



Town of Upper Marlboro

SPECIAL TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 14, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person and via Zoom Video Teleconference. Interested persons may participate in person or by video:

<https://uppermarlboromd-gov.zoom.us/j/82014989525>

CLOSED SESSION

Pursuant to **Maryland Annotated Code, General Provisions Article 3-305(b)(1)** Subject to subsection of this section, A public body may meet in closed session or adjourn an open session to a closed session only to: (1) consider (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Approval of Closed Session and Meeting Minutes**
6. **Business**
 - A. MIX AND MINGLE PARKING AGREEMENT (COUNCIL VOTE)
 - B. POCKET PARK RFP RESPONSE UPDATE (COUNCIL DISCUSSION)
 - C. STRATEGIC PLAN FRP RESPONSE UPDATE (COUNCIL DISCUSSION)
 - D. DEMOLITION AND DEBRIS REMOVAL AT 5510 OLD CRAIN HWAY (COUNCIL VOTE)
 - E. COMPACT TRACTOR PURCHASE (COUNCIL VOTE)
 - F. STAFF'S RESPONSE TO THE UNHOUSED COMMUNITY (COUNCIL DISCUSSION)
7. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
8. **Motion to go into a Closed Session**
9. **Preliminary Approval of Next Meeting Agenda**
10. **Adjournment**

Video of the meeting will be posted to the Town YouTube Channel within 1 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217

TOWN OF UPPER MARLBORO

Office of the Town Manager

TO: Mayor and Town Council

FROM: Town Manager

DATE: July 10, 2026

RE: Staff Report – Parking Agreement with Mix and Mingle on Main (14703 Main Street, Unit 101)

Background

Mix and Mingle on Main is opening at 14703 Main Street, Unit 101. As part of the site's approval, the business is subject to a 20-space parking requirement. Town staff have been working with the business owner and the Department of Permitting, Inspections, and Enforcement (DPIE) to satisfy this requirement. Upon reaching out to DPIE for clarification on how the requirement could be met, Town staff was redirected to the County Code for governing standards.

Proposed Agreement

To resolve the parking requirement, staff is presenting an agreement that would grant Mix and Mingle on Main access to 20 parking spaces at the Town's Church Street lot, located at 14525 Church Street. Key terms of the proposed agreement are as follows:

- Term: 10 years, beginning July 2026 and ending July 2036
- Spaces: 20 parking spaces at Church Street lot (14525 Church Street)
- Fee: \$500.00 per month, beginning in 2028
- Escalation: Annual increases of up to 10% thereafter

Discussion

This arrangement allows the business to satisfy its parking requirement by using existing Town-owned parking capacity on Church Street. The delayed start of the monthly fee provides the business a period to become established before the fee obligation begins, and the capped annual escalation protects the business from unpredictable cost increases over the agreement's 10-year term while ensuring the Town's return on the arrangement keeps pace over time.

Recommendation

Staff requests Council review and approval of the proposed parking agreement with Mix and Mingle on Main, authorizing the Town Manager to execute the agreement on the terms described above.

PARKING LEASE AGREEMENT

Section 6, Item B.

This Parking Lease Agreement ("Parking Lease"), is made this ____ day of July, 2026 by and between the Town of Upper Marlboro, hereinafter called "Lessor," and the Mix & Mingle Coffee Lounge on Main, LLC., a Maryland limited liability company, whose principal place of business is located at 14703 Main Street unit 101, Upper Marlboro, Maryland 20772, hereinafter called "Lessee."

RECITALS:

WHEREAS, Lessor is the owner of certain real property known as the Church Street Parking Lot, located at 14525 Church Street, Upper Marlboro, Maryland, within the Town of Upper Marlboro (the "Parking Lot"); and

WHEREAS, Lessee desires to operate a Mix and Mingle Coffee Lounge at 5308 Water Street, Upper Marlboro, Maryland 20772 (the "Property"), which property is located within the Town of Upper Marlboro and is owned by VM Properties, LLC; and

WHEREAS, Lessee has a lease agreement with VM Properties, LLC to operate a coffee lounge at the Property, which is zoned for a commercial use; and

WHEREAS, Lessee has advised Lessor that the Maryland-National Capital Park and Planning Commission and the Prince George's County Department of Inspections and Permits are requiring the Lessee to have 20 off-street parking spaces in order to operate the coffee lounge at the Property; however, Lessee is unable to provide any off-street parking spaces; and

WHEREAS, Lessee has asked Lessor to lease twenty (20) off-street parking spaces in the Parking Lot to Lessee in order to satisfy its off-street parking obligations in connection with operating a coffee lounge on the Property

1. Parking Leased Premises and Rent. Lessor leases unto Lessee for use by Lessee's employees, representatives, and visitors to the Property, for the sole purpose of parking their motor vehicle during the hours that Mix and Mingle Coffee Lounge is open for business, twenty (20) parking spaces, together with the right to use in common with others all parking common areas including but not limited to ingress and egress ways and access points (hereinafter collectively referred to as the "Parking Leased Premises").
2. Term. The term of the Parking Lease Agreement is ten (10) years, commencing on July __, 2026 and ending at the end of the day on July __, 2036.
 - 2.1 Lessee shall have the option to renew this Lease for two (2) additional five (5) year periods, on the same terms and conditions set forth herein, except that the rate per month shall be negotiated and approved by Lessor. If Lessee and Lessor are unable to agree on the monthly rent for the renewal period(s), the Agreement shall end at the end of the then current term.

3. Rent. Rent due from Lessee to Lessor shall be Six Thousand Dollars (\$6,000.00) annum payable in advance in equal monthly installments of Five Hundred Dollars (\$500.00). Rent shall commence on January 1, 2028 and shall be due and payable for the remainder of the term of the Parking Lease Agreement and any extension thereof. Commencing January 1, 2029, and continuing annually thereafter, the amount of the Rent shall increase by a maximum of ten percent (10%).
4. This Parking Lease shall only be effective and binding upon the Town with full execution of the Lease Agreement by the parties. In the event this Parking Lease is not fully executed or approved by the Town Council, Lessee's only remedy shall be to declare this Parking Lease null and void.
5. Doing Business in Maryland. The Lessee warrants and represents that it has paid all taxes, fees and charges owed by it to any governmental entity. In addition, it warrants and represents that any parent, subsidiary or other business entity with which it is affiliated or has been affiliated has paid all taxes, fees and charges owed by it to any governmental agency accrued during any period during which the Lessee was affiliated with the entity. The Lessee warrants and represents that it (1) is either (a) incorporated in Maryland or (b) registered or qualified by the Maryland State Department of Assessments and Taxation (SDAT) as required by the Maryland Annotated Code, Corps. & Assocs. Article, to do business in Maryland and (2) is in good standing with SDAT.
6. Termination. This Lease Agreement shall automatically terminate upon the termination of the lease by and between Mix and Mingle Coffee Lounge, LLC and VM Properties, LLC for the Property. Lessor may terminate the Agreement upon a breach of the Agreement by Lessee.
7. Compliance with Laws: The Lessee shall, without any additional expense to the Lessor, be responsible for complying with all applicable Federal, State, County and Town laws, codes and regulations in connection with the development of the Property.
8. Not Assignable: This Lease Agreement is not assignable.
9. Entire Understanding: This Agreement contains the entire understanding between the parties, and any additions or modifications hereto may only be made in writing, executed by both parties.
10. Applicable Law: This Agreement shall be interpreted in accordance with the laws of the State of Maryland. Any suit to enforce the terms hereof or for damages or other remedy for breach or anticipated breach hereof shall be brought exclusively in the courts of the State of Maryland for Prince George's County and the parties expressly acknowledge that venue is proper therein and consent to the jurisdiction thereof and waive any right that they may otherwise have to bring such action in or transfer or remove such suit to the courts of any other jurisdiction.
11. Amendments and Waivers. No amendment, supplement, modification or waiver of this Agreement shall be binding unless executed in writing by all of the parties hereto. No waiver of any of these provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this Agreement, whether or not similar, unless otherwise expressly provided.
12. Severability: If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties hereto, for themselves and their successors and assigns, have caused this Parking Lease Agreement to be executed by their duly authorized representatives, the day and year first above written.

WITNESS

TOWN OF UPPER MARLBORO

Name: _____

Name: _____
Title: _____

MIX AND MINGLE COFFEE
LOUNGE, LLC

Name: _____

Name: _____
Title: _____

DRAFT

TOWN OF UPPER MARLBORO

Office of the Town Manager

TO: Mayor and Town Council

FROM: Town Manager

DATE: July 10, 2026

RE: Staff Report – Pocket Park Design RFQ (14767 Main St)

Background

The Town is seeking qualified design firms to develop a pocket park at 14767 Main Street, a vacant, approximately 2,000-square-foot parcel in downtown Upper Marlboro. The site is centrally located among local businesses and pedestrian pathways, making it well suited for a small public gathering space. The Request for Qualifications (RFQ) invites firms to design the park and recommend complementary amenities.

Project Objectives

The park is intended to serve as a beautified, low-maintenance focal point for downtown areas, offering seating for casual gatherings, creative signage and photo opportunities, and design elements that reflect the Town's history and character. The RFQ also allows for passive recreation features, such as public art, so long as they do not impose significant long-term maintenance burdens on the Town.

Scope of Services

The firm selected will be responsible for four phases of work:

1. **Site Analysis & Planning** – including at least two community engagement sessions to gather resident and stakeholder input.
2. **Conceptual & Refined Design** – development of 2–3 preliminary design concepts based on community feedback, along with a preliminary project cost estimate and identification of potential funding sources.
3. **Project Closeout & Maintenance Recommendations** – design solutions favoring low long-term upkeep, since the Town will assume maintenance responsibility.
4. **Construction Documents** – finalized construction drawings and an updated cost estimate.

Evaluation Criteria

Proposals will be scored as follows: Firm's Experience & Qualifications (30%), Project Approach & Innovation (30%), Community Engagement Strategy (20%), Past Performance & References (10%), and Compliance & Financial Stability (10%). Interviews with the most qualified firms may be scheduled if the Town deems it necessary.

Recommendation

This item is presented for the Council's information at this stage. Staff will proceed with the RFQ process as outlined above and will return to Council with a recommended firm and proposed professional services agreement following review and shortlisting.

TOWN OF UPPER MARLBORO

Office of the Town Manager

TO: Mayor and Town Council

FROM: Town Manager

DATE: July 10, 2026

RE: Staff Report – RFP 2026-01 Strategic Plan

Purpose

This memo provides the Council with a brief overview of RFP UM 2026-01, which seeks to retain a qualified consultant to lead the Town's downtown revitalization and strategic planning initiative.

Scope of Work

The engagement is structured around three core work areas:

1. New Business Recruitment

The consultant will define the Town's retail trade area, conduct a peer and competition market analysis, assess future retail space demand, and identify at least 10 specific retail/restaurant prospects for active recruitment. This includes cataloging priority commercial properties and conducting direct outreach to brokers and landowners on the Town's behalf.

2. Downtown / Main Street Strategic Plan

A one-day workshop with stakeholders and focus groups will anchor the development of an implementable revitalization plan covering four areas: economic vitality (funding tools, branding, entrepreneurship), tourism (events, parking/transportation, wayfinding, placemaking), design (streetscape, historic preservation, façades, public art), and organizational capacity (committee structure, investment strategy). The engagement concludes with an "Implementation Jumpstart," a Local Action Team, a project mapping workshop, and an action planning workbook to move recommendations toward execution.

3. Small Business Support

The consultant will onboard existing small businesses and stand up a virtual, on-demand training portal covering retail strategy, restaurant resilience, business modernization, and property owner training.

Consultant Qualifications

Respondents must demonstrate a minimum of 8 years' experience in retail real estate, stakeholder outreach, municipal strategic planning, and design standards development, and must include a licensed real estate professional and a planner (or planning-experienced team member) on the proposed team. Proposals that do not meet these minimums may be deemed non-responsive.

Selection Basis

The award will be made to the most responsive and advantageous proposal based on cost, functionality, and demonstrated qualifications. The Town intends to contract with a single consultant capable of performing all services described in the RFP.



MEMORANDUM

To: Mayor and Town Council

From: Darnell Bond III, Director of Public Works

Date: July 9, 2026

Subject: Recommendation to Award Demolition Contract for 5510 Old Crain Highway Property

The Department of Public Works respectfully requests approval to award a demolition contract for the property located at **5510 Old Crain Highway** to **Digger Demolition and Recon** for the removal of the two existing structures located on the property.

The existing structures have become a concern due to their condition, accessibility, and potential safety risks. The proposed work will include demolishing both structures and reducing them to ground level, eliminating access to the interior of the buildings and improving overall site safety. The contractor will also provide temporary fencing around the remaining structures to secure the area and prevent unauthorized entry during the demolition process and until future site improvements can be completed.

The demolition of these structures represents the first step toward the Town's long-term objective of transforming the property into a safe, accessible public amenity that can support future trail connections and recreational opportunities for residents and visitors.

As part of the selection process, the Department of Public Works solicited quotes from six demolition companies to evaluate available options and determine the best contractor for the project. We received two of the six requested proposals. After reviewing the responses and engaging with interested contractors, staff recommend **Digger Demolition and Recon** based on several factors, including their knowledge and understanding of the project during the site visit, demonstrated interest in completing the work, exceptional follow-up and communication, and positive reviews from previous clients.

The recommended contract amount is \$29,000 for demolition services, with an additional cost of \$400 per month for temporary fencing rental. The contractor's responsiveness, professionalism, and demonstrated understanding of the project requirements provide confidence that the work will be completed safely, efficiently, and in accordance with the Town's expectations. Funding for this project will be provided through the FY-26 Fund Balance, allowing the Town to address this safety and property maintenance concern without impacting current operating budgets.

April 30 26 rev 6 24 26



Dear Mr. Bond,

Thank you for extending Digger Demolition & Recon, Inc. the opportunity to service your demolition and removal project. In these uncertain times, you can trust Digger Demolition to get your project completed, as promised and outlined in the attached proposal.

Building on three generations of experience in commercial/residential demolition and site work, and a principal responsible for completing over \$1B in the ground, we will deliver your project like no other contractor you have worked with previously.

- Our trained, dedicated staff is committed to **safety, quality, and customer satisfaction.**
- Service excellence is as important to us as it is to our clients. This means completing your job **on time and within budget**, while we strive to maintain a **clean worksite** and leave your property in **pristine condition.**

Our goal is to provide a seamless demolition and removal project that meets our above-average industry standards, complies with regulatory requirements, and is befitting our stellar industry reputation.

We appreciate the opportunity to work with you and value you as a prospective client.

And remember if you dig, use Digger Demolition, the demolition and site work experts.

Thank you.

- Tkjr.

Thomas D. Kline, Jr.

Principal

Digger Demolition

301-639-9664

tklinediggerdemo@gmail.com

Digger Demolition & Recon LLC | godiggerdemo.com | info@godiggerdemo.com | P.O. Box 16 Thurmont Md 21788 8EIN – 85-1443664 | USDOT – 3733173

www.godiggerdemo.com

Services Proposal and Agreement



Diggin' Done Right!

Customer/Prime/Agent	Darrell Bond Public Works Director Town of Upper Marlboro
Phone Number/Email Address	301 509 4756 dbond@uppermarlboro.gov
Job Address	5510 Old Crain Hwy. Upper Marlboro Md
Billing Address	14211 school lane Upper Marlboro Md. 20772
Estimator	Tom Kline
Phone Number/Email Address	301-639-9664, tklinediggerdemo@gmail.com
Date	4 30 26

SCOPE OF WORK	OTHER CONSIDERATIONS
- Demolish and remove trash wood and debris from existing structure to the best of our ability by mechanical means. Cave in all existing stone, concrete to bottom of existing hole to fill, and remove large pile of trash from debris pile app 150 feet from house ruin- and all trash above ground within 150 foot radius of house ruin, cave in concrete sides of pond and place concrete in base of pond- \$ 29,000.00 TREE REMOVAL AND STACKING -Remove and pile trees and stumps between existing house ruin and pond with concrete sides Place on side area approved by public works director.-\$-9900.00 (OPTIONAL (grind downed trees and stumps to wood chips 1 day grinding with horizontal grinder TO PILE LEFT ON SITE ADD . \$11,500.00) TOTAL TREE REMOVAL AND GRIND-\$21,400.00 - Borrow dirt from cleared area and place over ruins and pond area, grade to existing contours, seed and straw - \$ 12,000.00 - Remove tires from site and 2 cars,, included in this price is 2- 30 c.y dumpsters of tires, (specifically excluded is tires with rims) - \$ 4500.00 (each additional dumpster is \$ 2000.00) - Mow and make ready entrance road with front deck mower on CTL all saplings and trees to be able to safely access work area with trucks for c and d removal. This includes any large tree and canopy removal for the same. Any trees and limbs not mowed from this	Standard Exclusions: - Disconnecting water, sewer, and utilities or any electric work (except where otherwise noted). - Any underground trash removal. - Dewatering, sink holes, and sink hole remediation. - Damage to driveway, road, or parking lot from use of heavy equipment, tractor and trailers, roll-off container, and roll-off container services. - Rock excavation. - Offsite Brush or tree removal, unless previously included. Job-Specific Exclusions: Permits by owner if necessary. - Underground utility locates. - New temp. drive. - Cut and cap utilities. - Removal of underground pipe, wire conduit, or any lines. - New construction - No import or export of dirt. - Under ground storage tanks or any remediation of fuel, gas, or any petroleum products. - Asbestos abatement or lead abatement or any reports or studies thereof. - Silt fence. - Engineering/ layout work, surveying - Removal of any in ground pipes or conduit for pool. - Permit fees, or posting bond or bond money by owner. - Concrete sidewalks or driveway removal.

operation will go to the tree stack area top of the project-\$7500.00. - Place geo tech fabric on existing road way and place app 5 inches of rc 6- 12 feet wide from entrance to ruins no more than 900 l.f. , placed and compacted with 10 ton roller- - \$19,000.00 - Install 16 foot farm gate with 6x6 treated posts at entrance in cementitious base 26 inches below grade - \$350.00 - ALTERNATE OPTION PER MR. BOND. CAVE IN EXISTING STRUCTURE SEPARATE AND PILE WOOD BESIDE EXISTING STRUCTURE,, CARRY DEBRIS FROM ABOUT 100 FEET AWAY STACK WITH ROOF AND OTHER WOOD MATERIAL BESIDE CAVED IN STRUCTURE,,, SUPPLY AND INSTALL TEMPORARY FENCE AROUND STRUCTURE WITH NO TRESPASSING SIGNS,,, \$ 19,000.00 FENCE RENTAL @ 400.00 PER MONTH. NO HAUL OFF OF DEBRIS, NO TIRE REMOVAL. - Digger assumes no power to subject property. - OWNER TO HAVE MISS UTILITY MARK EXISTING GAS LINE - COI PROVIDED AT TIME OF CONTRACT EXECUTION.	Special Notes: 10 WORKING DAYS TO COMPLETE WORK START DATE MAY 11	
	TOTAL TBD	
	Materials & Labor Total	Included

TERMS AND CONDITIONS

The following terms and conditions apply to the work to be performed by Digger Demolition & Recon (Digger Demolition) and, with information on the preceding and subsequent pages, constitute the Agreement in its entirety.

Customer agrees that (s)he is the authority and/or Owner/Agent of above-described property/project. As such, Customer warrants to Digger Demolition that he is the responsible party for signature and will make himself available for job-site coordination/issues.

Customer promises and guarantees an absolute right to Contractor for unfettered access to on-site Digger Demolition equipment for servicing and equipment removal purposes. Should the Customer impede Contractor from access to remove said equipment, Customer agrees to pay Contractor \$500/day per piece of equipment that Customer impedes said removal.

The parties to this contract agree that this contract shall be deemed to have been executed in Maryland and that any dispute, including litigation, that may arise under the contract shall be instituted in the court of competent jurisdiction in Frederick, Maryland and that any such dispute shall be determined in accordance with the laws of the State of Maryland.

Digger Demolition warrants that all work performed is owned by the Customer, and that authorization for the work has been obtained from the rightful owner of the property, if applicable to the work performed. The Customer shall be responsible for compensating Digger Demolition for any and all damages collected against Digger Demolition by any third party demonstrating actual ownership of the property upon which the work is to be or was performed.

Should Digger Demolition, Customer, or Customer's Agent not be able to obtain permits, licenses, or other necessary paperwork to perform the stated work as proposed, Customer shall have no claim against Digger Demolition, monetary or otherwise, beyond refund of initial payment made by Customer to Digger Demolition.

The Customer shall provide free access to the work area for the employees and vehicles of Digger Demolition, and the Customer agrees to keep all access in and out of the property for those items clean and available for movement and parking of trucks and equipment during the course of the work day.

Digger Demolition assumes no responsibility or liabilities for any cracking, breaking, puncturing, depressing or any other damage to existing driveway or other type of paved, bricked, stoned, concrete or asphalted surface(s) which may result from the trucks and equipment being used to access the job site or while trucks and equipment are moving on the site. A waiver of damage is agreed upon the execution of this

Agreement. Additionally, Digger Demolition does not warranty any existing fencing or structural materials for integrity or quality. It is to be understood that it is the Customer's responsibility to have disconnected all utilities prior to work commencing. Hazardous material disposal is not included. Digger Demolition will be held harmless of schedule delays due to abatement services being performed that were not disclosed. Any delays in Production outside of the enclosed parameters is thus the responsibility of the Customer and Digger Demolition shall be compensated \$250 per crew hour, at its sole discretion. Digger Demolition is to be held harmless in the event of any property failures due to lack of structural integrity, acts of god and force majeure; either physically photographed, verbally notified, electronically notified or third-party notified, to the Customer.

Digger Demolition warrants that all work is done to the highest level of standard and quality. It is also to be understood that after final grading and prior to seed germination and establishment that some puddling may occur. If part of the scope of work, Digger Demolition does not warranty any seed after seven (7) days of completion, this includes germination quantity and quality. If supplemental seeding is necessary, it can be provided at an additional cost. Cost(s) associated with this supplemental seeding are not included in this Agreement and can be provided upon request.

PAYMENT TERMS

We propose to furnish all material, labor and equipment for completion of the scope of work as specified in the preceding pages of this document in accordance to the stated specifications for the sum of: \$ **TBD**

Payments will be paid by Customer, per the terms of this Agreement. Final payment will be based on job completion invoice submitted by Digger Demolition and is due upon completion of work. Accounts not paid within terms are subject to a 1% monthly finance charge.

Please coordinate check payments with Estimator/Project Manager, Thomas Kline, at 301-639-9664. Checks should be made to Digger Demolition & Recon, LLC.

PAYMENT SCHEDULE

Initial Payment: \$ <u>TBD</u> (Paid upon signed Agreement)	2nd Payment: \$ <u>TBD</u> (Paid upon commencement of work)	Final Payment\$ <u>TBD</u> (Paid upon completion of work)
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FINAL ACKNOWLEDGEMENTS

All work is to be performed as specified. All work to be completed in a workmanlike manner according to standard industry practices. Any alteration or deviation from the stated terms within this Agreement involving additional costs will be executed only upon signed change order and will become an extra charge over and above this initial Agreement. The terms of this Agreement shall not be subject to force majeure or other delays beyond Contractor's control. The Owner/Agent is to carry fire, tornado and other necessary insurance.

It is to be understood when working with construction or de-construction related services, Mother-Nature, the weather, can sometimes be unpredictable. For delays due to weather, deliveries, embargoes, acts of terrorism, pandemics, epidemics, acts of god or force majeure, Digger Demolition & Recon is to be held harmless in all instances. No compensation or discounts are to be given as a result of such events.

Okay to work Saturday and Sunday? ☐ Yes ☐ No (Please check, accordingly.)

NOTE: Contractor has the right to withdraw this proposal or re-estimate the price if not accepted within fifteen (15) days.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Digger Demolition & Recons, LLC

Customer/Prime/Agent

By: _____

By: _____

Name: Thomas D. Kline, Jr. _____

Name: _____

Title: Principal _____

Title: _____

Date: _____

Date: _____

MEMORANDUM

To: Mayor and Town Council

From: Darnell Bond, Director of Public Works

Date: July 9, 2026

Subject: Request to Purchase Kubota BX2380 Compact Tractor.



The Department of Public Works respectfully requests approval to purchase one (1) **Kubota BX2380 compact tractor** as a direct replacement for the Town's existing small Kubota tractor, which has reached the end of its useful service life and is no longer dependable for daily operations.

The proposed Kubota BX2380 will provide the Town with a dependable and versatile piece of equipment capable of supporting a variety of essential Public Works functions throughout the year, including:

- Sidewalk snow removal to maintain safe pedestrian access during winter weather events.
- Removal of downed limbs across town sidewalks and roadways to allow safe pedestrian travel.
- Clearing snow from narrow walkways, municipal sidewalks, and other confined areas.
- Sidewalk and trail maintenance.
- Transportation of materials and equipment to work sites.
- Landscaping and grounds maintenance.
- General municipal maintenance and support for Town events.
- Other seasonal Public Works operations as needed.

While the Town recently purchased a larger tractor to support Public Works operations, that equipment is designed for larger open areas and is not suitable for close-quarter snow removal along sidewalks, pedestrian pathways, and other confined spaces. The Kubota BX2380 is specifically sized for these applications, making it an essential piece of equipment for maintaining safe pedestrian access during winter weather. This purchase is intended to replace an existing piece of equipment and restore a critical operational capability that would otherwise be lost.

In addition to replacing aging equipment, this purchase will strengthen the Department's operational readiness as the Town prepares for its pending annexation. With an expanded service area, Public Works will need the ability to deploy multiple crews simultaneously. Having both the larger tractor and the BX2380 available will

-- Standard Features --

-- Custom Options --



BX Series

BX2380R14V-1

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

D902 Engine Model

3 Cylinder Engine

+ 21.6 SAE Gross HP

+ 20.4 Engine Net HP

+ 17.7 PTO HP

54.8 Cu In Displacement

EPA Tier 4 Compliant

Charging Output 40 Amps

12V - 560 CCA

EXHAUST EMISSION

CONTROL TYPE

No Exhaust After Treatment
Required

HYDRAULICS / HITCH /

DRAWBAR

Open Center

Tandem Pumps Gear Type

6.2 gpm Total Hyd. Flow

3-POINT HITCH &

DRAWBAR

Cat I 3-Point Hitch

At Lift Point 1210 lbs.

24" Behind 680 lbs.

Quarter Inching 3-Point Valve

TRANSMISSION

Hydrostatic Drive

Rear Differential Lock

2 Forward Ranges

2 Reverse Ranges

Cruise Control

Wet Disc Brakes

+ Manufacturer Estimate

TIRES AND WHEELS

Front 18x8.50-10

Rear 26x12.00-12

FLUID CAPACITY

Fuel Tank 6.6 gal.

Cooling System 3.3 qts.

Crankcase 3.5 qts.

Transmission and Hydraulics 3.0
gal.

Front Axle 3.8 qts.

POWER TAKE OFF

Live Independent with Hydraulic
Clutch

Rear PTO - 1 Speed

SAE Std 1 3/8" Six Splines

540 rpm @ 3200 Eng. rpm

Mid PTO - 1 Speed

2500 rpm @ 3050 Eng. rpm

SAFETY EQUIPMENT

Two Post ROPS w/

Retractable Seat Belt

Safety Start Switches

Parking Brakes

Electric Key Shut-Off

Flip up PTO Shield

SMV Sign

INSTRUMENTS

Analog Tachometer/Hour Meter

Fuel Gauge

Oil Pressure

Coolant Temperature

BX2380R14V-1 Base Price: \$16,786.00

Selected Kubota Attachments

(1) FRONT LOADER W/GUARD/2-LVR BKT \$4,487.00
LA344S-FRONT LOADER W/GUARD/2-LVR BKT(1) BUCKET LEVEL INDICATOR ROD \$89.00
BX2411-BUCKET LEVEL INDICATOR ROD(1) BOLT ON CUTTING EDGE PNF \$157.00
BX2414-BOLT ON CUTTING EDGE PNF(2) INDIVIDUAL REAR WHEEL WEIGHT 50 LB \$298.00
BX8113-INDIVIDUAL REAR WHEEL WEIGHT 50 LB(1) BOLT KIT FOR BL8069 - 1 PER WEIGHT \$11.00
BL8049-BOLT KIT FOR BL8069 - 1 PER WEIGHT(1) DROP ON CAB FOR BX-80 SERIES \$7,390.00
BX4070A-DROP ON CAB FOR BX-80 SERIES(1) BX-80 SERIES CAB REAR LED LIGHTS PNF \$250.00
BX4075-BX-80 SERIES CAB REAR LED LIGHTS PNF(1) BX-80 SERIES CAB REAR WIPER PNF \$337.00
BX4073-BX-80 SERIES CAB REAR WIPER PNF(1) BX-80 SERIES CAB SEAL KIT PNF \$284.00
BX4077-BX-80 SERIES CAB SEAL KIT PNF

Total Kubota Attachments: \$13,303.00

Total Attachments: \$13,303.00

Configured Price: \$30,089.00

Sourcewell Discounts:

Kubota Items: (\$6,619.58)

Total Discount: (\$6,619.58)

SUBTOTAL: \$23,469.42

Kubota Item Fees:

Dealer Assembly: \$1,056.00

Freight Cost: \$618.75

PDI: \$400.00

Kit Install \$800.00

Total Unit Price: \$26,344.17

Quantity Ordered: 1

Final Sales Price: \$26,344.17

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting
dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

MEMORANDUM

To: Town Council

From: David A. Burse, Chief of Police

Date: July 10, 2026

Re: Homeless Individuals within the Town limits

The purpose of this memorandum is to summarize the actions taken by the Upper Marlboro Police Department as it relates to the two homeless individuals. We have had the County homeless representatives come out and talk to both homeless individuals in October 2025 and February 2026 at which time they refused any services. The police department has had to respond to multiple calls for them loitering at the Post Office and other business locations. Our officers have tried to assist them with finding resources, and they have refused our attempts.

We reached out to the County homeless representative on July 9, 2026, and he called back on July 10, 2026. He advised that he responded to the Town of Upper Marlboro on two occasions this past winter to speak to two people who have been identified as homeless in the community. During this time, he attempted to reach out to the homeless male who declined any services or assistance from him. He also advised that he tried to offer him the services and shelter on several occasions prior to this, and he had always declined.

He also spoke with the female who initially accepted assistance, to include shelter and transportation, when he returned to ask her if she was ready to go to the shelter, she then declined services stating she had to go to court and mentioned something in reference to a divorce.

The County representative intends to go back out early next week and bring a behavioral health advocate to speak with both individuals about behavioral health services and resources, as well as shelter.