



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

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## MINUTES

### The Frederick County Parks and Recreation Commission November 13, 2025

#### **Parks and Recreation Commission Attendees:**

Nicholas Augustine (Chair)  
Daniel Vigus (Vice Chair)  
Mary Ann Brodie-Ennis (Commission Member)  
Charlotte Davis (Commission Member)  
Alex McKenna (Commission Member)  
Jason Schupp (Commission Member)  
Tamir Shahid (Commission Member)  
Nancy Allen (BoE Liaison)

#### **Parks and Recreation Commission Absentees:**

Mason Carter (County Council Liaison)  
Wayne Watkins (Commission Member)

#### **Staff Attendees:**

Jeremy Kortright  
Joseph Hayden  
Heather Heier

#### **Voting Legend**

For-Against-Abstained-Absent

6-0-1-2

**APPROVED**

*January 8, 2026*

**Call to Order:**

Chair Nicholas Augustine called the November 13, 2025, meeting to order at 6:30 pm.

**Approval of Minutes:**

Minutes from the October 9, 2025 meeting were presented for approval. Tamir Shahid motioned to approve Mary Ann Brodie-Ennis seconded the motion.

**The Motion passed 3-0-5-2**

**PRC Chair Comments:**

Chair Nicholas Augustine passed, no comment.

**2025 Annual Division Report Review**

Jeremy Kortright, Director of Parks and Recreation, presented the 2025 Annual Division Report offering comparisons from 2024 to 2025 program participation, revenue and budget summary. Highlighting metrics, our cost pyramid and our most contacted program verses our least, noting that it is our goal to reach all aspects of that pyramid.

We had over 11,000 participants in our community events in 2025. Since these are 1-hour free events those numbers are not captured in our reports, but we thought they were worth mentioning. Jeremy noted the importance of CIP (Capital Improvement Projects) regarding our Recordation tax section.

Jeremy highlighted Park maintenance and improvements noting that Park Systemic Projects completed Kramer House, Rosehill Manor Pergola, Middletown Tennis Courts, Old National Pike Park Bathroom Access, Middletown Park Marble Courts, Pinecliff Park Bleachers, Ballenger Creek Park entrance and roadway paving, epoxy bathroom floors and some Ballenger Creek Trails improvements.

Jeremy touched on Summer Camps, noting that we offered 100 more camps than we did in 2024. And highlighted our volunteer hours and Community Engagement.

**Director's Report:**

Jeremy Kortright provided updates for the following items:

- Media policy review
- Noted: December 2025 there is no meeting. January we will be discussing and reviewing the PRC procedures document as a group.

**Custodial Update**

Construction at Winchester Hall and 30 N. Market is ongoing, and the custodial team continues deep-cleaning offices as staff are temporarily relocated. Throughout November, the focus remains on carpet extractions—thorough pre-vacuuming, spot treatment, and deep cleaning to remove embedded soils. In December, efforts will shift to hard-floor maintenance, including scrubbing with appropriate pads and neutral cleaners, rinsing to prevent residue, and applying a protective finish where needed to preserve shine and durability.

**Park Updates**

Park operations remain active as the team prepares for winter and completes seasonal priorities. Two Maryland DNR Hunter Safety Classes will be held at Catoctin Creek Nature Center on **November 16** and **November 30**. Winter project work includes:

- Water system shutdowns in the parks

- Securing the pro-wall to the ground
- Tree removal at the Jail
- Tree removal along the fence line at Fountain Rock Park
- Hazard tree evaluations across the system
- Hazard tree removals from trails
- Snow-equipment preparation
- Interior and exterior staining and painting at the Browning Building
- Holiday lighting and décor at Winchester Hall

#### **Recreation Update**

Recreation programming continues to have strong engagement. Upcoming events include:

- **Nov 14:** Medieval Knight Out (Mother–Son) at Pinecliff
- **Dec 5, 11–12, 18–19:** S'mores with Santa
- **Dec 13:** Museums by Candlelight

#### **Commission items:**

Chair Nicholas Augustine inquired if anyone had items to discuss, no comment from the committee.

#### **Public Comment:**

No Public Comments

#### **Discussion of Next Month (January 2026) PRC Agenda:**

- In next month's agenda we will discuss the following topics: **Discussing and Reviewing the PRC Procedure Documents as a Group on January 8, 2026 at 6:30 pm.**

#### **Adjourn:**

Chair Nicholas Augustine adjourns the meeting at 7:19 pm. Alex McKenna motioned to adjourn the meeting and Jason Schupp seconded the motion.

**The Motion passed 8-0-0-2**

Respectfully Submitted,

Heather Heier

Recording Secretary