



THE CITY OF FROSTBURG

Mayor and Council Work Session Agenda

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**
2. **Roll Call**
3. **Special Presentation**
 - A. 3 State Community Media Center - Dr. John Lombardi, Director
4. **New Business**
5. **Council Meeting Topics**
 - A. **Ordinance 2026-01** Artisan/Small-Manufacturing. Jon Miller, Director of Community Development.
 - B. **Ordinance 2026-02** Smoke Alarms. Jon Miller, Director of Community Development.
 - C. Budget Schedule. Amy Phillips, CPA, Director of Finance.
 - D. Hotel/Motel Tax. Patrick O'Brien, City Administrator.
6. **Other Discussion Items**
 - A. Museum Tour.
 - B. Budget Amendments.
 - C. Snow Removal & Code Enforcement.
 - D. Retirements & New Staff.
 - E. Uniform Contract.
 - F. Sprinkler Rebate.
 - G. Historic District Software.
 - H. N Water Street Project Demolition.
 - I. Diamond Building Update.
 - J. Center Street Project Update.
 - K. June Council Meeting Date Change.
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.

ORDINANCE 2026 - 01

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO AMEND THE CITY’S ZONING ORDINANCE BY ADDING THE ARTISAN/SMALL-SCALE MANUFACTURING LAND USE AS A SPECIAL EXCEPTION USE IN ALL RESIDENTIAL DISTRICTS, AND CHANGING THE CLASSIFICATION OF THAT USE FROM A SPECIAL EXCEPTION USE TO PERMITTED USE IN ALL COMMERCIAL DISTRICTS.”

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with the laws of the State of Maryland;

WHEREAS, Article V, Sections 501 and 502 of the Charter empower the City of Frostburg to regulate matters of zoning within the City.

WHEREAS, the City of Frostburg Zoning Ordinance (the “Zoning Ordinance”) is set forth in Appendix A of the Frostburg Code.

WHEREAS, artisan/small-scale manufacturing uses are defined and described in Section 8.2 of the Zoning Ordinance.

WHEREAS, presently, artisan/small-scale manufacturing uses are not permitted in residential zoning districts, and they are special exception uses in commercial zoning districts;

WHEREAS, to promote economic development opportunities, the Department of Community Development proposed amending the Zoning Ordinance to allow such uses as special exception uses in all residential districts and as permitted uses in all commercial districts.

WHEREAS, the Frostburg Planning Commission reviewed the proposed amendments at its November 12, 2025 public meeting and voted to recommend that the Mayor and Council adopt them;

WHEREAS, a public hearing on this Ordinance was held on the 20th day of January, 2026, during the City’s regular monthly meeting; and

WHEREAS, the Mayor and City Council reviewed the Planning Commission’s recommendations and, having considered the testimony at the public hearing, if any, adopt them as set forth hereinafter.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG that Part 3 of Appendix A of the City Code (the Primary District Regulations) is

amended by adding subsections 3.1.C(8), 3.2.C.(17), 3.3.C.(17), 3.4.C.(17), 3.5.C.(18), 3.6.C.(9), 3.7.B.(22), 3.8.B.(37), 3.9.B.(33) and 3.10.B(12) to its terms, each of which shall state: “Artisan/small-scale manufacturing in accordance with Section 8.2”.

SECTION 2: BE IT FURTHER ORDAINED that Sections 3.7.C.(11), 3.8.C.(12), 3.9.C.(16), and 3.10.C.(9) of Appendix A of the City Code are deleted in their entirety.

SECTION 3: BE IT FURTHER ORDAINED that the first Use Regulation Table (for residential uses) at the beginning of Part 3 of the Zoning Ordinance is amended to include a new row for artisan/small-scale manufacturing uses at the end of the table, to provide as follows:

Use Description	Zoning Districts										
	R1*	R2*	R2-A*	R3	R4*	RO	C1	C2	C3	C4	T-LI
Residential											
....											
Artisan/Small-Scale Manufacturing	SE	SE	SE	SE	SE	SE	P	P	P	P	

SECTION 4: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG that this Ordinance shall take effect twenty (20) days from the date of its passage.

Passed this _____ day of _____, 2026.

Introduced: December 16, 2025
 Public Hearing: January 20, 2026
 Adopted: _____
 Effective: _____

 Todd Logsdon, Mayor of The City of Frostburg

ATTEST

 Patrick O’Brien, City Administrator of The City of Frostburg

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “AN ORDINANCE TO REPEAL AND REENACT SECTIONS 4.01 AND 4.02 OF APPENDIX D OF THE CITY CODE (THE RENTAL HOUSING CODE) PERTAINING TO RENTAL HOUSING STANDARDS AND FIRE SAFETY.”

WHEREAS, the City’s Rental Housing Ordinance is included in the City Code as Appendix D.

WHEREAS, Section 4.02 of the Rental Housing Ordinance sets forth fire safety standards applicable to rental housing, including a requirement that all smoke detectors be interconnected.

WHEREAS, the Mayor and City Council have determined that verifying proper fire and smoke separation assemblies in rental properties with adjoining rental units is impractical.

WHEREAS, the Rental Housing Ordinance needs to be updated to reflect State law requirements pertaining to carbon monoxide alarms (see Subtitle 11 of Title 12 of the Public Safety Article of the Annotated Code of Maryland).

WHEREAS, the Mayor and City Council are enacting this Ordinance to modify the interconnection requirements and update provisions pertaining to carbon monoxide alarms in Appendix D of the City Code.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Sections 4.01 and 4.02 of Appendix D of the City Code are repealed and reenacted, to read as is set forth in Exhibit A attached hereto.

SECTION 2: BE IT FURTHER ORDAINED that any person found guilty of violating Section 4.02(d) of the Rental Housing Ordinance (tampering with life safety devices) shall be subject to a fine of \$1,000.00. The schedule of fines for municipal infractions (presently Section 2-12 of the City Code) shall be amended accordingly.

THE CITY OF FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST:

Patrick O'Brien,
City Administrator

Introduced: _____
Public Hearing: _____
Adopted: _____
Effective: _____

EXHIBIT A

4.01 General Standards.

All new and existing *rental units* shall meet the standards set forth in the Property Maintenance Code, incorporating by reference the edition of the International Property Maintenance Code together with the revisions and amendments thereto that were most recently adopted by the Mayor and Council. As of the effective date of this Ordinance, the Mayor and Council have adopted the 2012 edition of the International Property Maintenance Code, subject to the following revisions and amendments:

- *Section 101.1 Insert: City of Frostburg*
- *Section 103.4 Insert: Municipal Fine Schedule*
- *Section 112.4 Fine – Insert: Min and Max*
- *Section 304.14 Insert: May 15 to Sept 15 (Insect Screens)*
- *Section 602.3 Insert: October 1 to May 1 (Heat Supply)*
- *Section 602.4 Insert: October 1 to May 1 (Heat Supply)*
- *Sections 704.2 and 7.03: See Section 4.02 of this ordinance*
- *Delete Section 111 Appeal and replace with Section 4.03 of this ordinance*
- *Add Section 1.07 Definitions to Chapter 2, Definitions*
- *Replace Violations with Section 2.05 of this ordinance*

4.02 Fire Safety.

The fire and safety measures in this section are in addition to the Fire Safety Requirements of the International Property Maintenance Code (i.e., sections 704.2 and 704.3). In the event of any conflict between the requirements of this section and the requirements of the International Property Maintenance Code, the terms of this section shall control.

a. Smoke Alarms.

1. All *rental units* shall have at least one (1) Underwriters Laboratories-approved AC-powered smoke alarm with a battery backup installed (an “AC-Powered Alarm”) on each floor of a dwelling, including basement levels.
2. Areas within a *rental unit* consisting of a space substantially separated from an area containing an existing AC-Powered Alarm or otherwise isolated from an area protected by an AC-Powered Alarm may, in the reasonable discretion of the *Inspector*, be required to have additional

smoke alarms (i.e., AC-Powered Alarms or 10-year sealed battery smoke alarms “Battery-Powered Alarms”) installed in excess of one (1) AC-Powered Alarm per floor.

3. All smoke alarms (i.e., AC-Powered Alarms and Battery-Powered Alarms) shall be installed within six (6) inches of the ceiling if mounted on the wall.
 4. Smoke alarms shall be kept and maintained in good operating condition. Inoperable smoke alarms shall be repaired or replaced within three (3) days of written notice from the Inspector. However, if there isn’t a functional smoke alarm in a single-level rental unit or a level of a multi-level rental unit, the smoke alarm shall be repaired or replaced within twenty-four (24) hours of written notice from the *Inspector*.
- b. Carbon monoxide alarms.
1. Definition. “Carbon monoxide alarm” means a device that:
 - (i) senses carbon monoxide;
 - (ii) when sensing carbon monoxide, is capable of emitting a distinct and audible sound;
 - (iii) is listed and carries the listing of a nationally recognized testing laboratory approved by the Office of the State Fire Marshal; and
 - (iv)
 - (a) is wired into an alternating current (AC) powerline with secondary battery backup;
 - (b) is battery-powered, sealed, tamper-resistant, and uses a long-life battery that has a life of not less than ten (10) years; or
 - (c) is connected to an on-site control unit that monitors the carbon monoxide alarm remotely so that a responsible party is alerted when the device activates the alarm signal and receives its primary power from a battery or the control unit.
 2. Combination with smoke alarms. A carbon monoxide alarm may be combined with a smoke alarm if the combined device complies with:
 - (i) Title 9 and Subtitle 11 of Title 12 of the Public Safety Article of the Annotated Code of Maryland; and
 - (ii) American National Standards Institute (ANSI)/Underwriters Laboratories (UL) standards 217 and 2034 or ANSI/UL 268 and 2075.
 3. Location. A carbon monoxide alarm must be installed in a *rental unit* outside and in the immediate vicinity of each separate sleeping area and

on every level, including the basement. Notwithstanding the foregoing, if there is a centralized alarm system capable of emitting a distinct, audible sound to warn all occupants, the owner of the rental unit may install a carbon monoxide alarm within twenty-five (25) feet of any carbon monoxide-producing fixture or equipment.

c. Fire Extinguishers.

- i. Every *rental unit* shall contain not less than one (1) fire extinguisher, 2.5 pound charge, approved by Underwriters Laboratories for combating Class A, B, and C fires.
- ii. Fire extinguishers must be mounted in plain sight on a wall in or readily accessible to the kitchen area, except that the location of fire extinguishers regulated and approved by the State Fire Marshal for multi-family rental properties will be acceptable.

d. Tampering with Life Safety Devices.

Any person who tampers with, removes without immediately replacing or vandalizes any life safety device (i.e., a smoke alarm, carbon monoxide alarm, fire extinguisher, fire alarm and/or carbon monoxide alarm system, sprinkler system, standpipe system, and similar safety devices and systems) shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.

City of Frostburg
Fiscal Year 2026-2027
Budget Preparation Schedule

- | | |
|--------------------------|---|
| February 2, 2026 | <p>Staff Budget Process</p> <ul style="list-style-type: none"> • Departmental Requests Due; Requests are to be prepared in consultation with Commissioners |
| February 10, 2026 | <p>Work Session</p> <ul style="list-style-type: none"> • Presentation of Budget Schedule • Discussion of Council’s Budget Priorities • Council Discussion on Tax and Utility Rates |
| February 17, 2026 | <p>Monthly City Council Meeting</p> <ul style="list-style-type: none"> • Hotel/Motel Tax Revenue requests due |
| March 10, 2026 | <p>Work Session</p> <ul style="list-style-type: none"> • Council Review and Discussion on Draft Budget • Council Discussion on Setting the Tax Rate • Council Discussion on Setting Utility Rates and Other Fees |
| March 17, 2026 | <p>Monthly City Council Meeting</p> <ul style="list-style-type: none"> • Special Presentation on Tax and Utility Rates • Presentation of Draft Budget • Public Comment on Draft Budget |
| April 14, 2026 | <p>Work Session</p> <ul style="list-style-type: none"> • Council Review and Discussion of Budget Ordinance |
| April 21, 2026 | <p>Monthly City Council Meeting</p> <ul style="list-style-type: none"> • Tax Rate Public Hearing (if required by State Law) • Introduction of Budget Ordinance – Public Comment |
| May 12, 2026 | <p>Work Session</p> <ul style="list-style-type: none"> • Final Review of Budget Ordinance • Discussion of any Proposed Amendments |
| May 19, 2026 | <p>Monthly City Council Meeting</p> <ul style="list-style-type: none"> • Public Hearing on the Budget Ordinance - Advertised • Second Reading, Public Comment and Vote to Approve; Ordinance becomes effective in 20 Days (follow 2025 – HB 101) |

Patrick O'Brien

From: Patrick O'Brien <pobrien@frostburgcity.org>
Sent: Thursday, January 15, 2026 2:52 PM
To: 'Patrick O'Brien'
Subject: Hotel/Motel Tax Revenue Requests for FY 2026-2027

Hello,

The Frostburg Mayor and City Council will accept requests from organizations, groups, and affiliated agencies who wish to be considered for an appropriation from the City's Hotel/Motel Tax Revenue for the new fiscal year beginning July 1, 2026. The Mayor and Council intend to allocate a portion of the hotel/motel tax revenue collected within the City to organizations like yours that promote and/or enhance the community.

In order to be considered for funding, a written request must be provided by Tuesday, February 17; it should include a description of the organization, details on the use of the funds being requested and a copy of the group's most recent financial report. The Mayor and Council will not be asking organizations to make a presentation at the regular Monthly Council Meeting. Rather, the Mayor and Council will review the applications received and make recommendations during their March Work Session.

Written requests are to be submitted to pobrien@frostburgcity.org or to City Hall, P.O. Box 440, 37 S Broadway, Frostburg, Maryland 21532. If you have any questions, please do not hesitate to reach out to me via email or at 301-9124-1781.

If your organization is allocated funds for the 2026-2027 Fiscal Year, you will be notified following the adoption of the budget in May. Information about the disbursement of the funds will be included in the notification.

As always, the Mayor and Council are pleased to redirect hotel/motel tax revenues to organizations like yours; the work you do to make Frostburg a great community to visit or live in is recognized and appreciated. Thank you!

Warm regards,

Patrick O'Brien
City Administrator
City of Frostburg
37 S Broadway, P.O. Box 440
Frostburg, MD 21532
301-689-6000 ext. 101
C 301-697-6149
pobrien@frostburgcity.org



RESOLUTION 2012-16

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING A RESIDENTIAL SPRINKLER SYSTEM INCENTIVE PROGRAM

WHEREAS: The Maryland General Assembly has mandated that all new construction of one and two unit residential project must include a sprinkler system, beginning October 1, 2012; and

WHEREAS: The City has amended its Building Codes by Ordinance to include that mandate as of July 1, 2012; and

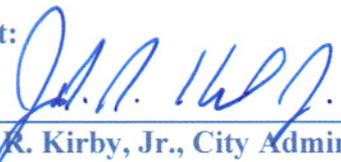
WHEREAS: The Mayor and City Council desire to provide an Incentive Program to ease the financial burden of this new requirement.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve a Residential Sprinkler System Incentive Program, a copy of which is attached hereto and made a part hereof this Resolution.

Adopted this 17th day of May 2012

MAYOR AND CITY COUNCIL OF FROSTBURG

BY 
W. Robert Flanigan, Mayor

Attest: 
John R. Kirby, Jr., City Administrator

Residential Sprinkler System Incentive Program 2012

Purpose

The City of Frostburg has not historically required sprinkler systems in new construction of one and two-unit residential projects. Acts of the Maryland General Assembly will end the City's ability to choose to include this requirement in future amendments to the City's Building Codes. At the same time, the Mayor and City Council have a desire to see the City attract as many new construction projects for one and two unit residential projects as is possible.

Towards that end, the Mayor and City Council intend to provide an incentive to attract new construction by providing rebates of certain utility fees and reductions of portions of the City real estate tax to those developers or builders or homeowners of new one and two unit residential projects.

The Incentives

Utility Connection Fees – The City will reimburse to the owner of any new construction one and two residential unit projects \$1,000 of the “Water Connection” Fee. In Fiscal Year 2011-12 the Fee for a standard ¾ inch connection was \$1,500 and the Fee for an upgraded 1 inch connection was \$1,800. This fee does not include the price of the meter, which is an additional charge.

Upon completion of the project and verification that the residential sprinkler system has been installed and tested, the City will issue a reimbursement for \$1,000 to the homeowner, builder or developer depending on who is responsible for the City Utility Bills.

Real Estate Tax Reduction – The City will reduce the Real Estate Tax Bills for a period of not more than three (3) years for a new construction one and two unit residential project, pending the verification that a residential sprinkler system has been installed during the construction and tested. The calculation of the reduction will be based on the following:

1. The amount of the reduction for a new construction project built upon a vacant lot will be equal to 80% of the increase in the property's new assessed value minus the assessed value of the land alone. In this manner the City will still receive the taxes for the value of the land and for 20% of the new construction. Example: Lot Value \$25,000. New Home Value \$200,000. Total Value of the New Project \$225,000. Reduced City Tax Value **\$65,000**. Full City Tax Bill at \$.5665 per \$100 = \$1,274.63. Reduced City Tax Bill at \$.5665 per \$100 = **\$368.23**.
2. If the project is built on a site that requires the demolition of an existing building or buildings, the reduction will be calculated based on the value of the Land, as listed by the Department of Assessment and Taxation. The calculation would then proceed in the same manner as if it were built on a vacant lot, as shown in No. 1.

Other Program Elements

1. This Residential Sprinkler Incentive Program will be suspended five (5) years from the dates of its approval, unless action is taken by a majority of the Mayor and City Council to extend it.
2. All real estate values shall be those set by the Maryland Department of Assessments and Taxation.
3. City Tax Rates may vary year to year. Actual tax bills will be calculated based on the approved tax rate for the year in question.
4. The City reserves the right to terminate any Incentive for a homeowner that does not maintain the sprinkler system in working order, per the State Code.
5. The submission of any false documents or other materials by a homeowner shall terminate the consideration of any incentives for that property. If the City discovers that false documents have been submitted after the Water Connection Fee reimbursement has been paid, the homeowner shall be invoiced for the reimbursement. Failure to repay may result in the termination of the water service.



JMA Resources, Inc.

Layne Thompson
Senior Vice President
JMA Resources
lthompson@jmares.com

Capability Areas

ABOUT OUR COMPANY

JMA Resources, Inc. is an 8(a), minority-owned, Economically Disadvantaged Woman-Owned Small Business (EDWOSB) delivering innovative, mission-critical IT solutions. Our diverse team combines technical excellence with transparency and adaptability to support government and commercial clients.



ARTIFICIAL INTELLIGENCE & DATA INNOVATION

Streamline operations, improve collaboration, and scale with secure, cloud-based solutions built for your business.

Capabilities include:

- Real-time analytics and dashboards
- Enterprise data warehouse design
- On-prem, cloud, and hybrid solutions
- Data protection, compliance, and lifecycle management
- Cross-functional data sharing and visibility
- Custom AI / ML model development



CYBERSECURITY

Proactive cybersecurity and dependable IT operations that keep your systems secure, compliant, and resilient.

Our cybersecurity support includes:

- Cybersecurity policy and strategy development
- Continuous monitoring and incident response
- Data protection, privacy controls, and governance
- Role-based access and identity management (IdAM)
- Secure system configuration and infrastructure oversight
- Audit readiness and compliance documentation
- Ongoing cybersecurity management and technical support

CMMC CONSULTING

As a CMMC Level 2 Certified organization, we guide you step by step to protect sensitive data, meet DoD standards, and maintain a strong cybersecurity posture.

Services include:

- Gap assessments and readiness reviews
- Policy and procedure development
- Control implementation and validation
- Audit preparation and ongoing compliance



Our Mission & Purpose



Build stronger communities by making historic districts more accessible, engaging, and sustainable for future generations.



Strengthen stewardship by helping residents understand the history and significance of their homes.



Connect local government officials, residents, property owners, and preservation professionals through a shared platform.



Preserve local identity by documenting historic districts, homes, and stories in one public, trusted place



Key Capabilities & Features



Showcase historic districts and homes through photos, timelines, and rich historical context.



Centralize permits, applications, and preservation documentation for efficient district management.



Create a public space for community discussion and education around preservation.



Explore towns through an interactive map, with the ability to click on historic homes and discover their stories.



Access meeting & event calendar, announcements, district information, resources & forms.