



THE CITY OF FROSTBURG

Mayor and Council Work Session Minutes

Tuesday, February 10, 2026 at 4:00 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

1. Call to Order

Mayor Logsdon called the meeting to order at 4:00 pm.

2. Roll Call

PRESENT

Mayor Todd Logsdon

Commissioner of Public Safety Kevin Grove

Commissioner of Water, Parks and Recreation Nina Forsythe

Commissioner of Public Works Adam Ritchey

ABSENT (planned)

Commissioner of Finance Donald Carter

3. Special Presentation

A. 3 State Community Media Center - Dr. John Lombardi, Director

Dr. John Lombardi discussed the 3 State Community Media Center that began as part of a grant received through ARC. The center offers trainings, the use of the facilities including a podcast space, as well as equipment for rental to assist small businesses, non-profits, government agencies, and others to increase and improve their media presence. There are both free and paid memberships. The center will have an official launch in the near future but groups are already starting to utilize its services.

4. New Business

5. Council Meeting Topics

A. **Ordinance 2026-01** Artisan/Small-Manufacturing. Jon Miller, Director of Community Development.

Mayor and Council discussed amending the ordinance by removing the entire residential aspect and only leaving in the concept of changing the artisan/small manufacturing language from a special exception in commercial districts to permitted in commercial districts. To do so, the Mayor & Council will propose and vote on an amendment at this month's council meeting. If passed, the ordinance will be set for a third and final reading and vote at March 17th at the council meeting.

B. **Ordinance 2026-02** Smoke Alarms. Jon Miller, Director of Community Development.

The public hearing and second reading are set for this ordinance at this month's Mayor & Council meeting on February 17th. Jon Miller, the Director of Community Development, briefly

discussed that the changes in the ordinance bring the City standards in line with IPMC guidelines and updates the carbon monoxide detector requirements to meet state law.

- C. Budget Schedule. Amy Phillips, CPA, Director of Finance.

The finalized budget schedule was presented (See packet).

- D. Hotel/Motel Tax. Patrick O'Brien, City Administrator.

City Administrator, Patrick O'Brien reminded everyone that the Hotel/Motel requests were due on February 17th. Once all request are submitted, he will give the Mayor and each of the Commissioners packets of the request for their review. The expectation is to approve requests at the March Mayor & Council Meeting.

6. Other Discussion Items

- A. Museum Tour.

The Frostburg Museum invited the Mayor & Council members as well as staff to tour the museum following the work session.

- B. Budget Amendments.

Budget Amendments are being pushed back until the March meeting.

- C. Snow Removal & Code Enforcement.

The City staff in the Street department and the Parks & Rec department did an outstanding job with general snow removal and their efforts to move snow off of Main Street this past Monday. Mayor Todd mentioned he had heard from multiple residents saying how great the city was doing with plowing and keeping roads clear. Additionally, the City Code Enforcement officer had reached out to businesses on Main street that had not shoveled the sidewalk in front of their buildings. Owners were receptive and complied quickly.

- D. Retirements & New Staff.

Hayden Lindsey informed everyone that they are conducting interviews for the assistant superintendent for the Water Department. He also discussed that the current Dam Keeper is planning to retire in June and asked the Mayor & Council to consider rolling the keepers duties into his position.

- E. Uniform Contract.

The city is currently reviewing quotes from two businesses for the City's uniform contract that is expiring this year. Quotes from Cintas, the current provider, and UniFirst are being considered.

- F. Sprinkler Rebate.

Mr. Miller informed the Mayor & Council that the Sprinkler rebate has expired based on the original resolution for the program. The city continues to offer the rebate at the rate of \$500. Since this program started, the state has now mandated sprinklers in new construction projects. Roughly 16-18 individuals took advantage of the rebate last year. Their was discussion on whether to keep the rebate now that it is a mandatory requirement. Mayor Logsdon requested some more information and that we should wait until budget discussions before making any decisions to see if we have funding to continue the program.

- G. Historic District Software.

Mr. Miller discussed a new Historic District Software from JMA Resources, Inc. Frostburg along with Mechanicsburg in PA are being asked to take part in the software during the trial period and provide feedback to the company. If we do so, the company will give us free access to the software. Jamie Klink, City Planner, brought the proposal to the Historic District Commission who unanimously voted to move forward with the software. Mayor and Council

indicated that they were in favor of the software and would vote on it once a contract is ready and approved by the City Attorney.

H. N Water Street Project Demolition.

Mr. Miller discussed the status of the N Water Street Projects Demolition phase. The city is moving forward with the process. Due to utilizing state funds, the department of Community Development needs to provide additional photos and write ups for each of the properties as to why the city has chose demolition over renovations. This process will delay the project going out to bid slightly, but the project is still expected to be completed this summer. once all approvals are received.

I. Diamond Building Update.

Discussion about the contractors for the Diamond Building project not receiving the large tax credit they applied for and how it has put a hold on construction. Due to the lack of funding, owners are contemplating whether to pause the project for a year until they can apply for funding again, or sell the property. They asked if the city would be interested in helping them with carrying cost for the year that would total roughly \$20,000. Mayor and Council discussed that while it is great to see progress in that building, covering the carrying costs of the building wasn't something they thought would be appropriate.

J. Center Street Project Update.

The company engaged in the Center Street project informed Community Development that they are looking into changing the current plans to include a third floor to make the project financial stable. Discussion on whether the property would have enough off street parking for additional units took place, and other potential parking options were discussed.

K. June Council Meeting Date Change.

The Mayor & Council meeting in June is currently scheduled during the Summer MML conference. The Mayor & Council discussed moving the meeting to another day. Thursday, June 18th was decided to be the most appropriate day and it would be announced at this months Mayor & Council Meeting.

7. Adjourn to Closed Session

Under the Annotated Code of Maryland, General Provisions Article § 3-305(b)(3), which allows a closed session to "consider the acquisition of real property for a public purpose and matters directly related to the acquisition," a closed session is needed to discuss the potential acquisition of a property within City limits for a City development project.

The Mayor adjourned the meeting to a closed session at 4:49 pm.