



July Special Town Meeting Agenda

Thursday, July 30, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/88672382942?pwd=xmTa1N6jmqc2cX7sou2fKPqetDTqPO.1>

Phone: 301-715-8592 | Meeting ID: 886 7238 2942 | Passcode: 139534

Call to Order and Roll Call

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Business

1. Motion To Suspend The Rules To Vote In A Special Town Meeting (Commission Vote)
2. Resolution 2026-20: Program Open Space Development & Capital Renewal Application Project Agreement (Commission Discussion & Vote)
3. Resolution 2026-21: A Resolution of the Commissioners of the Town of Cottage City accepting a Maryland Department of Housing and Community Development (DHCD) Community Legacy Grant award in the amount of \$65,000 (Commission Discussion & Vote)
4. 2026-22: A Resolution of the Commissioners of the Town of Cottage City accepting a Maryland Governor's Office of Crime Prevention and Policy, Byrne Justice Assistance Grant (BJAG) Award in the amount of \$33,000 (Commission Discussion & Vote)
5. Resolution 2026-23: Maryland State Retirement (Commission Discussion & Vote)
6. Peake Technology Amendment To Service Agreement – IT Integration & Support (Commission Discussion & Vote)
7. Approval of the CivicPlus AMM Select (Formerly Municode Meetings) & Civic Send (Commission Discussion & Vote)

Updates

Adjournment

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

**TOWN OF COTTAGE CITY, MARYLAND
RESOLUTION NO. 2026-20**

A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROGRAM OPEN SPACE DEVELOPMENT AND CAPITAL RENEWAL APPLICATION AND PROJECT AGREEMENT, THE EXECUTION OF A JOINT-USE AGREEMENT AND RELATED DOCUMENTS, AND THE COTTAGE CITY PARK REVITALIZATION PROJECT

WHEREAS, Program Open Space (“POS”) is a State grant program administered by the Maryland Department of Natural Resources (“DNR”) pursuant to Title 5, Subtitle 9 of the Natural Resources Article of the Annotated Code of Maryland, which provides financial assistance to local governments for the acquisition, development, and capital renewal of outdoor recreation and open-space facilities that serve the general public; and

WHEREAS, POS development and capital-renewal assistance is available for projects that conform to the applicable Local Land Preservation and Recreation Plan, are included in the local Annual Program, and provide beneficial outdoor recreation opportunities; and

WHEREAS, when a proposed POS project will be developed on land that is not owned or controlled by the applicant under a lease of at least twenty (20) years, the POS Local Manual requires a Joint-Use Agreement among the applicant, the landowner, and DNR to protect the public investment and to ensure continued public outdoor recreation use for the required project life; and

WHEREAS, Cottage City Park, located at 4300 Bunker Hill Road, Cottage City, Maryland 20722, is an existing public park owned or controlled by The Maryland-National Capital Park and Planning Commission (“M-NCPPC”); and

WHEREAS, the Town of Cottage City proposes to revitalize the existing approximately 5.53-acre park through improvements that may include a covered community pavilion, accessible walking track, dog park, playing-field leveling and drainage improvements, accessible pathways, landscaping, site furnishings, permanent POS acknowledgment signage, and related recreational amenities; and

WHEREAS, the proposed improvements constitute a development and capital-renewal project that will build upon an established neighborhood park and expand opportunities for active recreation, informal play, community events, social interaction, and outdoor activities for residents and visitors of all ages and abilities; and

WHEREAS, the estimated total development cost of the Cottage City Park Revitalization Project is One Million Five Hundred Fifty Thousand Dollars (\$1,550,000); and

WHEREAS, the Town intends to request up to Five Hundred Fifty Thousand Dollars (\$550,000) in Program Open Space funding, with the remaining One Million Dollars (\$1,000,000) to be provided by M-NCPPC (or other authorized non-Town sources) as reflected in the Project Funding section of the Application; and

WHEREAS, the Town intends to complete the project in cooperation with M-NCPPC, DNR, Prince George’s County, and other appropriate agencies; and

WHEREAS, because the Town does not own the project property, a Joint-Use Agreement among the Town, M-NCPPC, and DNR is required; and

WHEREAS, the proposed Joint-Use Agreement will be submitted to the Town Attorney for legal review before being forwarded to M-NCPPC and DNR for their review and approval; and

WHEREAS, the remaining application materials include a road map identifying the project location, a site plan identifying existing and proposed improvements, a completed Program Open Space Development and Capital Renewal Application and Project Agreement, the Joint-Use Agreement, photographs, funding authorization, planning and infrastructure approvals, and other supporting documents required by DNR; and

WHEREAS, the Commissioners find that the proposed project serves a valid public purpose and is consistent with the Town's goals for recreation, accessibility, public health, community engagement, and neighborhood revitalization.

NOW, THEREFORE, BE IT RESOLVED by the Cottage City Commission for the Town of Cottage City that:

1. Project Approval. The Cottage City Park Revitalization Project is approved for the purpose of preparing and submitting an application for Program Open Space financial assistance.

2. Funding Request. The Town is authorized to request up to Five Hundred Fifty Thousand Dollars (\$550,000) in Program Open Space funding toward the estimated total development cost of One Million Five Hundred Fifty Thousand Dollars (\$1,550,000).

3. Partnership with M-NCPPC. The Town is authorized to coordinate and partner with M-NCPPC regarding the design, development, construction, public access, operation, maintenance, and long-term stewardship of the project.

4. Completion of Application Materials. The Town Manager and Town staff are authorized and directed to complete and assemble all outstanding application materials, including the road map, site plan, Program Open Space Application and Project Agreement, Joint-Use Agreement, photographs, funding documents, approvals, certifications, and other required attachments.

5. Joint-Use Agreement. The Town Manager is authorized to negotiate and execute the Joint-Use Agreement on behalf of the Town, subject to review and approval by the Town Attorney and acceptance by M-NCPPC and DNR.

6. Authority of Town Manager. The Town Manager is authorized, on behalf of the Town, to prepare, sign, execute, acknowledge, submit, and deliver the Program Open Space Development and Capital Renewal Application and Project Agreement (including signing as the authorized representative of the Political Subdivision), and all related certifications, assurances, grant agreements, project agreements, amendments, reimbursement requests, reports, closeout documents, and other instruments reasonably necessary to obtain, accept, administer, implement, and close out the grant and project.

7. Administrative Revisions. The Town Manager may approve and execute nonmaterial revisions, administrative corrections, and changes required by Prince George's County, M-NCPPC, DNR, the Maryland Board of Public Works, or legal counsel, provided that such changes

remain consistent with the purpose of this Resolution and do not materially increase the Town's financial obligation.

8. Construction Authorization. No physical construction shall begin until the Town has obtained the necessary property authorization, permits, DNR authorization (Letter of Acknowledgment or Letter of Concurrence), Board of Public Works approval, and any other approvals required by the Program Open Space grant documents or applicable law.

9. Public Use. Following completion, the improved park shall remain available for public outdoor recreation during reasonable operating hours, subject to posted park rules and temporary closures for maintenance, emergencies, severe weather, or permitted activities, consistent with the Joint-Use Agreement and POS requirements.

10. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Commissioners of the Town of Cottage City, Maryland, at a duly noticed public meeting held on the 30th day of July, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 30th day of July, 2026, Resolution No. 2026-20, entitled: The submission of a Program Open Space Development and Capital Renewal Application and Project Agreement, the Execution of a Joint-Use Agreement and Related Documents, and the Cottage City Park Revitalization Project, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ____ Aye, ____ Nay, and ____ Absent.

By: _____
John Hoatson, Town Manager

**MARYLAND DEPARTMENT OF NATURAL RESOURCES
PROGRAM OPEN SPACE
JOINT-USE AGREEMENT**

Cottage City Park | 4300 Bunker Hill Road, Cottage City, Maryland 20722

THIS JOINT-USE AGREEMENT (this “Agreement”) is made this _____ day of _____, 20_____, by and between:

Local Government: The TOWN OF COTTAGE CITY, MARYLAND, a Maryland municipal corporation,

Third Party / Landowner: THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, acting through its Department of Parks and Recreation, Prince George’s County, &

Department: THE MARYLAND DEPARTMENT OF NATURAL RESOURCES, acting for and on behalf of the State of Maryland.

WHEREAS, the Local Government is applying Program Open Space funds appropriated by the Maryland General Assembly and administered by Program Open Space under Title 5, Subtitle 9 of the Natural Resources Article (2023 Replacement Volume, as amended) for recreational facilities on lands owned by the Third Party;

WHEREAS, the parties desire to cooperate in the design, development, construction, public use, operation, and long-term stewardship of improvements at Cottage City Park.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Local Government, the Third Party, and the Department agree as follows:

1. This Agreement applies to the facility described in the Program Open Space Development and Capital Renewal Application and Project Agreement No. _____, set forth in Attachment A and incorporated by reference (the “Project”).
2. The project-specific responsibilities of the Local Government and the Third Party are set forth in Attachment B and incorporated by reference. If Attachment B conflicts with this Agreement or the approved Program Open Space Application and Project Agreement, the State-approved documents shall control.
3. The Local Government shall operate and maintain, or have operated and maintained, the Project throughout its estimated life of twenty (20) years from the date of Board of Public Works approval, as set forth in Attachment A and associated documents.
 - a. The Project shall be maintained so as to appear attractive and inviting to the public.
 - b. Sanitation and sanitary facilities shall be maintained in accordance with applicable State and local health standards.
 - c. The Project shall be kept reasonably safe for public use.
 - d. Buildings, roads, trails, recreational facilities, and other structures and improvements shall be kept in reasonable repair so as to prevent undue deterioration and to encourage public use.
4. The Local Government and the Third Party shall ensure that:
 - a. The Project shall be open for public use at all reasonable hours and times of the year, according to the type of area and facility.

b. The Project shall be open to entry and use by all persons, regardless of race, color, religion, sex, age, handicap, marital status, sexual orientation, gender, or ancestry or national origin, and shall be operated in compliance with Title VII of the Civil Rights Act of 1964, P.L. 88-354 (1964) and its amendments, the Americans with Disabilities Act of 1990, P.L. 101-336 and its amendments, and Section 20-601 et seq. (Discrimination in Employment) of the State Government Article of the Annotated Code of Maryland (2014 Repl. Vol. and 2016 Supp.).

c. The Project shall be retained and used for public outdoor recreation or open space purposes. The Project shall not be converted to any other use without the prior written approval of the Secretary of the Department of Natural Resources, the Secretary of the Department of Budget and Management, and the Secretary of the Department of Planning. Said approval shall not be granted unless the Local Government and/or Third Party replace the Project with facilities of at least equivalent area and of at least equivalent recreation or open space value. The monetary value of the replacement facility shall be equal to or greater than the original Program Open Space grant(s). The Secretaries, at their sole discretion, shall determine the relative recreation and open space value of the properties, considering the fair market value, usefulness, quality and location of the properties and/or facilities.

d. The Department, its agents and employees shall have the right to inspect the Project for compliance with this Agreement.

5. To the extent permitted by law and subject to available appropriations, the Local Government agrees:

a. To protect, indemnify and save harmless the Department, its officers, agents, and employees from and against any and all claims, demands, causes of action, and liability of any kind arising out of the operation and use of the Project.

b. That if the Project is rendered unusable for any reason whatsoever, the Local Government shall immediately notify the Department of said condition. The Local Government, at its own expense or through arrangements with the Third Party, shall repair the Project, taking any action necessary to restore use and enjoyment of the Project by the public.

c. That any violation of this Agreement shall render the Local Government liable to the Department to replace the Project with land of at least equivalent area and public recreational value, and to construct on this replacement land facilities of the same type, size, and quality of construction as those in the Project.

d. That in the event of a violation of any provisions of this Agreement, the State, in addition to pursuing other remedies, may impose the following sanctions until the violation has been corrected to the satisfaction of the Department:

- i. Withhold approval of any Program Open Space and Community Parks and Playgrounds project request submitted by the Local Government to the Department;
- ii. Withhold reimbursement from Program Open Space and Community Parks and Playgrounds funds for the State's share of the cost of the Project;
- iii. Withhold reimbursement from Program Open Space and Community Parks and Playgrounds funds for the State's share of the cost of any or all outstanding projects of the Local Government;
- iv. Maintain, operate, or repair the Project, charging the cost of said maintenance, operation, or repair to the Local Government as a debt due and owing the Department.

6. The Board of Education provision contained in the State's standard form is not applicable because the Third Party is not a Board of Education.

7. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns, including assigns and successors by way of privity of estate and contract. Nothing in this Agreement, expressed or implied, is intended to confer upon or against any

person, corporation, or government unit not a party to this Agreement, any right or remedy under or by reason of this Agreement.

8. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF, and sent by electronic mail, or via an electronic signature program, shall be deemed to be original signatures.

9. The undersigned signatory for each party hereto certifies that this Agreement has been approved by the applicable manner required, and that they are authorized to execute this Agreement on behalf of their respective organizations.

10. Notwithstanding the assignment of day-to-day operational and maintenance responsibilities to the Third Party under Attachment B, the Local Government remains fully responsible to the Department for compliance with all obligations of this Agreement and the approved Program Open Space Application and Project Agreement throughout the twenty-year project life.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

LOCAL GOVERNMENT

Entity: THE TOWN OF COTTAGE CITY, MARYLAND

By: _____

Printed Name: _____

Title: _____

Date: _____

THIRD PARTY / LANDOWNER

Entity: THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

By: _____

Printed Name: _____

Title: _____

Date: _____

DEPARTMENT

Entity: MARYLAND DEPARTMENT OF NATURAL RESOURCES

By: _____

Printed Name: _____

Title: _____

Date: _____

LEGAL FORM AND SUFFICIENCY

Approved as to legal form and sufficiency. Approval means the document meets the legal requirements for a contract if the signature blocks are executed properly; it does not constitute approval or disapproval of the underlying transaction. Any modification may require re-approval.

Office of the Attorney General, Maryland Department of Natural Resources

By: _____ Date: _____

ATTACHMENT A – PROJECT DESCRIPTION

Project name: Cottage City Park Revitalization

Project address: 4300 Bunker Hill Road, Cottage City, Maryland 20722

POS project number: To be assigned: _____

Applicant: Town of Cottage City, Maryland

Landowner: The Maryland-National Capital Park and Planning Commission

Required project life: Twenty years from Maryland Board of Public Works approval

Project Scope

The Project is the revitalization of the existing approximately 5.53-acre Cottage City Park. Subject to the final DNR-approved application, plans, budget, and site plan, the work may include a covered community pavilion and pad; an accessible walking track; a fenced dog park with related amenities; playing-field grading, drainage, turf restoration, and associated improvements; accessible pathways and connections among park amenities; site preparation; landscaping; site furnishings; signage; and restoration. The final approved Program Open Space Application and Project Agreement, cost estimate, and site plan shall define the controlling Project scope.

Public Purpose

The Project will improve an established neighborhood park to provide safer, more accessible, functional, and inclusive outdoor recreation and community gathering opportunities. The Project will remain open to the general public during reasonable park hours, subject only to lawful and uniformly applied rules and temporary restrictions required for construction, maintenance, emergencies, severe weather, or permitted activities.

ATTACHMENT B – RESPONSIBILITIES OF THE PARTIES

1. Town of Cottage City Responsibilities

1. Serve as the Program Open Space applicant and grant administrator unless the parties and DNR approve another arrangement in writing.
2. Secure and administer project funding identified in the approved application; maintain grant, procurement, contract, invoice, payment, and reimbursement records for the required retention period.
3. Coordinate the application, project narrative, budget, schedule, community engagement, and required submissions with Prince George's County, M-NCPPC, and DNR.
4. Ensure that no physical construction begins before the applicable DNR Letter of Acknowledgment, Letter of Concurrence, or other required written authorization.
5. Coordinate procurement and construction activities assigned to the Town, including compliance with applicable competitive-procurement, prevailing-wage, minority-business, accessibility, environmental, safety, and permitting requirements.
6. Provide M-NCPPC and DNR reasonable access to plans, records, the construction site, and the completed Project for review and inspection.
7. Promptly notify M-NCPPC and DNR of material changes in scope, budget, schedule, public access, or site conditions and obtain required approvals before implementing those changes.

2. M-NCPPC Responsibilities

1. Confirm its ownership or control of the Project property and grant the Town the project-specific right to plan, develop, construct, inspect, and administer the approved improvements for the Agreement term, subject to approved plans and M-NCPPC requirements.
2. Review and approve the site plan, design documents, specifications, construction access, utility coordination, and proposed improvements before construction.
3. Identify applicable M-NCPPC standards and required permits or approvals and provide reasonable coordination with its parks, planning, engineering, environmental, and maintenance personnel.
4. Continue to operate, schedule, supervise, and maintain Cottage City Park and the completed improvements as a public park after acceptance, including routine maintenance, safety inspections, repairs, sanitation, grounds care, and reasonable public access.
5. Maintain the completed improvements throughout the required twenty-year project life or coordinate with the Town under a separately approved maintenance plan that does not diminish the obligations in this Agreement.
6. Permit DNR, the Town, and their authorized representatives reasonable access for preconstruction, construction, final, and post-completion inspections.
7. Not sell, transfer, materially alter, discontinue, or convert the Project or affected property in a manner inconsistent with the approved public-recreation purpose without the prior approvals required by this Agreement and Maryland law.

3. Joint Responsibilities

1. Designate project representatives and meet as reasonably necessary to coordinate scope, schedule, funding, public communications, construction, inspections, closeout, and maintenance.
2. Use the final DNR-approved site plan, application, agreement, and amendments as the controlling project documents.
3. Coordinate construction staging and temporary closures to minimize disruption while protecting public safety. Provide appropriate public notice, barriers, and safe routing when practicable.
4. Ensure that the Project remains available to the general public without unlawful discrimination and that accessibility requirements are incorporated into design, construction, operation, and maintenance.
5. Cooperate in obtaining environmental, floodplain, stormwater, erosion and sediment control, forest conservation, utility, building, and other approvals applicable to the final scope.
6. Cooperate in the installation and continued display of the permanent Program Open Space acknowledgment sign before final reimbursement.
7. Cooperate in responding to emergencies, damage, vandalism, unsafe conditions, grant compliance matters, and DNR inspection findings affecting the Project.

4. Construction and Acceptance

The parties shall approve a written construction responsibility matrix before notice to proceed, identifying the contracting party, construction manager, permit holder, payment administrator, inspection authority, and closeout-document custodian. M-NCPPC shall not unreasonably withhold approval of work that conforms to the approved plans and applicable standards. Upon satisfactory completion, final inspection, delivery of warranties and record documents, and written acceptance by M-NCPPC, installed improvements shall become part of the park property and shall be operated and maintained in accordance with this Agreement, unless DNR approves another arrangement in writing.

5. Costs and Funding

Each party shall bear the costs assigned to it in the approved application, funding authorization, budget, contracts, and any separately executed cost-sharing instrument. The parties acknowledge that, as reflected in the approved Application, M-NCPPC is expected to provide or cause to be provided One Million Dollars (\$1,000,000) of the total project cost. Neither party may obligate the other to expenditures not authorized in writing. Ineligible costs, cost overruns, or scope changes shall be allocated only through a written amendment or other written approval signed by authorized representatives, with DNR approval when required.

6. Insurance, Risk, and Claims

Each party shall remain responsible for the acts and omissions of its officers, employees, agents, and contractors to the extent provided by law. During the construction period, the party that contracts for the work shall be primarily responsible for claims arising from that work, subject to the other party's obligation to cooperate and to any insurance requirements set forth in the construction documents. Before construction, the parties shall confirm applicable insurance, builder's risk, workers' compensation, automobile, commercial general liability, and indemnification requirements in the construction documents. Nothing in this Attachment waives governmental immunity, statutory limitations, defenses, or notice requirements available to either party.

7. Records and Audit

The parties shall preserve and make available project records for at least the period required by the approved grant documents and applicable law. The Town shall maintain the official grant reimbursement file unless otherwise agreed in writing. Both parties shall cooperate with audits and requests from DNR, the Board of Public Works, the State Comptroller, and other authorized oversight entities.

8. Term; No Early Termination

This Attachment is effective with the Agreement and remains in effect for at least twenty years from Board of Public Works approval. The Town and M-NCPPC may not terminate or modify their responsibilities in a manner that impairs the Project's required public use, operation, maintenance, inspection, or conversion protections. Any proposed termination or material amendment is subject to prior written DNR approval.

9. Notices

Town of Cottage City

Town Manager

3820 40th Avenue

Cottage City, Maryland 20722

Email: _____

M-NCPPC

Director, Department of Parks and Recreation, Prince George's County

Address: _____

Email: _____

Maryland DNR

Program Open Space Local Grants

580 Taylor Avenue, E-4

Annapolis, Maryland 21401

Email: _____

10. Order of Precedence

In the event of a conflict, the following order of precedence applies: (1) applicable law; (2) the DNR-approved Joint-Use Agreement; (3) the DNR-approved Program Open Space Application and Project Agreement and amendments; (4) Attachment A; (5) this Attachment B; and (6) other project agreements, plans, or administrative documents.

COTTAGE CITY PARK

A PLACE TO PLAY, LEARN & HONOR OUR HERITAGE

A TRIBUTE TO THE INDIGENOUS PEOPLES OF THE ANACOSTIA RIVER

Honoring the Indigenous tribes who lived, traveled and thrived along the Anacostia River for thousands of years.

This park celebrates their culture, history and deep connection to the land and water.

INDIGENOUS LONGHOUSE PAVILION

Open at the bottom for community gatherings, storytelling, cultural events and education.
A symbol of unity, tradition and respect.



NATIVE PLANTS

Beautiful, pollinator-friendly plants that support local wildlife and reflect the natural landscape of the Anacostia River.



HISTORY OF THE ANACOSTIA RIVER

Interpretive panels will share the rich history, ecology and importance of the Anacostia River.



INDIGENOUS TRIBES ALONG THE ANACOSTIA RIVER

Honoring the Piscataway, Nacotchtank (Anacostan), Susquehannock and other tribes who called this region home.

**A PARK FOR ALL GENERATIONS.
A LEGACY FOR THE FUTURE.**

*Respect the Past. Enrich the Present.
Inspire the Future.*

FEATURES INCLUDE:

- ◆ Nature-Themed Playground
- ◆ Climbable Animal Sculptures
- ◆ Indigenous Art & Interpretive Panels
- ◆ Canoe Display
- ◆ Native Plant Gardens
- ◆ Open-Air Pavilion
- ◆ Educational & Cultural Programs

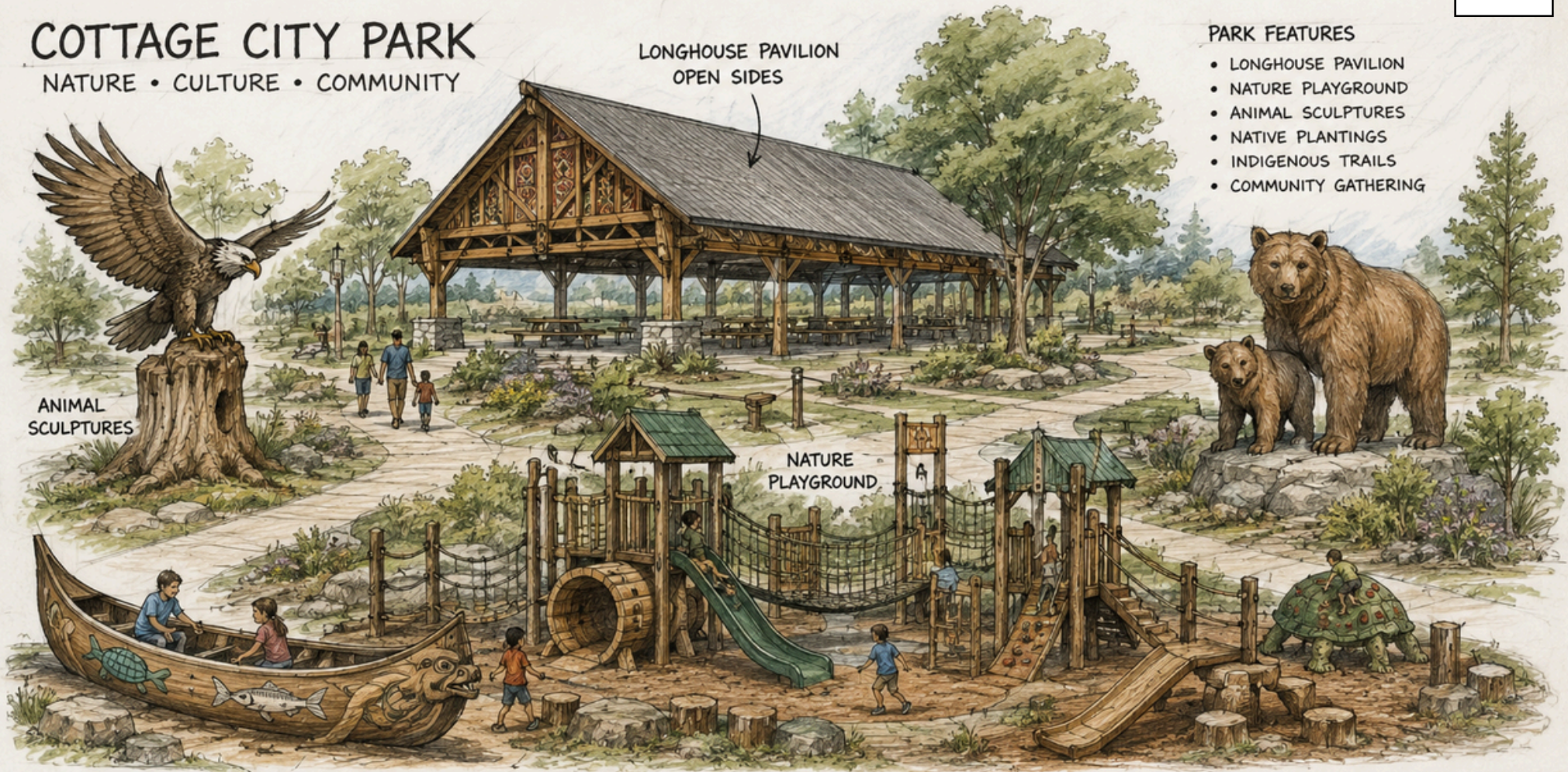
ROOTED IN HISTORY. GROWING TOGETHER. BUILDING COMMUNITY.

COTTAGE CITY PARK

NATURE • CULTURE • COMMUNITY

PARK FEATURES

- LONGHOUSE PAVILION
- NATURE PLAYGROUND
- ANIMAL SCULPTURES
- NATIVE PLANTINGS
- INDIGENOUS TRAILS
- COMMUNITY GATHERING











Men's Eastern Woodlands Moccasins -...
M Martha Berry, Cherokee Beadwork Artist



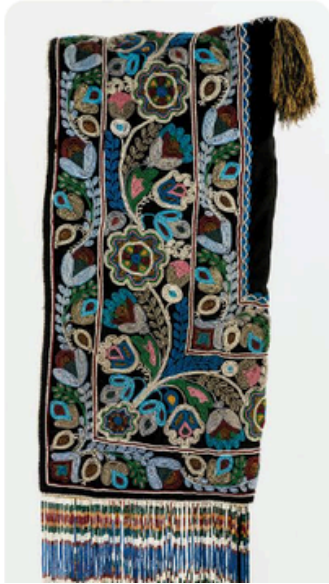
Stitches in Time: The Rebirth of Southeaste...
First American Art Magazine



280 Floral eastern woodlands ideas | ojlbe...
Pinterest



Historic Iroquois and Wabanaki Beadwork:....
Historic Iroquois and Wabanaki...



Cree First Nation '1 Single Light Blue Beade...
Etsy



Wampum Shell 10mm Heishi
Bead World - In stock



Wampum - Wikipedia
Wikipedia



Wampum: Stories from the Shells of Nativ...
Cahoon Museum of American Art



Wampum: Memorializing the spoken word
Oneida Indian Nation



Wampum belt that sings -
The Martha's Vineyard Times



Archaeologists Unearth Seven Rare...
Smithsonian Magazine



Amazon.com: ABCGEMS Darkest Wampu...
Amazon.com



Wampum | Native American, Iroquois,...
Britannica



Wampum Beads History by The Wanderin...
Wandering Bull



The Native American wampum

**TOWN OF COTTAGE CITY
RESOLUTION NO. 2026-21**

A RESOLUTION OF THE COTTAGE CITY COMMISSION OF THE TOWN OF COTTAGE CITY ACCEPTING A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT STRATEGIC DEMOLITION FUND GRANT AWARD IN THE AMOUNT OF \$65,000; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL DOCUMENTS AND TAKE ALL ACTIONS NECESSARY TO ACCEPT, ADMINISTER, IMPLEMENT, AND CLOSE OUT THE AWARD; AUTHORIZING THE DEMOLITION OF THE STRUCTURE LOCATED AT 3813 COTTAGE TERRACE AND PREPARATION OF THE PROPERTY FOR FUTURE REDEVELOPMENT; AND GENERALLY RELATING THERETO.

WHEREAS, the Town of Cottage City (the “Town”) submitted an application to the Maryland Department of Housing and Community Development (“DHCD”) under the Strategic Demolition Fund (Statewide) of the State Revitalization Programs seeking financial assistance to demolish a long-vacant and blighted residential structure located at 3813 Cottage Terrace, Cottage City, Maryland 20722 (the “Property”); and

WHEREAS, DHCD has indicated its intent to award the Town a Strategic Demolition Fund grant in the amount of Sixty-Five Thousand Dollars (\$65,000.00) (the “Grant”), subject to the execution of all required grant documents and compliance with applicable State requirements; and

WHEREAS, by Emergency Ordinance 2019-05, adopted August 19, 2019, the Cottage City Commission authorized the purchase of the property located at 3813 Cottage Terrace for public purposes, specifically to acquire land adjoining Town Hall for potential use as a community center and related civic activities serving the residents of the Town; and

WHEREAS, the Town thereafter acquired fee simple title to the property, which is further described as Block 6, Lots 7 & 8 (Tax Account No. 0126862, containing approximately 10,500 square feet), and has owned and controlled the property since that acquisition; and

WHEREAS, the Commissioners find that rehabilitation of the existing structure is not economically feasible due to its age, severe deterioration, the prior stripping of plumbing, copper wiring, and other essential building systems, and the potential presence of asbestos and other hazardous building materials, all of which significantly increase the cost and complexity of any renovation effort; and

WHEREAS, after evaluating the condition of the Property, the Commissioners have determined that demolition of the existing structure, together with required environmental compliance activities, debris removal, grading, and site stabilization, represents the most prudent, cost-effective, and responsible use of the Grant funds; and

WHEREAS, demolition will eliminate a longstanding public safety hazard and source of neighborhood blight, and will prepare the Property for future redevelopment as a community

resource area adjacent to Town Hall consistent with the Town's revitalization goals and Maryland Smart Growth principles; and

WHEREAS, the Commissioners desire to accept the Grant and to authorize the Town Manager to execute all agreements and take all administrative actions necessary to accept, administer, implement, and close out the Grant in accordance with DHCD requirements.

NOW, THEREFORE, BE IT RESOLVED by the Cottage City Commission, that:

1. The Town hereby accepts the anticipated Maryland Department of Housing and Community Development Strategic Demolition Fund grant award in the amount of up to Sixty-Five Thousand Dollars (\$65,000.00), subject to final execution of all required grant documents and compliance with applicable State requirements.
2. The Town Manager is hereby authorized and directed to execute any and all grant agreements, certifications, amendments, reimbursement requests, procurement documents, contracts, change orders, closeout documents, and any other documents necessary or appropriate to accept, administer, implement, and complete the Grant in accordance with all applicable federal, state, and local laws, regulations, and grant conditions.
3. Grant funds shall be utilized solely for the demolition of the existing structure at 3813 Cottage Terrace, environmental compliance and abatement activities as required, utility disconnects, debris removal and lawful disposal, permitting, site grading and stabilization, and other eligible project costs consistent with the approved grant budget and DHCD requirements.
4. The Commissioners expressly find that demolition is in the best interest of the Town because renovation of the structure is not feasible due to the building's age, severe deterioration, the removal of essential building systems, the potential presence of asbestos-containing materials, and the resulting disproportionate cost of rehabilitation relative to the public benefit to be achieved.
5. The Town Manager is further authorized to take any and all additional actions necessary or appropriate to carry out the intent of this Resolution and to ensure timely implementation and successful completion of the project within the grant period.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 30th day of July, 2026, Resolution No. 2026 - 21, accepting a Maryland Department of Housing and Community Development Strategic Demolition Fund Grant Award in the Amount of \$65,000 and making other resolutions, delegations and authorizations, as stated therein, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ____ Aye, ____ Nay, and ____ Absent.

By: _____
John Hoatson, Town Manager

**TOWN OF COTTAGE CITY
RESOLUTION NO. 2026-22**

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF COTTAGE CITY ACCEPTING THE ANTICIPATED AWARD OF AN EDWARD J. BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (BJAG) FROM THE MARYLAND GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY (GOCPP) UNDER APPLICATION NUMBER 2026-BJ-0035 IN THE AMOUNT OF \$33,000, AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL REQUIRED DOCUMENTS, AND AUTHORIZING THE IMPLEMENTATION OF THE PROJECT.

WHEREAS, the Town of Cottage City submitted an application to the Maryland Governor's Office of Crime Prevention and Policy (GOCPP) for funding under the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program (Application No. 2026-BJ-0035 / Project Title: "Cottage City Enhance Communications Final") to enhance public safety and law enforcement communications capabilities; and

WHEREAS, the Town has been notified of the anticipated award of Thirty-Three Thousand Dollars (\$33,000.00) in BJAG funding, subject to the execution of all required grant documents and compliance with applicable grant requirements; and

WHEREAS, the grant funds will be utilized to purchase three (3) Motorola APX NEXT portable public safety radios and related equipment (including programming, accessories, and implementation costs) to replace aging communications equipment, improve officer safety, strengthen interoperability with neighboring law enforcement agencies, and enhance emergency response capabilities; and

WHEREAS, no local cash or in-kind match is required under the approved application; and

WHEREAS, the Commissioners find that modern, reliable communications equipment is essential to protecting the safety of police officers and the public, improving coordinated responses to emergencies, and ensuring compatibility with regional public safety communications systems; and

WHEREAS, the Commissioners desire to authorize the Town Manager to execute all agreements and take all administrative actions necessary to accept, administer, implement, and close out the grant in accordance with all applicable federal and State requirements and the terms of the approved grant application and award documents.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Town of Cottage City that:

1. The Town hereby accepts the anticipated Byrne Justice Assistance Grant (BJAG) award administered by the Maryland Governor's Office of Crime Prevention and Policy (GOCPP) under Application Number 2026-BJ-0035 in the amount of Thirty-Three Thousand Dollars (\$33,000.00), subject to final execution of all grant documents.

2. The Town Manager is authorized and directed to execute all grant agreements, certifications, assurances, amendments, reimbursement requests, procurement documents, contracts, change orders, closeout documents, and any other documents necessary to accept, administer, implement, and complete the grant in accordance with all applicable federal, state, and local laws, regulations, and grant conditions.
3. Grant funds shall be utilized for the acquisition of three (3) Motorola APX NEXT portable radios, associated accessories, programming, and any other eligible costs consistent with the approved grant application and funding agreement.
4. The Commissioners find that the acquisition of modern public safety communications equipment will improve officer safety, operational effectiveness, interoperability with regional public safety partners, and the Town's ability to respond to emergencies and critical incidents.
5. The Town Manager is further authorized to take any additional actions necessary or appropriate to carry out the intent of this Resolution and to ensure timely implementation and completion of the project in accordance with the approved application, award documents, and all applicable grant conditions.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 30th day of July, 2026, Resolution No. 2026-22, accepting the anticipated award of an Edward J. Byrne Memorial Justice Assistance Grant (BJAG) and making other resolutions, delegations and authorizations, as stated therein, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ____ Aye, ____ Nay, and ____ Absent.

By: _____
John Hoatson, Town Manager

**TOWN OF COTTAGE CITY
RESOLUTION NO. 2026-23**

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF COTTAGE CITY AUTHORIZING THE TOWN MANAGER TO INITIATE THE PRELIMINARY APPLICATION AND EVALUATION PROCESS FOR PARTICIPATION IN THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM EMPLOYEES' PENSION SYSTEM (EPS) AND THE LAW ENFORCEMENT OFFICERS' PENSION SYSTEM (LEOPS)

WHEREAS, the Commissioners of the Town of Cottage City recognize the importance of providing competitive retirement benefits to attract, recruit, and retain qualified employees and law enforcement officers; and

WHEREAS, under the Town of Cottage City Employee Handbook/Policy and Procedure Manual (2026), adopted by Resolution 2026-17 on June 10, 2026, the Town currently offers a 457 Deferred Compensation Plan to eligible employees, with an employer match of up to \$3,500 per year as provided in the annual budget ordinance, the specific provisions of which are approved by Commission resolution and distributed to eligible employees, but the Town does not presently participate in the Maryland State Retirement and Pension System's Employees' Pension System (EPS) or Law Enforcement Officers' Pension System (LEOPS); and

WHEREAS, the Maryland State Retirement and Pension System ("MSRPS") administers the Employees' Pension System ("EPS") and the Law Enforcement Officers' Pension System ("LEOPS"), each of which may be available to eligible participating governmental employers pursuant to the Annotated Code of Maryland and the policies and procedures of the Maryland State Retirement Agency; and

WHEREAS, the Maryland State Retirement Agency has published "A Guide for Governmental Units Considering Participation" available at <https://sra.maryland.gov/employers/enrollment-and-withdrawal-for-local-governments/> which provides detailed information on eligibility requirements, the multi-step application process and mandatory timelines, the estimated costs of the required actuarial valuations (approximately \$5,600–\$8,000 for the preliminary valuation and a similar amount for the final valuation), the nature of employer contribution obligations, summaries of benefits under EPS and LEOPS, the Employer Pick-up Program, and the fact that participation becomes effective only after later formal governing-body action following receipt and review of the actuarial valuations; and

WHEREAS, the Commissioners desire to obtain preliminary actuarial valuations, financial analyses, eligibility determinations, and other information necessary to evaluate the feasibility, costs, and long-term fiscal impacts of participation in the Employees' Pension System and/or the Law Enforcement Officers' Pension System before making any determination regarding participation; and

WHEREAS, the Maryland State Retirement Agency requires the submission of the Participating Governmental Unit Entry Application, a written request for preliminary valuation, job descriptions

(for LEOPS), local plan documents and related supporting documentation by September 1, followed by employee census data by October 15, in order to prepare the necessary actuarial evaluations and cost assessments; and

WHEREAS, the Commissioners find that this matter is time-sensitive because the Participating Governmental Unit Entry Application, written request for preliminary valuation, and required supporting documentation must be submitted to the Maryland State Retirement Agency no later than September 1, 2026, in order to be considered during the current application cycle for a July 1, 2027 effective date; and

WHEREAS, failure to initiate the preliminary application process before the September 1, 2026 deadline would require the Town to wait until the next application cycle approximately one year later to again pursue participation in the Employees' Pension System and/or the Law Enforcement Officers' Pension System, thereby unnecessarily delaying the Commissioners' ability to evaluate the feasibility of participation; and

WHEREAS, Commissioners further find that the next step is that if determined to be eligible the Town will be required to submit employee (i.e., census) data, as indicated below, needed for the preliminary evaluation by October 15, 2026, and that authorizing the Town Manager to proceed with the preliminary application process immediately preserves the Town's opportunity to receive the necessary actuarial valuations and financial analyses while expressly reserving to the Commissioners the sole authority to determine whether participation in either retirement system is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Town of Cottage City, Maryland, that:

Section 1. Authorization. The Town Manager is hereby authorized and directed to undertake all actions reasonably necessary to initiate and complete the preliminary evaluation process for potential participation in the Maryland State Retirement and Pension System, including, but not limited to:

1. Preparing, executing, and submitting the Participating Governmental Unit Entry Application (available at https://sra.maryland.gov/wp-content/uploads/2026/01/pgu_entry_application_5_0.pdf) and written request for preliminary valuation for the Employees' Pension System (EPS) and/or the Law Enforcement Officers' Pension System (LEOPS), and signing the same as the official authorized to act on behalf of the governing body;
2. Requesting preliminary actuarial valuations, actuarial studies, cost estimates, and other financial analyses from the Maryland State Retirement Agency;
3. Conducting employee and position census activities, including compiling payroll records, employment histories, position descriptions, compensation data, budgeted hours, and other information necessary to determine eligibility and prepare actuarial valuations (including

submission of the demographic data file by October 15 if the Agency determines the Town is eligible);

4. Coordinating and communicating with representatives of the Maryland State Retirement Agency, its actuaries, consultants, and other authorized personnel as necessary to facilitate the evaluation process;
5. Executing administrative documents, certifications, and other supporting materials reasonably necessary to obtain preliminary valuations, eligibility determinations, actuarial assessments, and related analyses;
6. Taking any additional administrative actions necessary to effectuate the purpose and intent of this Resolution, including incurring and paying the costs of the preliminary actuarial valuation (estimated \$5,600–\$8,000) and any final valuation as invoiced by the Agency; and
7. Directing the Town Treasurer to certify that sufficient funds are available in the Fiscal Year 2027 budget for the costs of the preliminary actuarial valuation and related expenses or, if necessary, to prepare and present for Commission approval an amendment to the Fiscal Year 2027 budget appropriating such funds.

Section 2. No Commitment to Participate. This Resolution authorizes only the preliminary evaluation of participation in the Maryland State Retirement and Pension System. Nothing contained herein shall be construed as: a. Electing to participate in the Employees' Pension System or the Law Enforcement Officers' Pension System; b. Creating any contractual obligation on behalf of the Town; c. Committing the Town to participate in or fund either retirement system; or d. Authorizing any final action other than obtaining the information necessary for the Commissioners to evaluate participation.

Section 3. Purpose. The purpose of this Resolution is to authorize the Town Manager to obtain the actuarial valuations, financial analyses, employee census information, eligibility determinations, and all other information necessary for the Commissioners to assess the financial feasibility, administrative requirements, and long-term implications of participation in the Employees' Pension System and/or the Law Enforcement Officers' Pension System. The Commissioners expressly find that obtaining this information prior to the September 1, 2026 application deadline is in the best interests of the Town and preserves the Town's ability to make an informed decision without delaying consideration for an additional application cycle.

Section 4. Future Action Required. Participation in the Employees' Pension System and/or the Law Enforcement Officers' Pension System shall require separate approval by the Commissioners of the Town of Cottage City following review of the actuarial valuations, financial analyses, recommendations received from the Maryland State Retirement Agency, and any additional information deemed appropriate by the Commissioners, including any required 60% employee petition and formal resolution(s) as applicable under the Agency's process. Nothing in this

Resolution shall be construed as authorization to enroll the Town in either retirement system absent subsequent action by the Commissioners.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Cottage City Commission at a duly noticed public meeting held on the 30th day of July, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I, hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 30th day of July, 2026, Resolution No. 2026-23, entitled: Authorizing the Town Manager to initiate the preliminary application and evaluation process for participation in the Maryland State Retirement and Pension System Employees' Pension System (EPS) and the Law Enforcement Officers' Pension System (LEOPS), was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ___ Aye, ___ Nay, and ___ Absent.

By: _____
John Hoatson, Town Manager

**FIRST AMENDMENT TO THE
COTTAGE CITY – IT INTEGRATION & SUPPORT - 11-15-15 QUOTE**

This First Amendment ("**Amendment**") to the Cottage City - IT Integration & Support - 11-15-15 Quote is made and entered into as of November 11th 2015] (the "**Amendment Effective Date**"), by and between PEAKE Technology Partners, LLC ("**PEAKE**") and Town of Cottage City ("**Customer**")

Recitals

WHEREAS, Customer and PEAKE are parties to that certain Cottage City - IT Integration & Support - 11-15-15 dated as of November 11th 2015, last executed by the parties on November 11th 2015 (collectively, the "**Original Agreement**"), as amended by that certain First Amendment with an effective date of November 11th 2015 (the "**First Amendment**"), and together with the Original Agreement and the First Amendment, collectively the "**Agreement**";

WHEREAS, Customer and PEAKE desire to amend the Agreement as more specifically set forth in this Amendment..

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **Defined Terms.** All capitalized terms used in this Amendment shall be as defined in the Agreement unless such capitalized term is defined herein, in which case the meaning set forth in this Amendment shall prevail.
2. **Term of Agreement.** This Agreement shall commence as of July 1st 2026 (the "**Effective Date**") and shall continue until June 30th 2027 (the "**Term**").
3. **Change to [IT Operations & Support] Pricing.** As of the Amendment Effective Date and continuing through the duration of the Term, the [IT Operations & Support] Recurring Price shall be \$56.50 per month, per user, with a minimum of 12 users.
4. **General.**
 - a) Except as expressly amended hereby, the Agreement remains in full force and effect.
 - b) In the event of any conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall prevail.
 - c) This Amendment may be executed electronically in two (2) or more counterparts, each of which when executed and delivered shall be deemed to be an original, and all of which when taken together shall constitute one and the same instrument.
 - d) No modification or amendment of the terms of the Agreement or any amendments thereto shall be effective except by a writing executed by both parties.
 - e) The terms and conditions outlined herein shall be governed by and adhere to the provisions of the latest Master Services Agreement (MSA) located at <https://peaketechnology.com/msa>

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Agreed By:

PEAKE TECHNOLOGY PARTNERS, LLC

By _____

Print Name: **Jim Barr**

Title: **Technical Account Manager**

TOWN OF COTTAGE CITY

By _____

Print Name: **John Hoatson**

Title: **Town Manager**

Board Summary: CivicPlus Statements of Work

Town of Cottage City, Maryland

Agenda and Meeting Management Select Pro (AMM Select) + CivicSend

AMM Select Q-123799-1 (expires August 31, 2026) | CivicSend Q-145529-1 (expires September 21, 2026)

Executive Summary

The Town of Cottage City is considering two CivicPlus Statements of Work. **AMM Select Pro** provides the agenda and meeting-management platform, AI Editing Assistant, and Conversion Pro Premium implementation and package components. **CivicSend** provides an ongoing communication creation and distribution module within Websites Central to support timely resident outreach from a centralized workflow. Together, the solutions support more efficient public-meeting administration and clearer, more consistent communication with residents. The combined initial-term investment is **USD 3,293.20**, consisting of **USD 2,293.20** for AMM Select and **USD 1,000.00** for CivicSend after the quoted Year 1 discount. The visible implementation line items are **USD 0.00**. The two quoted annual recurring service amounts total **USD 4,667.20** before uplift and remain subject to separate start dates, invoice schedules, renewals, and the stated 5% Year 2 uplift.

COMBINED INITIAL TERM	AMM SELECT SOW	CIVICSEND SOW
USD 3,293.20	USD 2,293.20	USD 1,000.00

Recommended Board Action

Approve the CivicPlus Statements of Work for AMM Select Pro and CivicSend in the combined initial-term amount of USD 3,293.20, consisting of USD 2,293.20 for AMM Select Pro and USD 1,000.00 for CivicSend, including the quoted USD 0.00 implementation line items, subject to each SOW's invoice, renewal, and annual uplift terms, and authorize the appropriate Town representative to execute both agreements.

Financial Summary

Financial Component	Amount / Quote Detail
AMM Select - One-time implementation line item	USD 0.00
AMM Select - Annual recurring services	USD 2,293.20
AMM Select - Total Investment - Initial Term	USD 2,293.20
CivicSend - List Price - Initial Term Total	USD 3,124.00
CivicSend - Year 1 Annual Fee Discount	USD -1,374.00
CivicSend - One-time implementation line item	USD 0.00
CivicSend - Annual Recurring Services	USD 2,374.00
CivicSend - Total Investment - Initial Term	USD 1,000.00
Combined Initial-Term Investment (calculated)	USD 3,293.20
Combined Annual Recurring Services (calculated)	USD 4,667.20
Year 2 Annual Totals	Not specified in either quote; each SOW states a 5% Year 2 uplift.

Key Quote Terms

Term	Quote Detail
Document type	Two separate CivicPlus Statements of Work (SOWs)
Quote numbers	AMM Select: Q-123799-1 CivicSend: Q-145529-1
Client / Bill to	Town of Cottage City, MD / COTTAGE CITY TOWN, MARYLAND
Salesperson	Theresa St. John theresa.stjohn@civicplus.com
Pricing approval dates	AMM Select: July 6, 2026 at 2:31 p.m. CivicSend: July 24, 2026 at 3:01 p.m.
Expiration dates	AMM Select: August 31, 2026 CivicSend: September 21, 2026
Payment terms	Net 30 under both SOWs
Initial terms	AMM Select: July 17, 2026 - July 16, 2027 CivicSend: 12 months beginning at signing
Invoice schedules	AMM Select: 100% invoiced on the Initial Term Start Date CivicSend: 100% invoiced upon the Signature Date
Renewal procedure	Each SOW renews automatically for one year unless 60 days notice is provided before its renewal date
Annual uplift	Each SOW states a 5% uplift to be applied in Year 2
Binding terms	Each SOW incorporates the CivicPlus Master Services Agreement and applicable Solution and Services terms
Purchase orders	May be used for internal administrative purposes only and do not modify the Binding Terms, agreement, or SOW
Effective date	Each SOW becomes effective on the date of its last signature

Notes for Board Review

- Both documents are Statements of Work and not invoices. CivicPlus will issue invoices according to the separate schedules stated in each SOW after execution.
- The AMM Select SOW lists the Conversion Pro Premium implementation, Conversion Pro Premium package, and AI Editing Assistant at USD 0.00. Its paid annual subscription and initial-term total are USD 2,293.20.
- The CivicSend SOW lists a USD -1,374.00 Year 1 annual fee discount, USD 0.00 implementation, and USD 2,374.00 in annual recurring services, producing a discounted initial-term investment of USD 1,000.00.
- The two annual recurring service amounts total USD 4,667.20 before uplift. Each SOW applies its own 5% Year 2 uplift and follows its own service and billing anniversary.
- The AMM Select SOW states a July 17, 2026 start date; if execution occurs after that date, the Town should confirm the intended service and billing start. CivicSend begins and is invoiced at signing.
- Each SOW renews automatically for one-year terms unless 60 days notice is provided before renewal. Authorized signatures and requested billing information are required, and purchase orders do not modify the governing terms.

Detailed Line-Item Summary

Every visible line item from both Statements of Work is shown below. Costs are presented exactly as listed in the applicable SOW.

Category	Quantity	Product Name	Quote Description	Cost / 12 Month Value	What it is and why it is necessary
One-time Implementation	1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation	USD 0.00	Implementation and conversion support for moving the Town into AMM Select. It supports an organized setup and transition so staff can begin using the meeting-management platform with less manual effort and implementation risk.
Recurring Feature	1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant	USD 0.00	An AI-assisted editing capability within AMM Select. It can help staff refine agenda and meeting content for clarity and consistency while staff retain responsibility for final review and publication.
Annual Subscription	1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 2,293.20	The annual subscription for AMM Select Pro. It keeps the agenda and meeting-management system available for ongoing staff workflows and public access to meeting information.
Conversion Package	1.00	Conversion Pro Premium Package	Conversion Pro Premium Package	USD 0.00	The packaged conversion component associated with premium implementation. It supports a structured transition of meeting content and configuration into AMM Select and is included at no additional charge.
Discount	1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,374.00	The first-year fee reduction applied to CivicSend. It lowers the initial-term investment while the SOW separately identifies the ongoing annual recurring service amount.
One-time Implementation	1.00	CivicSend Implementation - Websites Central	CivicSend Implementation	USD 0.00	Configuration and onboarding for CivicSend within Websites Central. It supports an organized rollout and staff readiness, and the SOW lists it at no additional charge.
Annual Subscription	1.00	CivicSend Annual - Websites Central	CivicSend Annual	USD 2,374.00	The annual subscription for CivicSend, a communication creation and distribution module within Websites Central. It keeps the service active for centralized resident outreach and timely multi-channel updates.

Reconciliation note: AMM Select net line items total USD 2,293.20, matching Quote Q-123799-1. CivicSend net line items total USD 1,000.00 after the USD -1,374.00 discount, matching Quote Q-145529-1. The combined initial-term amount is USD 3,293.20. The CivicSend SOW also states a USD 3,124.00 list-price initial-term total but does not allocate that full list-price amount across the visible net line-item values.

Source and Accuracy Note: This summary is based on the uploaded CivicPlus quotes/Statements of Work. In the event of a discrepancy, the executed CivicPlus agreements and Statements of Work control.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123799-1
7/6/2026 2:31 PM
8/31/2026

Client:

Town of Cottage City, MD

Bill To:

COTTAGE CITY TOWN, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Theresa St. John		theresa.stjohn@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 2,293.20

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package	USD 0.00

Total Investment - Initial Term	USD 2,293.20
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Annual Recurring Services (Subject to Uplift)	USD 2,293.20
Initial Term	7/17/2026 - 7/16/2027, Renewal Term 7/17 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123799-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-145529-1
7/24/2026 3:01 PM
9/21/2026

Client:

Town of Cottage City, MD

Bill To:

COTTAGE CITY TOWN, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Theresa St. John		theresa.stjohn@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 1,374.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	CivicSend Implementation - Websites Central	CivicSend Implementation	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	CivicSend Annual - Websites Central	CivicSend Annual	USD 2,374.00

List Price - Initial Term Total	USD 3,124.00
Total Investment - Initial Term	USD 1,000.00

Annual Recurring Services (Subject to Uplift)	USD 2,374.00
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Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-145529-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)