks & Recreation holds a special place in her heart from previous years working at MRPA and her love of our parks.

An email was sent with resources and reminders for Frederick County's boards and commissions. A B&C Training is scheduled for October 6 and 7, which is mandatory for all members who did not attend the June session. Participants are encouraged to RSVP by October 1. Additionally, members are reminded to complete the Open Meetings Act Training and to review their bylaws this term. General email accounts for boards/commissions are being established for better record retention.

As always, appreciation is expressed for the contributions of all involved in Frederick County's Boards and Commissions.

CIP Projects Update

Joseph Hayden presented on:

Old National Pike Park Phase 2A

This next phase (2A) at Old National Pike Park includes trails, new roadway and additional parking lots. We are also replacing the existing water infrastructure, that includes water vaults, mister poles, fountains and valves. As well as updating the lighting to LED. The project is in procurement now. We send the revised bid package out on September 4, 2025. We anticipate moving quickly after September 25, 2025 when all bids are due.

Kanode Farm Park

This farm is being designed as a future site for agricultural education and equestrian programming per Mr. Kanode's wishes. Mr. Kanode bequeathed us this land with a sizable endowment fund with the stipulation that these programs would be offered there. It is a long-term investment, and the vision for this park is about honoring its agricultural roots while making it accessible to the public. There will be upgrades to the existing barn and farmhouse will be turned into offices for the Department of Agriculture. We are currently in the design phase with the concept and survey being complete.

Rose Hill Exhibit Barn

We are currently ahead of the November 2025 schedule on the new exhibit and storage barn. It is 80%

complete, it adds 6,000 square feet with 4,500 square feet dedicated to the Farm Museum and the rest for Parks & Recreation storage. The foundation, walls and roof are complete, the doors and window installation will come next. The interior will give us the space the farmers need to store, clean, use and exhibit materials used for agriculture, both historical and current.

Rose Hill Carriage Museum

We broke ground on the new Carriage Museum on August 25, 2025 and they started construction the next day. This new museum will replace the current building we currently house our carriages. It will have a larger floor plan, programing space and an office. We are working on a target date of June 18, 2026, the site is active, and everything is on track so far.

Rose Hill Pergola

The pergola at Rose Hill is being replaced as part of our systemic capital program. The site prep is done and the new base posts are already in. This project will clean up the surrounding cobblestone area and give us a sturdier structure for ADA compliance, programs and events. Jeremy Kortright mentioned the possibility of bringing back the tea parties we used to host in the 1980s-90s.

Pinecliff Park Browning Building Deck

We are replacing and upgrading the existing deck around the Browning Building located at Pinecliff Park. This is a systemic replacement that is already under construction and is due to be completed by the end of November. It is one of several projects we are doing to stay ahead of facility aging.

Pinecliff Park Boat Ramp

We will eventually be installing a new boat ramp, we are finalizing the bid package now with Procurement.

Rose Hill Stream Restoration

This stream restoration project is still in pre-construction. We have a pre-construction review scheduled and we are coordinating this project with everything else happening on site. We opened bids September 11, 2025.

Utica District Park Trail

Utica trail is part of our bikeways and trails program. It is still in design and will help improve trail connectivity in that part of the County. The kickoff meeting was held in July 2025 and we are expecting the 30% design submission by the end of September 2025.

Director's Report:

Jeremy Kortright provided updates for the following items and handed out rack cards on upcoming events:

Parks Updates

The Browning Building deck project is progressing on schedule, with the deck removed and footers poured. Additionally, the Parks department is collaborating with the DEE regarding potential tree planting near Scott Key.

Recreation Activities

A Back-to-School Carnival held at SKCC attracted 65 children, offering an open house format for families to learn about programs and meet teachers. The Superhero Training Day event is scheduled for September 12 at Pinecliff Park, with 120 kids enrolled for the themed activities. Furthermore, Fall Sports Leagues have commenced for youth and adults, boasting 2,500 participants across various sports, including soccer and basketball. David Milord has joined the sports team to manage youth leagues, and Dru Clarke has been promoted to lead sports skills classes.

Custodial Services Update

The custodial team is nearing 40% completion on exterior window cleaning, aiming for full completion by the end of October. Post-summer, detailed cleaning has been prioritized in libraries, encompassing dusting, restroom cleaning, floor scrubbing, and carpet extraction.

Rangers Events

The Natural Resources team is hosting two significant events: the Environmental Showcase on October 2 at Ballenger Creek Park, featuring games and activities for families, and the Native Tree & Shrub Collection Event on October 6 at Catoctin Creek Park, where volunteers can earn service-learning hours while collecting seeds for tree planting.

Commission items:

Vice-Chair Daniel Vigus inquired when the fall and winter registration will open, Jeremy Kortright answered that it will open around Thanksgiving and the winter recreator is in review for publication at this moment. No additional comment.

Public Comment:

No Public Comments

Discussion of Next Month (October 2025) PRC Agenda:

- In next month's agenda we will discuss the following topics: **Community Grant Recommendation and Approval on October 9, 2025, at 6:30 pm.**

Adjourn:

Vice-Chair Daniel Vigus adjourns the meeting at 7:26 pm. Jason Schupp motioned to adjourn the meeting and Nicholas Augustine seconded the motion.

The Motion passed 9-0-0-1

Respectfully Submitted,

Heather Heier

Recording Secretary