



# THE CITY OF FROSTBURG

## Mayor and Council Work Session Agenda

Tuesday, July 08, 2025 at 4:00 PM

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

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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. New Business

**A. Resolution 2025-31** Approve Armory Fire System Budget Allocation. Hayden Lindsey, Director of Public Works.

Motion and Second to Approve Resolution 2025-31; PUBLIC COMMENT; Vote of the Mayor and City Council.

**B. Resolution 2025-32** Approve Supplemental Groundwater Assessment Grant Application Submission. Hayden Lindsey, Director of Public Works.

Motion and Second to Approve Resolution 2025-32; PUBLIC COMMENT; Vote of the Mayor and City Council.

### 4. Council Meeting Topics

**A.** New Parks & Recreation Software. Lydia Claar, Project Manager.

**B.** Board of Zoning & Appeals Reappointment. Bethany Fife, Director of Community Development.

**C.** Frostburg Planning Commission Appointment. Bethany Fife, Director of Community Development.

**D.** Opioid Litigation, Patrick O'Brien, City Administrator

### 5. Other Discussion Items

**A.** Variable Frequency Device Purchase & Installation.

**B.** Smoke Testing

**C.** Upland Road Bio Waste

**D.** Demolition Agreement: 82/84/86 East Main Street

**E.** City Employee Uniforms

**F.** 250th Anniversary of American Independence

**G.** Stabilization Grant Program Update

### 6. Adjournment

**RESOLUTION 2025-31**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE SPECIAL ALLOCATION OF FUNDS TO UPGRADE OR REPLACE THE ARMORY FIRE SYSTEM**

**WHEREAS**, the Armory building is owned by the City of Frostburg and is utilized for various municipal purposes and serves as a venue for community activities and events; and,

**WHEREAS**, the City’s insurance provider has identified the Armory’s fire system as antiquated and provided notice that continued coverage of the Armory is contingent on the upgrade of the fire alarm system; and,

**WHEREAS**, further aging of the fire system could present safety concerns for all who utilize the building, including city staff, residents, and community groups; and,

**WHEREAS**, the expected cost of replacement is estimated to be over \$50,000.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and City Council of Frostburg do hereby authorize that up to \$100,000 shall be allocated from the City’s General Fund for the purpose of upgrading and/or replacing the Armory Fire system; and,

**BE IT FURTHER RESOLVED** the Mayor and City Council of Frostburg approves the Department of Public Works to solicit bids in accordance with the City of Frostburg’s procurement and bidding policies for the completion of this project.

**ADOPTED** this 8<sup>th</sup> day of July 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**RESOLUTION 2025-32**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE PROPOSED PROJECT AND GRANT APPLICATIONS FOR A SUPPLEMENTAL GROUNDWATER ASSESSMENT**

**WHEREAS**, the City of Frostburg is responsible for supplying water to both City and county residents; and,

**WHEREAS**, the City of Frostburg is dedicated to ensuring a long-lasting supply and infrastructure for water distribution by identify supplemental sources of water; and,

**WHEREAS**, the City of Frostburg received the results of the Supplemental Ground Water Feasibility Study on January 3, 2025 that identified two potential sites for further assessment.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of Frostburg do hereby support a supplemental groundwater assessment project pending grant funding and authorize the submittal for grant funding from the Rural Maryland Council not to exceed \$43,000 to supplement the City’s budgeted allocation of \$20,000 and additional potential grant funding to fund this project.

**ADOPTED** this 8<sup>th</sup> day of July 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

# Parks & Recreation

Programs & Services Offered to Residents

Our **Parks & Recreation** module is designed to create, process, and manage the needs of your recreation department with ease.

This system comes complete with online and in-office registration, audit tracking, program availability, automated notifications, report generation, and much more!



**CUSTOMIZABLE  
PROGRAM OPTIONS**



**CONVENIENT  
FACILITY RENTALS**



**POOL MEMBERSHIP  
TRACKING**



**LOCKER / UNIT  
RENTALS**



**ID CARD PRINTING  
AND SCANNING**



**AUTOMATED EMAIL  
COMMUNICATION**

## ***Parks & Recreation Features Include***

- Online & In-Office Registration
- Create & Manage Programs
- Program Calendar & Optional Wait List
- Optional Age & Grade Restrictions
- Program Instructor Management Features
- Attendance Tracking & Class Lists
- Swift Shopping Cart Checkout Process
- Resident vs Non-Resident Fee Option
- Records, Reports & Audit Tracking
- Customizable Interface & Settings
- Easily Track & Record Payment Information
- Online Payments & Bookings MCSJ Integration



## Sales Proposal prepared for Frostburg City, MD

Prepared by: Angelo Bechara, Business Development Representative

Proposal Date: 07/07/2025

Expiration Date: 07/18/2025

Software Services - Subscription	Amount
Online Bill Pay (WIPP) - Parks & Rec - 3 Year	\$700.00
Parks & Recreation Facilities - 3 Year	\$1,500.00
Parks & Recreation Memberships - 3 Year	\$1,500.00
Parks & Recreation Programs - 3 Year	\$1,500.00
<b>Annual Fees:</b>	<b>\$5,200.00</b>

Professional Services - Implementation	Amount
Parks & Recreation Facilities - Implementation	\$750.00
Parks & Recreation Membership - Implementation	\$750.00
Parks & Recreation Programs - Implementation	\$750.00
<b>One-Time Fees:</b>	<b>\$2,250.00</b>

<b>Total Year 1 Investment:</b>	<b>\$7,450.00</b>
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### Software Services -Subscriptions

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

**Smart Phone Apps** – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

**Security** – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee's security profile. The security is module and task specific.

**Integration** – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.



**Reporting** – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

**PDF Forms** - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

**Attachments** - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.

Implementation & Project Management

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and reporting of progress to ensure the success of the software implementation. The Client’s Project Manager and EGT Staff will work in concert to identify the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem resolution, risk management, opportunity management, change management, software configuration management, and data management are included, identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of similar successful projects.

Payment Terms

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

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P: 888.336.6999 | F: 609.645.3111  
[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)

Frostburg City

Brian Vought  
Director of Parks & Recreation

Date



# City of Frostburg

## Memorandum

**Todd J. Logsdon**  
*Mayor*

To: Mayor, City Council, and Patrick O'Brien, City Administrator  
From: Jamie Klink, Planner JK  
Date: June 18, 2025  
Re: BOZA Appointment

### **Commissioners**

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

The Frostburg Board of Zoning Appeals currently has a position that is due to expire on July 19, 2025. Board member Constance Loucks has indicated that she is willing to serve another three year term. Ms. Loucks has represented the City of Frostburg with distinction and expertise as a zoning appeals board member, and her service to our community has been invaluable to the positive growth and development of the City of Frostburg.

**Kevin G. Grove**  
*Commissioner of  
Public Safety*

Staff recommends that Ms. Loucks be reappointed to a new three year term beginning July 19, 2025 and expiring July 19, 2028.

**Nina Forsythe**  
*Commissioner of  
Water, Parks and  
Recreation*

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

**Adam Ritchey**  
*Commissioner of  
Public Works*

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

**Patrick O'Brien**  
*City Administrator*

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





# City of Frostburg

## MEMORANDUM

**Todd J. Logsdon**  
*Mayor*

To: Mayor, City Council, and Patrick O'Brien, City Administrator  
From: Jamie Klink, Planner JK  
Date: July 3, 2025  
Subject: Frostburg Planning Commission Appointment

### Commissioners

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

The Frostburg Planning Commission has one position that was recently vacated on June 1, 2025. Board member Eric Stevens submitted his resignation due to moving outside of City limits. Community Development advertised the opening and performed recruitment for a new volunteer member.

Among the six applications received, Mr. Chad Paul has provided his credentials and has been found to be the most qualified applicant to fill the vacancy. Staff recommends that he be appointed to fill the remainder of the unexpired five year term, beginning July 16, 2025 and ending on February 18, 2028.

**Kevin G. Grove**  
*Commissioner of  
Public Safety*

Please provide staff with recommendations for the Frostburg Planning Commission vacancy, request staff to solicit additional letters of interest, or appoint Mr. Paul to the Frostburg Planning Commission during the July Mayor and Council meeting.

**Nina Forsythe**  
*Commissioner of  
Water, Parks and  
Recreation*

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.

**Adam Ritchey**  
*Commissioner of  
Public Works*

**Patrick O'Brien**  
*City Administrator*