



FREDERICK COUNTY PARKS AND RECREATION COMMISSION
355 Montevue Ln, Suite 100
Frederick, MD 21702
Phone: 301.600.1646
Jeremy Kortright, Division Director

MINUTES

The Frederick County Parks and Recreation Commission October 9, 2025

Parks and Recreation Commission Attendees:

Mary Ann Brodie-Ennis (Commission Member)
Alex McKenna (Commission Member)
Jason Schupp (Commission Member)
Wayne Watkins (Commission Member)
Mason Carter (County Council Liaison)

Parks and Recreation Commission Absentees:

Nicholas Augustine (Chair)
Daniel Vigus (Vice Chair)
Charlotte Davis (Commission Member)
Nancy Allen (BoE Liaison)
Tamir Shahid (Commission Member)

Staff Attendees:

Jeremy Kortright
Joseph Hayden
Adam Sees
Heather Heier

Voting Legend

For-Against-Abstained-Absent

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APPROVED

November 13, 2025

Call to Order:

Both Chair & Vice-Chair are absent for today's meeting, Mary Ann Brodie-Ennis is filling in. Acting Chair Mary Ann Brodie-Ennis called the October 9, 2025, meeting to order at 6:35pm.

Approval of Minutes:

Minutes from the September 2025 meeting were presented for approval. Mason Carter motioned to approve Jason Schupp seconded the motion.

The Motion passed 5-0-0-5

PRC Chair Comments:

Acting Chair Mary Ann Brodie-Ennis had no comment.

Community Grant Recommendation/Approval:

Playground Specialists, Adam Sees (Fiscal Supervisor), Ethan Freeman (Asset Management Specialist) and members of the PRC committee (Mason Carter, Jason Schupp & Wayne Watkins) that served on the Community Grant Committee performed site visits, evaluated and rated the requests.

Adam Sees, Financial Supervisor for Frederick County Parks and Recreation, presented Community Grant recommendations.

Amber Meadows Townhouse Association – playground replacement. Built in early 2000s over 20 years old. Final score 82.71, requested \$25,000, approved \$25,000.

Ballenger Run Homeowners Association – walking path and curb ramp project around the playground. The path will be ADA assessable. Final score 63.14, requested \$20,000, approved \$20,000.

Braddock Heights Community Association – improve drainage system, install new French drains. Drains into the playground and washes out all the mulch. ADA is not part of the quote; they have plans to install a ramp themselves. Jeremy Kortright added that this playground was part of the original community grant project. Final score 82.71, requested \$16,361.98, approved \$16,361.98.

Discovery Homeowners Association, Inc. – full replacement of playground, expand the area and make a basketball court. Playground has rusty steps and no mulch. Final score 88.71, requested \$25,000, approved \$25,000.

Woodspring Community Service Association – phase 5, sections of the walking path are being replaced. Final score 82.00, requested \$24,640, approved \$24,640.

A sixth application was denied.

The total came to \$111,0001.98, leaving us a balance of \$4,927.02 to use for next fiscal year.

Mary Ann Brodie-Ennis asked, if homeowners associations have to do "in-kind" work or contribute financially? Adam Sees replied that quite a few associations will provide additional funding themselves, particularly Amber Meadows Homeowner Association does not have the funds available. In-kind work is also contributed.

Wayne Watkins asked, do they have a time window to start the work or show that it is completed? Adam Sees replied, they have a two-year window from the end of June 2027.

Jeremy Kortright explained the next step is we vote here on these recommendations and then Adam and his team will take it back to the group and finalize that with a board letter and then they will start to move that money into their pots so they will start to get that money to begin that process before the new year.

Mary Ann Brodie-Ennis asked, "didn't we have funds left over from last year"? Adam Sees answered yes, we had \$15,000 carried over from last year. Most years we receive \$100,000, giving us a total of \$115,000 to start with this year.

Mary Ann Brodie-Ennis asked for a motion for the approval of the Community Grant recommendations from the committee, Jason Schupp made the motion to approve, Wayne Watkins seconded the motion.

The Motion passed 5-0-0-5

Director's Report:

Jeremy Kortright provided updates for the following items:

PARK OPERATIONS

- **Fall Turf Maintenance**

Parks has purchased fertilizer and seeds for the fall application season. Treatments will begin later this month to promote healthy turf conditions through the winter.

- **Browning Building Deck**

Renovations to the Browning Building deck are actively underway, with completion anticipated by the end of October.

- **Rose Hill Manor Park Enhancements**

The pergola installation project has been completed, enhancing the park's aesthetics and usability.

- **Personnel Updates**

- A new technician joined the team on October 6.
- Candidate selections for the vacant leader position have been received. Interviews will be conducted soon.

NATURAL RESOURCE TEAM INITIATIVES

- **Special Olympics Fall Sports Festival – October 18**

Our team will support medal presentations alongside the Sheriff's Office at Mount St. Mary's University.

- **Bluebird Box Program – October 29**

Middletown Elementary students will participate in a hands-on session to build bluebird boxes, supporting habitat restoration in our parks.

RECREATION DEPARTMENT

- **Teen Programming Launch**

Recreation Specialist Victoria Anderson will launch teen-focused activities beginning Thursday, October 9.

- **Upcoming Community Events**

- **Paw-O-Ween at Ballenger Creek Park – Saturday, October 18**

- **History Trick-or-Treat at Rose Hill Manor Park – Friday-Saturday, October 24–25**
- **Ribbon Cutting Ceremony for Rose Hill Manor Barn – June 2026**
- **Ribbon Cutting Ceremony for Rose Hill Manor Carriage House – August/September 2026**

CUSTODIAL SERVICES

- **Exterior Window Project**

The county-wide exterior window cleaning initiative is 70% complete and on track to finish by October's end, especially at contracted facilities.

- **New Equipment Acquisition**

A floor scrubber and carpet extractor have been procured for the Senior Center and C. Burr Artz Library. Delivery is expected October 22.

- **Staffing Progress**

- One new custodial hire begins October 6
- Another Custodian I starts October 13
- Three additional candidates are in pre-onboarding
- 40 applications are under review with interviews forthcoming

Commission items:

Acting Chair Mary Ann Brodie-Ennis inquired if anyone had items to discuss, nothing to discuss.

Public Comment:

No Public Comments

Discussion of Next Month (November 2025) PRC Agenda:

- In next month's agenda we will discuss the following topics: Annual Division Report Review on November 13, 2025, at 6:30 pm.

Adjourn:

Acting Chair Mary Ann Brodie-Ennis adjourns the meeting at 7:14 pm. Wayne Watkins motioned to adjourn the meeting and Jason Schupp seconded the motion.

The Motion passed 5-0-0-5

Respectfully Submitted,

Heather Heier

Recording Secretary