



THE CITY OF FROSTBURG

Mayor and Council Work Session Agenda

Tuesday, July 09, 2024 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

2. Roll Call

3. Old Business

- A.** Historic District Commission Reappointment. Bethany Fife, Director of Community Development
- B.** Board of Zoning Appeals Reappointments. Bethany Fife, Director of Community Development
- C.** Review and approval of Annual Report for Maryland Department of Planning. Bethany Fife, Director of Community Development
- D.** Change Order Phase X-A. Hayden Lindsey, Director of Public Works
- E.** Bid Award Paving Project - 2024. Hayden Lindsey, Director of Public Works
- F.** Change Order for Mechanic Street Parking Lot. Hayden Lindsey, Director of Public Works
- G.** Public Hearings for CDBG: Frostburg Child Development Center Project and the Frostburg Raw Water Supply Dam Lining Project.

4. New Business

- A.** Downtown Parking Discussion. Commissioner Donny Carter
- B.** Military Appreciation Parade Request
- C.** Mayor and Council General Discussion

5. Adjournment



City of Frostburg

W. Robert Flanigan
Mayor

Commissioners

Donald L. Carter, Jr.
*Commissioner of
Finance*

Kevin G. Grove
*Commissioner of
Public Safety*

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Adam Ritchey
*Commissioner of
Public Works*

Elizabeth Stahlman
City Administrator

Memorandum

To: Mayor, City Council, and Elizabeth Stahlman, City Administrator
From: Jamie Klink, Planner JK
Date: July 1, 2024
Re: Board Appointment for the Frostburg Historic District
Commission

Historic District Commissioner William Determan's term expires July 15, 2024 and has indicated that he is willing to serve another three year term. Mr. Determan has represented the City of Frostburg with distinction and expertise as a Historic District Commissioner, and his service to our community has been invaluable to the preservation of our precious resources in Frostburg's Historic District.

Staff recommends that William Determan be reappointed to a new three year term. Staff feels that he brings a demonstrated interest and a strong background to the historic preservation of our City, and his academic and professional training lends a specific expertise to the Commission.

Please provide staff with recommendations for the Historic District Commission vacancy, request staff to solicit letters of interest, or reappoint the current member listed above during your July Mayor and Council meeting.

The Mayor and Council have the authority to appoint individuals of their choice to the Board.

If you have any questions or concerns please contact me at your convenience.



City of Frostburg

W. Robert Flanigan
Mayor

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Commissioner of Finance

Kevin G. Grove
Commissioner of Public Safety

Nina Forsythe
Commissioner of Water, Parks and Recreation

Adam Ritchey
Commissioner of Public Works

Elizabeth Stahlman
City Administrator

Memorandum

To: Mayor, City Council, and Elizabeth Stahlman, City Administrator
From: Jamie Klink, Planner JK
Date: July 2, 2024
Re: BOZA Appointments

The Frostburg Board of Zoning Appeals currently has two positions that are due to expire on July 15, 2024. Board members Tom Vogtman and Kevin Wagner have both indicated they are willing to serve another three year term. Mr. Vogtman and Mr. Wagner have represented the City of Frostburg with distinction and expertise as zoning appeals board members, and their service to our community has been invaluable to the positive growth and development of the City of Frostburg.

Staff recommends that Mr. Vogtman and Mr. Wagner be reappointed to new three year terms beginning July 16, 2024 and expiring July 16, 2027.

Please provide staff with recommendations for the Board of Zoning Appeals vacancy, request staff to solicit letters of interest, or reappoint the current members listed above during your July Mayor and Council meeting.

The Mayor and Council have the authority to appoint individuals of their choice to this board.

If you have any questions or concerns please contact me at your convenience.

Office of the Secretary
 Maryland Department of Planning
 Attn: David Dahlstrom, AICP
 301 W. Preston St.
 Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2023

Dear Mr. Dahlstrom:

The Frostburg Planning Commission approved the following annual report for the reporting year 2023 as required under §1-207(b) and §1-208(c)(1)(i) and (c)(3)(ii) of the Land Use Article on 7/10/2024. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA):

Table 1: New Residential Permits Issued Inside and Outside the Priority Funding Area (PFA)

Residential – Calendar Year 2023	PFA	Non - PFA	Total
# New Residential Permits Issued	6	0	6

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year? If yes, please submit the 5-Year Report as an attachment.

Y N

Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at:

<https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

3. Were there any growth-related changes, including land use changes, zoning ordinance changes, rezonings, new schools, changes in water or sewer service, or municipal annexations that changed municipal and unincorporated boundaries? **No.**
4. If yes, please list the annexation resolution(s), describe or attach a map of the changes, and provide a description of consistency of internal, state or adjoining local jurisdiction plans. Have you submitted copies of each adopted resolution been to: Georgette Carter, Legislative Counsel Municipal Resolution Re-position Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991?

Y N

5. Did your municipality identify and/or implement recommendations, related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y N

<input type="checkbox"/> Green Infrastructure	<input type="checkbox"/> Revitalization and Infill
<input type="checkbox"/> Zoning Reform	<input type="checkbox"/> Bike/Ped Planning
<input type="checkbox"/> Climate Change	<input type="checkbox"/> Commercial Redevelopment
<input type="checkbox"/> Affordable/Workforce Housing	<input type="checkbox"/> Sustainable Growth
<input type="checkbox"/> Equity	<input type="checkbox"/> Placemaking
<input type="checkbox"/> Resilience	<input type="checkbox"/> Aging Population
<input type="checkbox"/> Water/Air Quality	<input type="checkbox"/> Sensitive Area Preservation
<input type="checkbox"/> Water/Sewer Capacity	<input type="checkbox"/> Expedited Review for Preferred Projects
<input type="checkbox"/> Brownfield Remediation	

Please describe any other planning improvements identified or implemented in 2023.

N/A

6. Are there any issues that MDP can assist you with in 2024? If yes, please describe. Comprehensive Planning and guidance related to MD House Bill 805 Y N
7. Have all Planning (Commission/Board) and Board of Appeals members completed the [Maryland Planning Commissioners Association \(MPCA\)](#) training course? Y N

Sincerely,

Bethany Fife
Director of Community Development

June 28, 2024

Raymond C. Rase, PE, PLS
 Project Manager, SPECS, Inc.
 105 South Centre Street
 Cumberland, MD 21502

Hayden Lindsey
 Director of Public Works/City Engineer, City of Frostburg
 37 S Broadway
 Frostburg, MD 21532

Re: Price Comparison

Lining Company - Total Cost of Lining /Bid **\$268,190.00**

Item #8020	Cured in place pipe 300lf x \$65.00	\$19,500.00
Item #8027	Line existing manhole - 2 each @\$3,250.00	\$ 6,500.00
Item #8029	Heavy Cleaning for CIPP – LS \$4000.00	\$ 4,000.00
Total :		\$30,000.00

	\$268,190.00
-	<u>30,000.00</u>
	\$238,190.00

Braddock Construction Swamp/Sewer Upgrade

Item #8002 - 8in s/s SDR 35 - 1855LF x \$78.00	\$144,690.00
Item #8001 - 6in s/s SDR 35 – 260 LF x \$85.00	\$ 22,100.00
Item #8003 - 6in s/s Connection – 14 ea x \$375.00	\$ 5,250.00
Item #8004 - 6in cleanouts plastic cover 14 ea x \$190.00	\$ 2,660.00
Item #8006 – 48in diameter manhole s/s – 5 ea x \$5,500	\$ 27,500.00

Total:	\$202,200.00	\$238,190.00
	-	<u>-202,200.00</u>
		\$35,990.00 remaining

Item #1008 – Clearing and Grubbing LS=	\$ 12,000.00	35,990.00
		<u>-12,000.00</u>
		\$23,990.00 remaining





City of Frostburg
PAVING OF VARIOUS STREETS – SUMMER 2024
BID TAB
July 2, 2024 @ 11am

COMPANY	BID	COMMENTS
Liller Bros. Asphalt, Inc.	\$ 158,975.00	
Keystone Lime Company, Inc.	\$ 184,400.00	
Beth Paving, Inc.	\$ 203,700.00	
Ameri-Seal, LLC.	\$ 154,280.00	
Bradlock Construction, LLC	\$ 218,569.00	

Section 3, Item E.



Carl Belt, Inc. - An Equal Opportunity Employer
P.O. Box 1210 / 11521 Milnor Avenue
Cumberland, Maryland 21502

Project: 4385 - City of Frostburg - Mechanic Street Parking Lot
Mechanic Street
Frostburg, Maryland 21532

Prime Contract Potential Change Order #001: Additional Sidewalk Replacement

TO:	City of Frostburg - Dept. of Public Works 37 Broadway Frostburg, Maryland 21532	FROM:	Carl Belt, Inc. P.O. Box 1210 Cumberland, Maryland 21501-1210
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	1 - Mechanic Street Parking Lot
REQUEST RECEIVED FROM:	Avery Costilow (Carl Belt, Inc.)	CREATED BY:	Jen Wilson (Carl Belt, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/28/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$7,949.20

POTENTIAL CHANGE ORDER TITLE: Additional Sidewalk Replacement

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
Additional Sidewalk Replacement as per the attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Additional Sidewalk Replacement	\$7,949.20
Grand Total:			\$7,949.20

City of Frostburg - Dept. of Public Works
37 Broadway
Frostburg, Maryland 21532

Carl Belt, Inc.
P.O. Box 1210
Cumberland, Maryland 21501-1210

SIGNATURE DATE

SIGNATURE DATE

Avery Costilow 6/28/24

SIGNATURE DATE

Carl Belt

Section 3, Item F.

City of Frostburg Mechanic Street Parking Lot

Job: 4385
Last Modified: 6/28/24 11:57

Description	Qty	Unit	Unit Price	Sub Cost	Equipment Cost	Material Cost	Labor w/burden	Notes
Additional Sidewalk Replacement	26	lf						
Demolition								
Spoil Fee	2	cy				6.00		
1 Komatsu PC-240	4	hr			400.00			
1 Tri-Axle Dump Truck	4	hr			280.00			
1 Parther Saw	4	hr			100.00			
1 Operator	4	hr					72.4	289.60
1 Tri-Axle Teamster	4	hr					58.91	235.64
1 Laborer	4	hr					54.54	218.16
Layout								
1 Transit	4	hr			40.00			
1 Layout Van	4	hr			160.00			
1 Layout Engineer	4	hr					75.73	302.92
Form New Sidewalk and Curb								
Form Materials	30	sf				45.00		
Curb Forms	26	lf				13.00		
2 Carpenter	8	hr					63.63	1,018.08
Add Wire Mesh Reinforcement								
Wire Mesh	150	sf				45.00		
2 Ironworker	4	hr					64.94	519.52
Pour New Sidewalk and Curb								
3,000 PSI Concrete	3	cy				184.3		552.90
Small Load Delivery Fee	1	ea				180		180.00
Concrete Vibrator	8	hr			200.00			
2 Finisher	8	hr					64.35	1,029.60
1 Laborer	8	hr					54.54	436.32
Supervision								
1 Pickup	8	hr			320.00			
1 Operator Foreman	8	hr					80	640.00
Total					\$ 1,500.00	\$ 841.90		\$ 4,689.84

Total Labor	4,689.84	\$	7,031.74
Total Material	841.90	\$	
Total Equipment	1,500.00	\$	
Total Subcontractor	-	\$	
6% Sales Tax	50.51	\$	

Issuer Detail

City of Frostburg Mechanic Street Parking Lot

Carl Belt

Job: 4385
Last Modified: 6/28/24 11:57

Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost		Labor		Notes
						Unit Price	Material Cost	Unit Price	w/burden	
								\$ 7,082.25		Sub Total
								\$ 703.48		O&P Labor
								\$ 126.29		O&P Material
								\$ -		O&P Subcontractor
								\$ 7,912.02		Sub Total
								\$ 37.19		Bond
								\$ 7,949.20		Grand Total

Proposal: Military Appreciation Day Event

August 31st, 2024



Military Appreciation Day Event Proposal

Presented to:

Local Chamber of Commerce

Presented by:

Air Force Recruiting Service

311 Recruiting Squadron

April 9, 2024

Contact Information:

Technical Sergeant Shykana Copeland

Recruiter/United States Air Force

1236 National Highway Suite 3

La Vale, Maryland 21502

(301 639-1081

shykana.copeland@us.af.mil

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Introduction:

Chamber of Commerce

We are excited to present to you a proposal for a Military Appreciation Day event aimed at honoring our military members while fostering unity within our community. With your esteemed support and collaboration, we aim to organize a memorable event that pays tribute to our service members and their families while bringing together our community in a spirit of gratitude and camaraderie.

Executive Summary:

Our proposed Military Appreciation Day event will be a day filled with activities and entertainment designed to honor our military members, engage the community, and provide opportunities for meaningful interactions. Through a collaborative effort between the military community and the Chamber of Commerce, we seek to achieve the following objectives:

Honor military members and their families.

Foster unity and camaraderie within the community.

Provide entertainment and family-friendly activities.

Offer resources and support for veterans and active-duty personnel.

Background:

Military Appreciation Day holds profound significance in recognizing the sacrifices and contributions of our service members. It serves as an opportunity for our community to come together and express gratitude for their dedication and service. Building upon the success of previous events, we are motivated to organize an even more impactful and memorable experience this year.

Proposed Event Details:

INITIAL PLANNING AND COORDINATION:

Representatives from the Chamber of Commerce have been identified for support, including advertising dates, locations online to vendors, military sectors, and the applicable contact person at Frostburg State University (FSU).

Communication has been established with these individuals to gain their support and involvement in the event.

Upon securing support, the planning committee will be formed comprising members from both the military community and the Chamber of Commerce.

DEFINE OBJECTIVES AND GOALS:

Objectives of the Event:

Honoring Military Members: The primary objective of the event is to express gratitude and honor military members for their service and sacrifices.

Fostering Community Unity: Another objective is to foster a sense of unity and camaraderie within the community by bringing together civilians, veterans, and active-duty personnel in a shared celebration.

Specific Goals:

Attendance Goal: The goal is to attract a crowd of approximately 3500 attendees to the event.

Engagement with Veterans and Active-Duty Personnel: We aim to actively engage veterans and active-duty personnel by providing them with opportunities to participate in various activities and connect with resources available to them.

Promotion of College Game Tickets: We intend to promote the availability of discounted or free game tickets for military members and veterans, enhancing their experience and showing appreciation for their service.

Vendor Sponsorship and Participation: We seek sponsorship from vendors and provide opportunities for them to set up booths at the event, contributing to the overall atmosphere and offering additional attractions for attendees.

By setting these objectives and goals, we aim to create a meaningful and impactful event that not only honors our military members but also strengthens community bonds and provides enjoyable experiences for all participants.

VENUE SELECTION:

Local College Football Stadium Confirmation:

The local college football stadium has been confirmed as the chosen venue for the event.

Suitability of Facilities:

Performance Staging: The stadium offers ample space and infrastructure for staging performances, including a large field area suitable for ceremonies, concerts, and other entertainment activities.

Exhibit Set-Up: Facilities at the stadium allow for the easy set-up of exhibits, providing space for interactive displays, military equipment showcases, and informational booths.

Food Vendor Hosting: The stadium has designated areas where food vendors can set up their booths, ensuring a diverse selection of food options for attendees to enjoy during the event.

ACTIVITY PLANNING:

Have we planned a schedule of activities for the day, including recognition ceremonies, entertainment options, interactive exhibits, and family-friendly activities?

Have we reached out to the Maryland Army National Guard Band and local Air Force Bases for participation and exhibits?

FREE GAME TICKETS FOR MILITARY MEMBERS:

Coordination with Local College:

Coordination has been initiated with the local college to secure free or discounted game tickets for military members.

Ticket Distribution System and Verification:

A system has been established to distribute the tickets to eligible individuals, primarily military members and veterans.

Verification of military status will be done through the presentation of valid military identification at the time of ticket pickup or purchase.

PROMOTION AND MARKETING:

Comprehensive Marketing Strategy:

A comprehensive marketing strategy has been developed to promote the event through various channels and maximize outreach within the community.

Channels for Promotion:

Local Businesses: Partnerships have been established with local businesses to display event posters, distribute flyers, and promote the event through their customer networks.

Newspapers and Radio: Advertisements will be placed in local newspapers and aired on radio stations to reach a broad audience across different demographics.

Online Platforms: The event will be promoted extensively on social media platforms such as Facebook, Twitter, and Instagram, leveraging sponsored posts, event pages, and community groups to increase visibility and engagement.

Highlighting Attractions:

Free Game Tickets: Special emphasis will be placed on the availability of free or discounted game tickets for military members and veterans, encouraging attendance and participation.

Parade: The parade will be highlighted as a key attraction, featuring marching bands, military units, veterans' organizations, and community groups, creating excitement and anticipation among attendees.

Entertainment Options: Various entertainment options such as live music performances, cultural displays, interactive exhibits, and family-friendly activities will be showcased to appeal to a diverse audience and ensure a memorable experience for all.

By utilizing a combination of local businesses, newspapers, radio, and online platforms for promotion, we aim to effectively reach our target audience and generate excitement and anticipation for the event while highlighting its key attractions and unique offerings.

LOGISTICS AND INFRASTRUCTURE:

Arrangement of Necessary Infrastructure:

Necessary infrastructure such as tents, tables, chairs, and signage has been arranged to ensure smooth operations and enhance the overall experience for attendees.

Vendor Signage:

Each vendor participating in the event will be responsible for creating their own signage to promote their offerings and attract attendees to their booths or exhibits.

Parade Route Signage:

Signs will be strategically placed along the parade route to guide spectators and participants, ensuring smooth navigation and enhancing the visibility of the event.

Road Closures and Permits:

Local law enforcement authorities have been informed of the parade route, and necessary permits and permissions have been secured for staging the event, including road closures where applicable.

By arranging necessary infrastructure and ensuring proper signage along the parade route, we aim to create a well-organized and visually appealing event that provides a seamless experience for attendees while complying with all necessary regulations and safety measures.

PARADE PLANNING:

Organization of Parade and Participation Invitation:

The parade has been organized, and invitations have been extended to various groups to participate in the procession.

Invitations have been sent to Maryland/West Virginia bands, American Legions, local honor guards, and high school JROTC units to showcase their talents and honor our military members during the parade.

A designated float will be provided for local veterans, offering them an opportunity to be recognized and celebrated for their service.

Coordination with Local Authorities:

Coordination has been established with local authorities, including law enforcement and traffic management agencies, to ensure smooth traffic flow and adequate security measures during the parade.

Local law enforcement has been briefed on the parade route and provided with necessary details to facilitate traffic management and ensure the safety of participants and spectators alike.

By organizing the parade and inviting participation from various groups, we aim to create a vibrant and memorable procession that pays tribute to our military members while fostering community engagement and pride. Coordination with local authorities further ensures the safety and success of the parade for all involved.

VOLUNTEER RECRUITMENT:

Volunteers have been recruited to assist with various aspects of the event, including setup, registration, activities, and cleanup, ensuring smooth operations and a positive experience for attendees.

Engagement with Local Service Organizations and Community Groups:

Engagement has been established with local service organizations and community groups to garner additional volunteer support and enhance the overall capacity of the event.

Volunteer Sources:

Volunteers have been contacted from a diverse range of sources, including the Chamber of Commerce, local recruitment office, and college organizations, leveraging their networks and resources to maximize volunteer participation and support.

EVALUATION AND FOLLOW-UP:

Feedback Gathering Plans:

Plans are in place to gather feedback from attendees, participants, and volunteers to evaluate the success of the event comprehensively.

A link will be provided via the Chamber of Commerce's website and Facebook page, allowing attendees, participants, and volunteers to provide feedback conveniently.

Expressing Gratitude to Stakeholders:

We are fully prepared to express gratitude to all stakeholders for their valuable contributions to the success of the event.

Appreciation will be extended to sponsors, volunteers, participants, local businesses, community organizations, and all individuals who supported and contributed to making the Military Appreciation Day event a memorable and meaningful experience.

By providing a feedback mechanism through the Chamber of Commerce's website and Facebook page, we ensure accessibility and convenience for attendees, participants, and volunteers to share their thoughts and experiences, enabling us to gather valuable insights for future improvements. Additionally, expressing gratitude to all stakeholders acknowledges their efforts and reinforces the collaborative spirit that made the event possible.

Budget: (To be detailed based on finalized plans and expenses)

Event Timeline: (To be outlined based on finalized plans)

Partnerships and Collaborations: (To be detailed based on finalized partnerships)

Promotion and Outreach Plan: (To be detailed based on finalized strategy)

Risk Management: (To be detailed based on identified risks and mitigation strategies)

Conclusion:

In conclusion, we believe that the proposed Military Appreciation Day event will not only honor our military members but also strengthen the bonds within our community. With your support and collaboration, we are confident in our ability to organize a successful and impactful event that will leave a lasting impression on all participants. We eagerly await the opportunity to work together and make this event a reality.

Thank you for considering our proposal. We look forward to your feedback and guidance as we move forward with planning.

Sincerely,

TSgt Shykana Copeland

Recruiter, United States Air Force

