

# **Mayor and Council**

## **52nd Special Session, Work Session, and Executive Session**

### **October 21, 2014**

### **Agenda**

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."  
"Providing the most efficient and highest-quality services as the municipal location of choice for all customers."*

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#### **SPECIAL SESSION**

1. Introduction of an Ordinance: Amending City Code, Chapter 79, Curfew for Juveniles
2. Introduction of an Ordinance: Authorizing the Transfer of 19-23 W. Antietam Street

#### **4:30 PM WORK SESSION**

- 4:40 PM** 1. Community Garden Task Force Report/Proposal
- 5:00 PM** 2. Check Presentation for George Washington Statue – From the Christian Ardinger Chapter of the Maryland Society, Sons of the American Revolution
- 5:10 PM** 3. Preliminary Agenda Review
- 5:25 PM** 4. Hagerstown Housing Authority - McCleary Hill Phase I
- 5:45 PM** 5. Impact of the Emerald Ash Borer
- 6:05 PM** 6. **Consultant Selection for CDBG 5-Year Consolidated Plan**
- 6:15 PM** 7. Action Report: Update on Implementation of the Community's City Center Plan
- 6:30 PM** 8. 60 West Washington Street: Working Name "eCollider"
- 6:50 PM** 9. Hagerstown Police Department - Report on Crime Trends and Statistics

#### **CITY ADMINISTRATOR'S COMMENTS**

#### **MAYOR AND COUNCIL COMMENTS**

#### **ADJOURN**

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Introduction of an Ordinance: Amending City Code, Chapter 79, Curfew for Juveniles

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

|   | File Name                                                                                                   | Description                                                                           |
|---|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 📎 | <a href="#">Introduction of an Ordinance -<br/>Amending City Code, Chapter 79, Curfew for Juveniles.pdf</a> | Motion and Ordinance -<br>Amending City Code,<br>Chapter, 79, Curfew for<br>Juveniles |

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 21, 2014

**TOPIC:** **Introduction of an Ordinance:** Amending City Code, Chapter 79, Curfew for Juveniles

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | <u>  X  </u> |
| Resolution        | _____        |
| Other             | _____        |

**MOTION:** I hereby move for Mayor and Council introduction of an ordinance to amend the City Code, Chapter 79, Curfew for Juveniles, to revise the definition of a juvenile to include persons under 17 years of age, to revise the hours during which the curfew is in effect, and to establish a graduated civil penalty for parents.

DATE OF INTRODUCTION: October 21, 2014

DATE OF PASSAGE: October 28, 2014

EFFECTIVE DATE: November 28, 2014



**CITY OF HAGERSTOWN**  
**MARYLAND**  
**Memorandum**

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 301-739-6000  
Fax 301-733-5513

October 9, 2014

To: Mr. Zimmerman  
City Administrator

From: Chief Mark Holtzman 

Re: Amendment: Chapter 79 of the City Code "Curfew for Juveniles"

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Attached is the proposed amendment to Chapter 79 "Curfew for Juveniles" that includes the recommended changes discussed during the October 7<sup>th</sup> Council meeting. These include:

- Raising the age limit to under 17 years of age.
- Changing the effective times to
  - 10:00 PM – 5:00 AM Sunday – Thursday
  - 11:00 PM – 6:00 AM Friday & Saturdays
- Changing the Parental violation to a Civil Offense with fines of
  - First offense                      written warning
  - Second offense                  \$100 fine
  - Third offense                    \$250 fine
  - Fourth offense                  \$500 fine

Attachment: Chapter 79 (Proposed)





**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE TO AMEND CHAPTER 79  
OF THE CITY CODE ENTITLED *CURFEW FOR JUVENILES*  
TO REVISE THE DEFINITION OF A JUVENILE TO  
INCLUDE PERSONS UNDER 17 YEARS OF AGE,  
TO REVISE THE HOURS DURING WHICH THE CURFEW IS IN EFFECT,  
AND TO ESTABLISH A GRADUATED CIVIL PENALTY FOR PARENTS**

**RECITALS**

**WHEREAS**, the City of Hagerstown has previously enacted Chapter 79, *Curfew for Juveniles* which regulates the times and conditions for which juveniles may lawfully be in a public place in the City of Hagerstown; and

**WHEREAS**, the said Chapter 79 currently defines juvenile as persons under 16 years of age, and the Mayor and Council desire to revise the definition of juvenile to include persons under 17 years of age; and

**WHEREAS**, based upon crime statistics provided by City staff, the Mayor and Council desire to revise the times within which the curfew will be in effect; and

**WHEREAS**, the Mayor and Council desire to establish a graduated civil penalty for parents who violate the Ordinance; and

**WHEREAS**, the Mayor and Council find it in the best interests of the citizens of the City of Hagerstown to do so;

**NOW, THEREFORE, BE IT RESOLVED ENACTED AND ORDAINED** by the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body as follows:

Section 1. Chapter 79 of the Code of the City of Hagerstown, *Curfew for Juveniles*, Section 79-1, *Definitions* be and is hereby amended to change the definition of juvenile, to read as follows:

“JUVENILE - for the purposes of this chapter, a juvenile is any unmarried, unemancipated person under 17 years of age.”

Section 2. Chapter 79 of the Code of the City of Hagerstown, Section 79-2, be and is hereby amended to change the effective times of the curfew, to read as follows:

**“§79-2. Curfew for juveniles.**

It shall be unlawful, unless otherwise provided herein, for any juvenile to be or remain in or upon a public place within the City of Hagerstown during the following periods:

- A. 10:00 p.m. on any Sunday, Monday, Tuesday, Wednesday or Thursday until 5:00 a.m. of the following day; and
- B. 11:00 p.m. on any Friday or Saturday until 5:00 a.m. of the following day.”

Section 3. Chapter 79 of the Code of the City of Hagerstown, Subsection 79-5 B., be and is hereby amended to change the penalty for a parent to a civil offense with a graduated fee schedule, to read as follows:

“B. Any individual who violates §79-4 hereof shall be guilty of a Municipal Infraction, and shall be subject to a fine in the following prepayable amount:

- |      |                                |                 |
|------|--------------------------------|-----------------|
| i.   | First Offense -                | written warning |
| ii.  | Second Offense -               | \$100 fine      |
| iii. | Third Offense -                | \$250 fine      |
| iv.  | Fourth or Subsequent Offense - | \$500 fine”     |

Section 4. This Ordinance shall become effective immediately upon the effective date of this Enacting Ordinance.

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED** that this Enacting Ordinance shall become effective at the expiration of thirty (30) calendar days following its approval.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE CITY  
OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler, City Clerk

By: \_\_\_\_\_  
David S. Gysberts, Mayor

Date of Introduction: October 21, 2014  
Date of Passage: October 28, 2014  
Effective Date: November 28, 2014

PREPARED BY:  
NAIRN & BOYER, CITY ATTORNEY

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Introduction of an Ordinance: Authorizing the Transfer of 19-23 W. Antietam Street

**Mayor and City Council Action Required:**

**Discussion:**

**ORDINANCE TO ENTER INTO A PURCHASE AGREEMENT TO TRANSFER THE PROPERTY KNOWN AS 19, 21 & 23 WEST ANTIETAM STREET IN DOWNTOWN HAGERSTOWN, MD**

**Financial Impact:**

**Recommendation:**

**Motion:**

I hereby move for the Mayor and Council to introduce an Ordinance authorizing the transfer of property located at 19, 21, and 23 West Antietam Street in Hagerstown in accordance with all terms and conditions outlined in the Purchase Agreement.

**Action Dates:**

DATE OF INTRODUCTION: October 21, 2014 DATE OF  
PASSAGE: November 18, 2014 EFFECTIVE DATE: December  
19, 2014

**ATTACHMENTS:**

|   | <b>File Name</b>                                                         | <b>Description</b>                               |
|---|--------------------------------------------------------------------------|--------------------------------------------------|
| ▯ | <a href="#">MCC 19-23 2nd Memo 10 21 14 v2.pdf</a>                       | Memo: 19, 21 & 23<br>West Antietam Street        |
| ▯ | <a href="#">MCC MOTION Ordinance Intro 19 West Antietam 10.21.14.pdf</a> | Ordinance 19, 21<br>& 23 West<br>Antietam Street |



# **CITY OF HAGERSTOWN, MARYLAND**

Department of Community & Economic Development

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TO: Bruce Zimmerman, City Administrator

FROM: Andrew H. Sargent, Downtown Manager

A handwritten signature in blue ink, appearing to read "AHS", is placed over the name "Andrew H. Sargent".

DATE: 10/16/2014

RE: 19, 21 & 23 West Antietam Street

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Staff are working with the City Attorney and Bowman Development, the Competitive Negotiated Sale applicant, on the final arrangements of a Purchase Contract for 19, 21 & 23 West Antietam Street and the Ordinance associated with this project. Once complete, this Ordinance and Purchase Contract will be forwarded to the Mayor and City Council for review prior to the work session on Tuesday, October 21.

## **REQUIRED MOTION**

### **MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND**

**Date:** October 21, 2014

**TOPIC:** AN ORDINANCE TO ENTER INTO A PURCHASE AGREEMENT  
TO TRANSFER THE PROPERTY KNOWN AS 19, 21 & 23 WEST  
ANTIETAM STREET IN DOWNTOWN HAGERSTOWN, MD

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | <u>  X  </u> |
| Resolution        | _____        |
| Other             | _____        |

**MOTION:** I hereby move for the Mayor and Council to introduce an Ordinance authorizing the transfer of property located at 19, 21, and 23 West Antietam Street in Hagerstown in accordance with all terms and conditions outlined in the Purchase Agreement.

DATE OF INTRODUCTION: October 21, 2014

DATE OF PASSAGE: November 18, 2014

EFFECTIVE DATE: December 19, 2014

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Community Garden Task Force Report/Proposal

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

**Description**

|   |                                                                                  |                                    |
|---|----------------------------------------------------------------------------------|------------------------------------|
| □ | <a href="#"><u>Community Garden Task Force Report and Recommendation.pdf</u></a> | Community Garden Task Force Report |
|---|----------------------------------------------------------------------------------|------------------------------------|



# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 16, 2014

TO: Bruce Zimmerman, City Administrator  
FROM: Rodney Tissue, City Engineer   
RE: Community Garden Task Force: Report and Recommendation

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Recent public health evaluations show community gardens as a promising approach to promote healthy behaviors. This is particularly important in establishing healthy behaviors among children given the rise of childhood obesity, and the very high obesity rate of our community in general.

In June, the Mayor and Council appointed a Task Force to study the issue in a comprehensive manner and report their finding back to the Mayor and Council.

Attached is the final report from the Task Force for your review. They will have a PowerPoint presentation for the Mayor and Council at the October 21<sup>st</sup> work session.

This Task Force has been very diligent; we met 11 times to discuss the issues related to the garden including governance, rules, fees, etc. Each member had good insight and input into the process and they have actively sought additional community involvement and financial donations. It is impossible to guarantee if the Gardens will sustain themselves. However, I feel that after having worked through the many issues with the Task Force, they have given us a model that is as likely to succeed as anything we can think of. I look forward to their presentation.

Attachment

c: Task Force Members  
Junior Mason  
Jonathan Kerns

**City of Hagerstown, Maryland  
COMMUNITY GARDENS TASK FORCE  
REPORT & RECOMMENDATIONS  
for the Mayor and City Council  
October 21, 2014**

**Task Force Members**

**Colin Ploscaru, Chairperson  
Terri Donaway  
Margareth Napoleon  
Kathleen O'Connell  
Shelby Higgins  
Julie Grim**

**Rodney Tissue, City Engineer, City of Hagerstown  
Junior Mason, Parks Superintendent, City of Hagerstown**





## Hagerstown, Maryland Community Gardens Committee report:

### 1. Introduction

City Staff occasionally receive inquiries about the City of Hagerstown establishing a community garden for residents of the city. A community garden is a piece of land gardened by a group of people, usually a collection of individual garden beds or plots, where the plot holder typically pays a modest fee each year, abides by a set of rules, and grows vegetables and produce. Many gardens encourage activities such as work days and social gatherings, with an emphasis on developing and furthering the "community" aspect of the facility.

Research indicates that there are over 5000 community gardens in the United States. Recent public health evaluations show community gardens as a promising approach to promote healthy behaviors. This is particularly important in establishing healthy behaviors among children given the rise of childhood obesity, and the very high obesity rate of our community in general.

### 2. Task Force

A number of city of Hagerstown residents indicated an interest to participate as task force members during the initial meeting addressing the formation of the community gardens Task Force. Of these, seven (all city residents) were selected and appointed by the Council to serve as Task Force members. Selection of the chairperson was voluntary, and approval was granted by vote of the remaining committee members.

#### a. Task Force Members:

##### i. Citizen committee members:

1. Kathleen O'Connell
2. Margareth Napoleon
3. Shelby Higgins
4. Terri Donaway
5. Julie Grimm
6. Colin Ploscaru (Committee Chairperson)

##### ii. City Representatives:

1. Rodney Tissue
2. Junior Mason

#### b. Task Force Purpose:

##### i. Action Request by Mayor and Council

Based on the recommendation of city staff, the Mayor and Council tasked city staff to hold a community meeting to further determine the community interest in this project. A meeting was held on May 12<sup>th</sup> in the Downtown Library's Community Room with the primary goal of exchanging information and receiving public feedback.

Resultant of the initial public meeting, the Mayor and Council proceeded to appoint a Task Force that would study the relevant issues. This Task Force was asked to provide a written report/proposal to the Mayor and Council later in the year. Based on the Task Force findings, the Mayor and Council will make the final decision to move forward with a community garden project.

##### ii. Survey and results:

Following the *Sustainable Maryland* recommendations, staff assessed the community's desire for community garden through a survey and included 13

questions. Surveys were sent out in utility bills starting in mid-February and we accepted surveys through the end of March. The survey was completed by 274 people (either on-line or on paper). 211 responders indicated they had an interest in a community garden.

iii. Questions for Task Force to study

1. Goals/Benefit to the community
2. Location(s) of garden
3. Operations and management
4. Assess best practices in other communities
5. Cost to rent plot
6. License Agreement with plot holders
7. Financial implications for City
8. Resources and time required from City staff
9. Donations of produce back to the community
10. Ways to develop gardening education programs
11. Prevention of theft/vandalism
12. Insurance issues

c. Task Force Meetings and minutes

The Task Force met 11 times and all discussions were captured in the form of minutes.

The minutes of all meetings are attached (See Appendix A)

**3. Community Garden Governance**

- a. The Mission of the Hagerstown Community Gardens Association is to provide and maintain organic garden plots within the City of Hagerstown and to provide the community with the opportunity and means to grow vegetables, herbs and flowers.
- b. The Task Force envisions the Community Garden to be led by an "Association" comprised of the plot holders. Said Association will be led by a "Operating Committee" that will act as the Board of Directors. (See Appendix B)
- c. The Association By-Laws were developed to provide a formal blueprint of the operations of an organization of volunteer gardeners. The By-laws define the membership, provide a governing structure and identifying groups to be involved in managing the Gardens. Required meetings and the election process are also outlined. (See Appendix C)
- d. The Hagerstown Community Gardens Task Force, after much research and discussion, have developed a simple governance model for the Gardens. Two (2) groups of Plot holders/Members will share tasks and work together to grow healthy food, form a community of members interested in helping each other and providing tangible benefits to our community.
  - i. One group, the Operating Committee will function to insure the Gardens' success and to provide leadership during the implementation phase of the Garden. The Operating Committee will insure that all Plot holders/Members follow the Garden Rules. Members of the original Task Force will staff the Operating Committee until the first Membership election of officers in the fall of 2015. The Operating Committee will function to insure the Gardens' success and to provide leadership during the implementation phase of the Garden. The Operating Committee will also provide advice/suggestions on growing vegetables, use of tools, integrated pest management and composting to other Plot holders/Members as requested. The Group will be alerted to Plot holders/Members concerns and interests.



- ii. A second group, the Plot Coordinators will be chosen by other plot holders as 'area' (4-5 plots) coordinator to know 'area' members, hear their suggestions/concerns and help ensure that area Members have direct input in the Gardens' operation. The Coordinators will also help insure that the Garden is run in a clean and safe manner. It is expected that the Plot Coordinators will be Co-Leaders 'members in training'.
- e. GARDEN APPLICATION / REDUCED FEE APPLICATION
  - i. See Appendix D
- f. GARDEN RULES AND REGULATIONS
  - i. See Appendix E
- g. PARTICIPATION OF OTHER AGENCIES / GROUPS
  - See #5: Involvement by other community organizations

#### 4. Site Selection

##### a. Site selection survey results

Six potential sites were identified as potential locations for the pilot garden. The committee members then individually reviewed each site based on a series of pre-determined criteria (See Appendix F). Based on these results the list of candidates was refined to two sites (the two highest scoring site based on the committee members' review). The two sites selected were the 500 block of south Potomac Street location (across from Bester Elementary) and the lot immediately behind the gatekeeper's house at the Fairgrounds Park.

Soil testing was completed for the two sites by Triad Engineering. The site on South Potomac Street was deemed acceptable for raised beds, whereas the fairgrounds site was deemed to be in need of further remediation. Based on these results the committee voted to select the 513 South Potomac street location, a vacant City-owned lot.

The vacant lot was purchased by the City using Community Development Block Grant funds as a spot blight activity that lead to demolition of previously existing blighted/unsafe structures.

The original plan was to rehab the existing buildings for Low/Moderate priced Housing but the structures became unsafe and were demolished. The lots have been vacant ever since.

In order for us to move forward with a potential green space/community garden area and comply with section 570.505 - Use of real property, we would need to complete the following actions:

- Verification that the potential green space/park area will comply with a CDBG national objective.
- The changed use from existing vacant lot to community green space/park area will be advertised in the local newspaper and on the City's website
- A 30 day comment period would be provided for citizens to comment on the proposed use

##### b. Proposed layout and design.

Once the site selection was finalized, the committee discussed a basic layout, as well as the other related logistics for the proposed site, including plot sizes, number of plots,

watering arrangements and other amenities. Based on the committee recommendations, the city engineering staff developed a proposed layout of the pilot garden location at 513 South Potomac Street. (See Appendix G)

**5. Involvement by other community organizations**

- a. Washington County Career Technology High School and Future Farmers of America:  
Task Force members met with Steve Frame, head of Environmental and Agricultural studies (Env/Agi) at the Washington County Technology High School and with student officers and members of the Future Farmers of America (FFA). The Env/Agi program focuses on environmental, agricultural and natural resource issues and management studies and encourages students to participate in internships, work-study, service learning and/or job shadow opportunities. Based on discussions, the group agreed on a collaborative project to provide students with opportunities to utilize the Hagerstown Community Garden for 'hands-on' learning and as a site for student projects.
- b. University of MD Extension Service, Master Gardener Program  
Task Force members also contacted the University of MD Extension Services' Master Gardener Program. Annette Cormany, the Horticulture Educator in charge of the program, sees the Master Gardeners as potential horticulture mentors and advisors to the Hagerstown Community Garden project. She noted the Master Gardeners could do a one-time consultation and be available for specific questions.

**6. Funding and Budget:**

- a. Capital Expenses:  
Based on the final site plan, staff has estimated the full cost to implement the community garden at 513 South Potomac Street at \$48,300 (See Appendix H). This is all the amenities and will be an attractive garden with ornamental fence fronting Potomac Street, signs, and other features. However, the 'bare-bones' start-up cost is estimated at \$23,300. This will provide for temporary perimeter fence, beds, water service and compost bins.
- b. Capital Funding:  
Funding for the Phase I initial startup (\$23,300) is proposed to be taken from the following sources:
  - \$8,000 in Parks Division Operating Funds
  - \$3,000 in CIP# 859
  - \$5,000 in developer-paid Excise Tax funds
  - **\$7,300** in donations raised by the Task Force (lumber, soil, stone dust)
  - The Task Force will Continue to lead fundraising efforts for this project through the fall and winter of 2014 and into the spring of 2015Funding for the Phase II will be taken from Community Parks and Playgrounds Grant and other grant sources noted below
- c. Operating Costs and Revenue  
The annual costs to the City are minimal. We request that City staff till the beds in March of each year and do general maintenance. According to the Water Division, the minimum monthly water bill will be about seven dollars (\$7) and they recommend the meter be pulled for the months not in use (November-March) which will result in no billing.



Annual revenue from the beds will be a maximum of \$550 annually based on \$30/year for large beds and \$20/year for the smaller beds. We are proposing that those in financial need can apply for a 50% discount in fees and these will be reviewed by the Operating Committee. We recommend plot fee revenue be rolled back into the operations and programming of the gardens.

d. Grant Potentials:

Our research has found the following grant opportunities for both capital improvements and future programs:

Capital Grants Applied For To-Date:

- i. \$25,000 in *Maryland Community Parks and Playgrounds Grant* (applied for in 2014, funds available late 2015)

Operating Grants with Applications Due in next 6 months:

- ii. \$500 in *Youth Garden Grant* to educate children about gardening
- iii. \$500 Kitchen Gardeners International Grant for food garden projects
- iv. \$349 Mantis Tiller Grant for community gardens
- v. \$500 Captain Planet Foundation for youth gardening initiatives

7. Insurance

According to Kevin Dehaven, insurance for the garden will be procured by the city, however all plot holders are required to sign a 'hold harmless' waiver in the plot holder application (see appendix D)

8. Conclusion

Based on the research conducted, discussions with community members as well as organizations, planning sessions with City Engineering staff and internal Committee deliberations, The Committee is confident that a working model for a community Gardens Pilot in the City of Hagerstown, based on the recommendations of the committee is not only possible, but will likely succeed and prove to be sustainable not only as a solitary location, but hopefully will engender community wide interest in developing additional locations throughout the city.

9. Information sources:

- a. American Community Garden website; [www.communitygarden.org](http://www.communitygarden.org)
- b. Community Gardening Best Practice Guide; Greenest City, 2012
- c. Community Garden Best Practices; City of Redwood, CA
- d. Email and verbal correspondence with representatives from community gardens in Maryland:
  - i. Berwyn Heights
  - ii. Frederick
  - iii. Hyattsville
  - iv. Takoma Park
- e. Growing Community Gardens; Denver Urban Gardens' Best Practices Handbook
- f. Lawrence Kansas Community Gardens Webinar; April 30, 2014, Questions and Answers
- g. Public Meeting: Developing and Maintaining a Community Garden in Hagerstown; May 12, 2014, notes
- h. Sustainable Maryland website; [www.sustainablemaryland.com](http://www.sustainablemaryland.com)

**10. Appendices:**

- a. Task Force Minutes
- b. Proposed Governance Model
- c. Proposed Association By-Laws
- d. Proposed Application/Reduced Fee Application
- e. Proposed Garden Rules
- f. Site Selection Criteria
- g. Plan for Proposed Garden (513 S. Potomac St.)
- h. Cost Estimate

(Appendix A)

(Appendix B)

(Appendix C)

(Appendix D)

(Appendix E)

(Appendix F)

(Appendix G)

(Appendix H)

# APPENDIX A

## APPENDIX A- MEETING MINUTES



### CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

#### COMMUNITY GARDENS TASK FORCE MINUTES FROM MEETING NO. 1

July 16, 2014  
5:00 p.m.

MEETING ATTENDEES: Julie Grimm, Shelby Higgins, Kathleen O'Connell, Colin Ploscaru, Junior Mason, and Rodney Tissue.

ABSENT: Terri Belasco, Terri Donaway, and Margareth Napoleon

GUESTS: Janet Bartels

#### A. Discussion

1. Welcome – Rodney welcomed everyone to the meeting and thanked them for their willingness to volunteer on the Task Force.
2. Self Introductions – The group went around the table and everyone introduced themselves, their interest in the community garden issue, their background, and their gardening experience.
3. The Binder – Rodney reviewed the roster information with everyone and requested that the information on the roster sheet be shared only within our group and emails and telephone numbers should not be shared publicly. We generally reviewed the binder and pointed out some of the reading material provided. Rodney welcomed receiving material from the members of the task force that we can all keep in our binder. Rodney also indicated that minutes would be sent to the members by email and they can choose to use their binder or go paperless as they wish.
4. Meetings – It was decided that we would defer scheduling our meetings so that everyone can have input, but the next meeting would be Wednesday, July 23<sup>rd</sup> at 5:30 p.m. at the downtown library, Room 309. The public can attend the meetings (but only speak when recognized by the chairperson), and the press can also attend. From time to time, the Task Force may want to invite guests such as the City Attorney, our insurance expert, or have a conference call with other community garden operators.
5. Selection of Chairperson – Rodney indicated that the chairperson 1) would help set the agenda for each meeting; 2) would be responsible for preparing the report/proposal; and 3) would make the presentation to the Mayor and Council later this year. The group appointed Colin Ploscaru to be the chairperson.
6. Mission and Goals – The group had a discussion on the goals and issues that must be addressed in the final report. Some of the goals would include:
  - A. Providing fresh produce
  - B. Controlling our own food production
  - C. Educating people about the value of gardening
  - D. Care for the environment
  - E. Opportunity for young people to interact with older people that have gardening experience
  - F. Community building

Parks and Recreation Division  
351 North Cleveland Avenue • Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

Engineering Division  
1 East Franklin Street • Hagerstown, MD 21740-4817  
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214



Colin indicated that the work that they will be doing is broken between 'higher mission' and 'logistics and mechanics'.

7. Maps – The group requested a map of the population density and the per capita income of the City. Rodney also indicated that we may be able to put together a map of where the people that responded to the survey live.
8. Site selection – It was suggested that a site selection evaluation sheet be prepared. Then staff can prepare a matrix of the various responses from members of the task force. A good site has access to water, possibly parking and restrooms, good neighbors, walking access to residential areas and electricity would also be beneficial. The largest expense for the community garden would likely be the perimeter fence, followed by an irrigation watering system.

B. **Goals for the next meeting include:**

- Shelby will develop forms.
- Julie will work on the mission statement.
- Colin will develop ideas for what the City can help with during the process and examples on how theft and vandalism is prevented.
- Kathleen will work on finding some best practices from other communities.
- Rodney will get the requested maps and contact the three members who missed the first meeting

The meeting was adjourned at 6:10 p.m.

The next meeting is scheduled for *Wednesday, July 23, 2014 at 5:30 p.m. in Room 309 at the downtown Library.*

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 2

July 23, 2014

5:30 p.m.

MEETING ATTENDEES: Julie Grimm, Shelby Higgins, Kathleen O'Connell, Colin Ploscaru, Margareth Napoleon, Junior Mason, and Rodney Tissue.

ABSENT: Terri Belasco, and Terri Donaway

GUESTS: Janet Bartels

#### A. Discussion

1. The minutes from meeting #1 were reviewed and approved with one exception, that Shelby will provide examples of forms, not develop forms.
2. Mission Statement – Julie provided some good examples of Mission Statements and the group especially liked the one from Unity and Push Root. Julie will continue to work on this for the next meeting.
3. Best Practices in Other Communities – Kathleen provided information on other communities. The group indicated that we are looking at a “traditional model” with separate garden plots cared for by individuals and families. We will continue to review this information and also the suggested steps in Kathleen’s memo.
4. Process for Picking a Site – The group selected the following six (6) sites:
  - Mills Park (where former play equipment was located)
  - Ridge Avenue Park (generally in the north end of the park)
  - South Potomac Street (City-owned property across from Bester)
  - Bester property (remnants across from the Synagogue on Baltimore Street)
  - Fairgrounds Park (near the gatekeeper house)
  - Fairgrounds Park (small parcel south of Cannon Avenue at the curve)

Criteria – The group decided upon:

- Access to water
- Access to power
- Neighbors that would be supportive
- Good soil
- Well lit
- Access to sunshine
- Parking or access to transit
- Good visibility from public right-of-way
- Generally open site

Rodney indicated that he will put together maps and a scoring matrix to assist the task force in selecting a site. The task force members will each visit these sites before our next meeting.

#### 5. Miscellaneous Items

- It was suggested that one of the plots be a raised bed to be ADA compliant.
- Shelby will invite Steve Frame from the Washington County Technical High School to speak to the group about what the tech school does for gardening and if they could build the raised beds.
- Colin will set up a “share point” site for information storage and access.

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- Janet Bartels indicated that she would like to do an Urban Agriculture in Hager Park and strongly suggested that we not consider that as a site. Her work is different from what the task force is studying of a traditional plot-based community garden.

B. **Goals for the next meeting include:**

- Finalize Mission Statement.
- Continue to review best practices.
- Discuss sites and possibly select a recommendation.
- Discuss funding opportunities.
- Discuss how schools can be involved.

The meeting was adjourned at 7:00 p.m.

The next meeting is scheduled for Wednesday, August 6, 2014 at 5:30 p.m. at the downtown Library. The room will be provided by Kathleen at a later date.

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 3

July 23, 2014

5:30 p.m.

MEETING ATTENDEES: Terri Donaway, Julie Grimm, Shelby Higgins, Colin Ploscaru, Margareth Napoleon, Junior Mason, and Rodney Tissue.

ABSENT: Terri Belasco and Kathleen O'Connell,

GUESTS: Colin's wife

#### A. Discussion

1. The minutes from meeting #2 were reviewed and approved.
2. Mission Statement – Reviewed two statements and will finalize at next meeting.
3. Best Practices in Other Communities – Reviewed information. Shelby will draft “rules and regulations” for the Task Force to discuss at the next meeting. The consensus is the garden will be administrated by the plot holders. We need to develop a plan for security.
4. Public involvement—Discussed ways to get plot holders and raise public awareness of the project including a ribbon cutting, open house, advertising in electric bill, and general City social media.
5. Picking a Site – The group discussed the six (6) sites and everyone will send Colin their score sheets. In general, the consensus is a follows:
  - Mills Park: Too hidden...drop from further consideration
  - Ridge Avenue Park : Doesn't serve a large segment of population, maybe a good future site...drop from further consideration
  - South Potomac Street: great visibility and across from new school. One of two sites worth considering further
  - Bester property: County entertaining two proposals for this land...drop from further consideration
  - Fairgrounds Park (near the gatekeeper house): great visibility and park is very busy. One of two sites worth considering further
  - Fairgrounds Park (small parcel south of Cannon Avenue at the curve): sloped, not a great site...drop from further consideration
6. Funding: Shelby will provide more information at next meeting. Rodney indicated that the City will receive \$25,000 in “Community Parks & Playgrounds” money but it won't be available until Fall 2015. Need money for fence, waterline, etc.
7. Fence: Junior indicated his staff can install some fences, depending on the kind selected. Colin will talk to BISFA about an artful fence like the one the mayor likes at “*Spring Gardens Community Garden*” in Philadelphia.
8. Miscellaneous Items
  - Shelby will invite Steve Frame from the Washington County Technical High School to speak to the group about what the tech school does for gardening and if they could build the raised beds.
  - Colin will set up a “share point” site for information storage and access.

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**B. Goals for the next meeting include:**

- Finalize Mission Statement.
- Review draft "rules and regulations"
- Discuss sites and select a recommendation.
- Discuss funding opportunities.
- Discuss how schools can be involved.

The meeting was adjourned at 6:30 p.m.

The next meeting is scheduled for Wednesday, August 20, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date





## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 4

August 20, 2014

5:30 p.m.

MEETING ATTENDEES: Terri Donaway, Julie Grimm, Colin Ploscaru, Margareth Napoleon, Kathleen O'Connell, Junior Mason, and Rodney Tissue.

ABSENT: Shelby Higgins and Terri Belasco

GUESTS: Colin's wife

#### A. Discussion

1. The minutes from meeting #3 were reviewed and approved.
2. Mission Statement – A mission statement was finalized and will be posted by Colin.
3. Best Practices in Other Communities – No discussion since Shelby was absent. From meeting #3, Shelby will draft "rules and regulations" for the Task Force to discuss at the next meeting.
4. Picking a Site – The group discussed final two sites, South Potomac Street and Fairgrounds Park (near the gatekeeper house). The initial scoring (attached) shows a mixed opinion. To assist in selecting the best sight, Rodney will prepare a plan view of both sites, have soil tests run at both sites (results will be back by Sept 3), and Kathleen will talk to Principal Bachtell at Bester Elementary to see if they have interest in gardens.
5. Funding: Shelby provided four grant opportunities (attached). The City can apply for these small grants as they come due but we still need money for fence, waterline, etc. Colin will contact Home Depot and maybe Lowes. Rodney indicated that the City will receive \$25,000 in "Community Parks & Playgrounds" money but it won't be available until Fall 2015.
6. Schools: There were several comments about the importance of having school children involved as part of the "education" component of the gardens. Julie indicated that field trips are not funded by the BOE so the schools may not be able to use the gardens. Colin will speak with BISFA and the Tech School.
7. Miscellaneous Items
  - Shelby will invite Steve Frame from the Washington County Technical High School to speak to the group about what the tech school does for gardening and if they could build the raised beds.
  - Colin set up a "share point" site for information storage and access.

#### B. Goals for the next meeting include:

- Review draft "rules and regulations"
- Discuss site drawings and school feedback
- Discuss operation issues (agreement with plot holder, rental fee)
- Ways to develop gardening education programs
- Discuss funding opportunities.

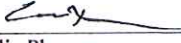
The meeting was adjourned at 6:45 p.m.

The next meeting is scheduled for Wednesday, August 27, 2014 at 5:30 p.m. at the downtown Library.

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These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date

Attachments:      Scoring summary  
                         Four grant opportunities



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 5

August 27, 2014

5:30 p.m.

MEETING ATTENDEES: Terri Donaway, Colin Ploscaru, Margareth Napoleon, Kathleen O'Connell, and Rodney Tissue.

ABSENT: Shelby Higgins, Julie Grimm, Junior Mason, and Terri Belasco

GUESTS: Colin's wife and Janet Bartles

#### A. Discussion

1. The minutes from meeting #4 were reviewed and approved.
2. Mission Statement – A mission statement is finalized and will be posted by Colin.
3. Best Practices in Other Communities – No discussion. Rodney will pull together some from examples of other Maryland communities
4. Picking a Site – The group discussed final two sites, South Potomac Street and Fairgrounds Park (near the gatekeeper house). At this time, the members present are leaning toward South Potomac Street contingent on feedback from missing members and acceptable soil tests results. Colin will email the members not attending to get their feedback. Kathleen talked to Principal Bachtell at Bester Elementary and they have interest in gardens. Rodney will find out if any of the three meters have an active service and what the fees would be to use water there. Rodney will also modify the South Potomac plan to make the site smaller by adding parking closer and show two "community" beds, one for herbs and one for flowers and some ADA-compliant beds. Colin will discuss with the Police Athletic League if they have interest in being part of the Fairgrounds site,
5. Operations: It was decided the larger beds would rent for \$25/annually. Smaller beds may have a reduced fee. This will be finalized once the layout is done. Also suggested was requiring 4 man- hours a year of labor on the community beds and gardens in general. The paths will be crushed stone. The gardens will be "organic". The Board running the gardens will be made up of plot holders. Rodney will develop a sample agreement with plot holders.
6. Funding: Colin is researching Home Depot and Lowes and also a site that provides grants for municipal community gardens
7. Schools: Colin will speak with BISFA and the Tech School's horticultural class.
8. Miscellaneous Items
  - Discussed distribution excess vegetables to the community
  - Discussed if seeds could be provided from groups like "America the Beautiful"
  - Can sell advertising space on the inside of the fence to raise money

#### B. Goals for the next meeting include:

- Discuss site drawings and soil test results
- Discuss operation issues and draft "rules and regulations" and application
- Ways to develop gardening education programs
- Discuss funding opportunities.

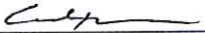
The meeting was adjourned at 6:35 p.m.

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The next meeting is scheduled for Wednesday, September XX, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date





## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 6

September 10, 2014

5:30 p.m.

MEETING ATTENDEES: Colin Ploscaru, Margareth Napoleon, Kathleen O'Connell, Shelby Higgins, Julie Grimm and Rodney Tissue.

ABSENT: Terri Donaway, Junior Mason, and Terri Belasco

GUESTS: Janet Bartles (left at 6:00PM)

#### A. Discussion

1. The minutes from meeting #5 were reviewed and approved.
2. Site Selection – Based on the findings of the soil tests at both final sites, the group voted to recommend the South Potomac Street site. The City should provide LeafGro for the raised beds. The Task Force reviewed the revised site plan and additional changes include a three-bin compost area, rain barrels, since the vegetation is allowed to grow a foot beyond the beds the spacing between beds should be increased to 7-feet. Rodney will provide an updated plan for approval at the next meeting.
3. Rules and Regulations: The Task Force reviewed the draft rules line-by-line and provided numerous comments. Rodney will make the revisions and provide an updated sheet for approval at the next meeting.
4. Water: Rodney indicated that public water is available. The installation cost will likely be around \$10,000 and there will be monthly water bills. We have asked the Water Department to allow a lockable frost-free hand hydrant on the site. The consensus of the Task Force is that a person or two from the Association should be in charge of the water and they can unlock the hydrant. They would then be able to fill about 6 water barrels on site. The barrels will need to be designed to prevent mosquitoes.
5. Schools: Colin will speak with BISFA and the Tech School's horticultural class.
6. Logo/Brand: The group selected the following DRAFT brand. A final version will be approved at the next



meeting.

#### 7. Miscellaneous Items

- Discussed possible temporary fence for the first season
- Colin may invite someone from the BOE to the next meeting
- Final Mission statement is as follows:

*To provide the community with the opportunity and means to grow vegetables, herbs and flowers, to educate people about the benefits of gardening and cultivate a community of people committed to sustainable land use in our city.*

#### *Objectives:*

- We will provide fresh produce, herbs and flowers to the community as a source of food and enjoyment.*
- We will educate on and off site, showing the value of gardening in our community and homes*
- We will provide opportunities for community building between all members of the community.*
- We will encourage the sustainable garden as a means of preserving our earth.*

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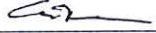
B. **Goals for the next meeting include:**

- Approve FINAL Site Drawing
- Approve FINAL Rules
- Approve Logo
- Discuss draft application and draft by-laws
- Outline for the final report
- Discuss schedule of meetings prior to Oct 14th present

The meeting was adjourned at 6:35 p.m.

The next meeting is scheduled for Wednesday, September 17, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

MINUTES FROM MEETING NO. 7

September 17, 2014

5:30 p.m.

MEETING ATTENDEES: Colin Ploscaru, Terri Donaway, Kathleen O'Connell, Shelby Higgins, and Rodney Tissue.

ABSENT: Julie Grimm, Margareth Napoleon, Junior Mason, and Terri Belasco

GUESTS: none

#### A. Discussion

1. The minutes from meeting #6 were reviewed and approved.
2. Site Drawing: The drawing was approved. It was suggested we add a trash can/recycling container near the street and that the herb and flower beds be labeled as "community..."
3. Rules: The Rules were approved. It was suggested that Rule #12 under "Garden Decorum" be modified and expanded to respect tools and drop hoses from the list.
4. Logo: This logo was approved with the words "City of Hagerstown" made a little larger:



5. Draft application: Several comments were made including showing the reduced rates for those in need and other minor wording changes. This will be approved at the next meeting.
6. Draft by-laws: Reviewed roughly the first half of the draft document and discussed how the governance would work, especially the first year of operation, 2015. Consensus was that the task Force members should stay on as part of the first Operating Committee along with maybe three other plot holders. Elections would then be held in November 2015 and a five person Operating Committee will lead the Association. One of these five will be a secretary and one will be a plot coordinator. Rodent will incorporate the comments and the entire document will be reviewed at the next meeting.
7. Outline for the final report: Colin provided a draft outline of the final report. The Task Force provided feedback on the document and revised the order of items. This will be updated by Colin and discussed in more detail at the next meetings.

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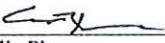
B. **Goals for the next meeting include:**

- Approve Application
- Discuss draft by-laws
- Discuss outline for the final report
- Discuss schedule of meetings

The meeting was adjourned at 7:15 p.m.

The next meeting is scheduled for Wednesday, September 24, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 8

September 24, 2014

5:30 p.m.

MEETING ATTENDEES: Colin Ploscaru, Terri Donaway, Julie Grimm, Shelby Higgins, and Rodney Tissue.

ABSENT: Julie Grimm, Margareth Napoleon, Kathleen O'Connell, Junior Mason, and Terri Belasco

GUESTS: none

#### A. Discussion

1. The minutes from meeting #7 were reviewed and approved.
2. Draft application: Approved with note change at bottom "Bring your permit to the site". Other changes may be needed to be consistent with the final by-laws.
3. Draft by-laws: Shelby felt the draft bylaws needed some major change and put in the order of 1) membership, 2) voice, and 3) rule of law. She will revise until next week. Lengthy discussion on governance model and the attached summarizes what was decided upon
4. Outline for the final report: Colin provided a draft outline of the final report. The Task Force took specific parts to work on per the attached. Please send draft to Colin as soon as possible and he will format
5. Council meeting: The meeting with City Council is Tuesday October 14<sup>th</sup> starting roughly in the 4:15 to 4:30 PM window. Final report needs to be to Rodney BY NO LATER THAN Thursday October 9<sup>th</sup>. PowerPoint can be sent to Rodney the day of the Council meeting unless you want it in the packet (which means it has to be done by the 9<sup>th</sup> as well).

#### B. Goals for the next meeting include:

- Discuss draft by-laws
- Discuss outline for the final report
- Discuss schedule of meeting

The meeting was adjourned at 6:45 p.m.

The next meeting is scheduled for Wednesday, October 1, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date

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## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 9

October 1, 2014

5:30 p.m.

MEETING ATTENDEES: Colin Ploscaru, Terri Donaway, Kathleen O'Connell, Shelby Higgins, and Junior Mason.

ABSENT: Julie Grimm, Margareth Napoleon, Rodney Tissue, and Terri Belasco

GUESTS: none

#### A. Discussion

1. The minutes from meeting #8 were reviewed and approved.
2. Discussion of Draft 3 of By-Laws
  - Adding 'day-today management of Garden' task to plot coordinators
  - Change 'user' to 'plot holder/member'
  - Change term of office for officers to one year (from two)
3. Discussion of Garden Rules
  - Need to change plural 'Gardens' to singular for consistency and accuracy purposes
4. Review of Application
  - Remove 'Witness' section on application
5. Governance
  - Add FFA and change 'Vo Tech High School' to 'Washington County Technical High School'
6. Org Chart:
  - Make changes t reflect updated bylaws
7. Donations/Sponsorships- Committee members will be reaching out to local businesses to solicit sponsorships/donations of money/supplies:
  - Home Depot/Lowes (Colin)
  - Snavley's/Lovells (Shelby)
  - K-Mart/Miller/86 Lumber (Kathleen)
  - Walmart/Restore/Penn Ave Meats (Terri)

#### B. Goals for the next meeting include:

- Approve final changes to Application
- Approve final changes to Garden Rules
- Approve final changes to By-Laws
- Review Donation/Sponsorship opportunities
- Review and approval of final report
- Discuss opportunities presented by Tech high for supplies, at cost signage, etc.
- Discuss schedule of meetings

The meeting was adjourned at 6:35 p.m.

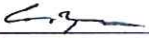
The next meeting is scheduled for Wednesday, October 8, 2014 at 5:30 p.m. at the downtown Library.

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These minutes were approved:

  
\_\_\_\_\_  
Colin Plosecaru  
Chairman

\_\_\_\_\_  
Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

### COMMUNITY GARDENS TASK FORCE

#### MINUTES FROM MEETING NO. 10

October 8, 2014

5:30 p.m.

MEETING ATTENDEES: Colin Ploscaru, Terri Donaway, Kathleen O'Connell and Julie Grimm.

ABSENT: Shelby Higgins, Junior Mason, Margareth Napoleon, Rodney Tissue, and Terri Belasco

GUESTS: none

#### A. Discussion

1. The minutes from meeting #9 were reviewed and approved.
2. Final report amendments
  - Rodney's changes incorporated
  - Add section on future sustainability options for Operating committee
    - i. Future funding
      1. Fundraising by plot holders?
      2. Any ongoing funding/support from the city?
        - a. Excise tax? Yearly?
        - b. City services- ie. Tilling of plots in spring
      3. Sale of excess produce
        - a. Schools, other community based organizations?
        - b. Businesses?
  - Kathleen will provide short answers for initial council questions as appropriate
  -
3. Donations/sponsorships
  - Terri visited Walmart- cold reception has form
  - Julie will reach out to Longfence
  - Colin and Kathleen will be contacting their assigned corporations
  - Terri had discussion about asphalt remix as potential paving/walkway surface- cheaper than gravel, will get more details
  - Water barrel options:
    - i. potential to get some free from relatives (Terri)
    - ii. Outdoor school (Fairview) rain barrel kits (donations/lower cost- Julie)
      1. Use waterbarrel kits for fundraising?
  - TV spot? Antietam/WJLA
  - City marketing campaign?
4. PowerPoint presentation:
  - Discussed proposed outline
    - i. Mission statement
      1. Photo of committee members
    - ii. Consolidated site survey results
    - iii. Layout
    - iv. Budget
    - v. Benefits within community

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- vi. Partnerships within community
  - 1. FFA/Tech High
  - 2. Bester

- B. **Goals for the next meeting include:**
- Approve final report and PowerPoint presentation

The meeting was adjourned at 6:35 p.m.

The next meeting is scheduled for Wednesday, October 15, 2014 at 5:30 p.m. at the downtown Library.

These minutes were approved:

  
\_\_\_\_\_  
Colin Ploscaru  
Chairman

\_\_\_\_\_  
Date

# APPENDIX B

## APPENDIX B- PROPOSED GOVERNANCE MODEL

### Hagerstown Community Garden Association

CALENDAR YEAR 2015

**Operating Committee:**  
Task Force Members &  
1 to 3 At-Large members  
(Offices include: Leader, Co-  
Leader and Secretary)



Plot Coordinators



Plot Holders

2016 AND YEARS AFTER  
(1<sup>st</sup> Vote November 2015)

**Operating Committee:**  
5 members  
(Offices include Leader,  
Co-Leader, and  
Secretary)



Plot Coordinators



Plot Holders



# APPENDIX C

## APPENDIX C – PROPOSED ASSOCIATION BY-LAWS

### **HAGERSTOWN COMMUNITY GARDEN ASSOCIATION BY-LAWS**

#### **Article I Name and Mission**

##### **Name**

The Name of the organization is “Hagerstown Community Garden Association”. This Association is a community partnership between Hagerstown gardeners and the City of Hagerstown, MD. The garden will be located at 513 South Potomac Street, Hagerstown, MD.

##### **Mission Statement**

The Mission Statement of the Hagerstown Community Garden Association is to provide and maintain organic garden plots within the City of Hagerstown and to provide the community with the opportunity and means to grow vegetables, herbs and flowers.

#### **Article II Purpose**

The Purpose of the Hagerstown Community Garden Association is:

- To provide the means for plot holders to grow organic produce, herbs and flowers as a source of food and enjoyment.
- To provide opportunities for community building.
- To encourage sustainable gardens as a means of preserving our earth.

#### **Article III Membership**

##### **Membership**

Membership is available to any individual, household or group that resides in the City of Hagerstown and who:

- Rents a plot in the Community Garden to plant and grow vegetables, herbs or flowers.
- Pays annual dues no later than Feb. 15<sup>th</sup> (returning members) and March 1<sup>st</sup> (new members).
- Agrees to abide by the Garden Rules established by the Operating Committee
- Membership shall run from May 1<sup>st</sup> to January 1<sup>st</sup> each garden year.
- Each member shall be entitled to one vote in matters concerning revisions to the By-Laws, Garden Rules and/or other issues put before the general membership for approval.
- Membership may be terminated and garden plot forfeited if a plot has been abandoned or the plot holder(s) violates the terms and conditions outline in the Application and Garden Rules.

#### **Article IV Structure**

##### **Structure**

The organizational structure of the Hagerstown Community Garden Association is comprised of an Operating Committee and Plot Coordinators.

##### **Operating Committee**

The Operating Committee shall consist of a maximum of five (5) **Co-Leaders**, one of whom shall be a representative of the City of Hagerstown.

The Operating Committee shall insure that the Mission and Purposes of Community Garden are realized and that the Gardens bring tangible benefits to the community.

Duties of the Operating Committee include:

- To assure the smooth operation of the Hagerstown Community Garden.
- To promote the Community Garden and raise awareness of the benefits of healthy food.
- To develop a yearly schedule of garden events and maintenance requirements.
- To determine plot assignments based on receipt of plot rental fees.
- To approve or deny reduced fee applications, on a case by case basis
- To determine and implement decisions regarding termination of membership and/or plot forfeiture.

Co-Leaders shall include a Chairperson, Vice-Chair, Secretary and Treasurer and up to three (3) additional members.

#### **Co-Leader Duties**

- The Chairperson shall be the community liaison for the Association and shall prepare the agenda and preside over all meetings.
- The Vice-Chair shall assist the Chairperson in his or her duties and shall serve in their place when the President is absent.
- The Secretary shall prepare and distribute the minutes of the Associations' meetings. The Secretary shall also. The Secretary shall also notify the membership of meetings and events. The Secretary shall also maintain membership and plot assignment lists in coordination with the City of Hagerstown. The City of Hagerstown shall act as Treasurer and collect and retain all plot rental funds and disburse funds according the requests of the Operating Committee as appropriate.

At Co-Leader meetings, decisions shall require only a simple majority of the members present.

Co-Leaders may establish and abolish standing or special committees.

Failure to attend three (3) Co-Leader Group meetings with no explanation shall indicate the Co-Leaders' resignation and the seat declared vacant.

Vacancies shall be filled for the un-expired term by appointment of the Co-Leaders within thirty days.

#### **Terms of Office:**

Co-Leaders shall be elected for a one year terms. The first election shall be held in November, 2015.

#### **Plot Coordinators**

Plot Coordinators shall consist of up to three (3) gardeners who rent plots chosen by other plot holders that garden in nearby plots.

Plot Coordinators must know the Associations' Garden Rules and be willing to help assure that the Garden is kept clean and safe.

Duties of the Plot Coordinators include;

- Assist the Co-Leaders in scheduling garden work days.
- Work cooperatively with Co-Leaders to address and resolve issues and concerns.

### **Article V Meetings and Elections**

#### **General Membership Meetings**

There shall be at least two general membership meetings annually. A spring meeting shall be held to welcome new members, provide an orientation on Garden Rules and Association by-laws and to provide tours of the garden and assigned plots. An annual meeting will be held at the end of the garden year for Co-Leader Group elections and a spring meeting to plan and organize the membership for the upcoming season.



Special meetings may be called at any time with at least two (2) weeks prior notice to Members. Co-Leaders shall hold a Co-Leader Group meeting within two (2) weeks prior to any General Membership meeting.

### **Elections**

Co-Leaders shall be elected at the annual fall meeting of the Hagerstown Garden. Any member may nominate another Association member as Co-Leader.

Nominations must be submitted to the Co-Leader Group two (2) weeks prior to the fall meeting.

After the fall elections, newly elected Operating Committee Co-Leaders will select a chairperson, vice-chair and secretary.

Each Member shall be entitled to one vote in annual elections and in matters concerning revisions to the by-laws, Garden Rules and/or other issues put before the general membership for approval.

### **Voting**

At General Membership meetings, decisions shall require only a simple majority of the members present.

At Co-Leader Group meetings, official decisions shall require only a majority vote of the Co-Leaders.

## **Article VI      Amendments**

These By-laws and the Garden Rules of the Hagerstown Community Garden may be amended at any general meeting, when approved by two thirds of the Members present. Prior to the voting, notice of the changes, along with a written copy of the changes, shall be given to the Members.

## **Article VII      Equal Access**

The Hagerstown Community Garden Association is committed to a policy that all persons shall have equal access to the Gardens' plots, programs and events.

The Garden Association encourages persons with disabilities to participate in Garden activities. Plots for handicapped individuals are available.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX D





## HAGERSTOWN COMMUNITY GARDEN APPLICATION (Please Print)

Responsible Gardener/Plot Holder: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Group or Organization (if applicable): \_\_\_\_\_ City resident (Y/N)? \_\_\_\_\_

Names of Gardening Partners: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number(s): Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Application Type:

☐ Returning Gardener (Application due to City of Hagerstown by February 15<sup>th</sup>)

☐ New Gardener (Application due to City of Hagerstown by March 1st)

Requested Plot Size (cost per plot):

☐ 8' X 16' (128 sf) - \$20/Season\*

☐ 12' X 16' (192 sf) - \$30/Season\*

*\*50% reduction in plot fees available; must complete separate form and reduction in fees must be approved by the Operating Committee of the Association*

Please Indicate Payment Method: ☐ Visa ☐ MasterCard Check # \_\_\_\_\_ Cash \$ \_\_\_\_\_

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Card Holder's Name: \_\_\_\_\_

- =====
- **RETURN APPLICATION TO:** City of Hagerstown, ATTN: Recreation Coordinator, 351 N Cleveland Ave, Hagerstown, MD 21740 by no later than the dates specified above.
  - **THIS IS A SEASONAL PERMIT ONLY.** Application must be made each year and fees paid to obtain a Plot for the season.
  - Any waste material(s) must be removed by the plot holder on a monthly basis and again prior to the end of the season (October 31st of each year). Compostable materials must be used, composted or removed by the plot holder by the end of the season.

**PLEASE CALL xxx-xxx-xxxx(tbd) FOR WEEKEND AND HOLIDAY ASSISTANCE.**

**BRING PERMIT WITH YOU IN CASE OF CONFLICT AT THE SITE.**

**NO ALCOHOLIC BEVERAGES OR SMOKING IS PERMITTED**

## Signature & Verification

- ☐ I have read and agree to abide by the Garden Rules and Association By-Laws and understand that violations may result in the termination of my plot rental...
- ☐ I understand that if I am assigned a garden plot, it is my responsibility to do the following or I will relinquish my plot:
- contribute at least 4 hours to scheduled workdays.
  - attend the biannual meetings.
  - maintain the plot and adjacent paths.
  - plant vegetables, herbs or flowers in compliance with Garden Rules.
  - obey compost guidelines.
- ☐ I understand that all garden-related correspondence will be sent to the email address(es) in this application, and acknowledge that it is my responsibility to inform a Leader should my email address change. If no email, then cell phone or home phone shall be kept current
- ☐ I understand that neither the garden group nor The City of Hagerstown are responsible for my actions. I therefore agree to hold harmless the Association and the City of Hagerstown for any liability, damage, loss or claim that occurs in connection with use of the garden by me or my guests.

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person (Responsible Gardener/Plot Holder). The Facility reserved is subject to inspection by any authorized representative of The City of Hagerstown in order to assure proper use of City property. This permit must be in the possession of the person to whom it is issued and shown upon request. If the above named person is part of a group, the person above assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The Gardener shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Hagerstown and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The Gardener further agrees to abide by all procedures, policies, and rules governing use of the Community Garden.

Witness the hand and seal of the Gardener/Plot Holder as of the date indicated below.

User: \_\_\_\_\_ Date: \_\_\_\_\_

Any Gardener under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be the rental event.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
Authorized Representative

**Date:** \_\_\_\_\_

**PLOT NUMBER ASSIGNED** \_\_\_\_\_



**HAGERSTOWN COMMUNITY GARDEN  
PLOT FEE ASSISTANCE APPLICATION**  
(Please Print)

Name: \_\_\_\_\_ Number of people in family: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Assistance Received:

\_\_\_\_ Food Stamps \_\_\_\_ WIC \_\_\_\_ Other \_\_\_\_\_

I am interested in the community garden because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***NOTE: A 50% reduction in plot fees available; must be approved by the Operating Committee of the Association***

**RETURN APPLICATION TO:** City of Hagerstown, ATTN: Recreation Coordinator, 351 N Cleveland Ave, Hagerstown, MD 21740 by no later than the dates specified above.

*Last Revised 9/24/14*



# APPENDIX E



## GARDEN RULES

The Hagerstown Community Garden is under the jurisdiction of the City of Hagerstown Department of Parks and Engineering. As such, all rules governing this garden will conform to existing rules of park use in the City.

**Important:** If any of the Garden Rules are violated that require corrective action, you will be contacted by phone or email and have one week to address the violation. If the violation has not been remedied by the end of two (2) weeks, you may lose your gardening privileges.

### Conditions of Use for Hagerstown Community Gardens

#### Administrative Rules:

1. The City of Hagerstown plots are rented for the use of the plot holder. The City will till the soil each spring. No other work by the City is contemplated.
2. Plots are not transferable, and fees will not be refunded or pro-rated. Plots that are given up or are revoked for cause will be returned to the Association for re-assignment.
3. **Gardeners must maintain two (2) ways to contact them such as a current physical address, email address and phone number on file with the Association and the City of Hagerstown.** Contact changes should be sent to the Community Garden Coordinator or Leader.
4. City residents shall have preference.

#### Garden Space Allocation :

1. Gardeners are required to complete an application form.
2. Garden plots will be 128 sf or 192 sf in area, with a path adjacent to all sides of each plot.
3. Applications and plot fees are due for returning gardeners in good standing by February 15<sup>th</sup> of each year. All returning gardeners should notify the Coordinator if they would like to change plots otherwise they will maintain their current plot. New applicants have until March 1<sup>st</sup> to submit their application fees.
4. Only one plot will be allowed per extended family and/or household.
5. Gardeners in good standing at the conclusion of a garden year can expect to return to the same plot each subsequent year. Gardeners who fail to meet the standards of "good standing" (see bylaws) from the previous year will forfeit their garden privilege in the subsequent year. These individuals may reapply for a garden plot, following a one-year absence from the garden, and no special consideration will be extended regarding plot allocation.
6. New plots are allocated on a first come first served basis based on the date the application was received. If no plots are available, applicants will be added to a waiting list.



### **Garden Maintenance:**

1. Gardeners are responsible for following all garden rules. If you are unsure of the meaning of a garden rule or need additional information regarding the rules you are responsible to get clarification from a co-leader. Questions should be e-mailed to the Leader.
2. Gardeners are required to assist in maintaining garden common areas during scheduled work days. Each plot must contribute a minimum of four hours per year to this effort.
3. By April 1<sup>st</sup>, gardeners must begin work on their plots including weeding, soil amendment, and cultivation. By June 15<sup>th</sup>, gardeners must have planted seeds, seedlings, or transplants in their plots.
4. Gardeners are required to keep plot and the adjoining pathways tended. If you will be out of town or unable to make it to the garden for an extended time, PLEASE contact a gardener or Leader for help in maintaining your plot in accordance with the plot maintenance rules.
5. For soil amendments as well as fertilizers, gardeners will only be allowed to use organic materials and sustainable techniques
6. Grass/weeds should not be over 6 inches high.
7. Vegetables and flowers should not hang over into the path by more than 1 ft.
8. Plots should not have rotting vegetables for more than two weeks.
9. Tall plants should only be in the middle of the plot or on the edge adjacent to the pathways so not to block sunlight or interfere with your neighbor's plots.
10. Gardeners will not create permanent structures, such as raised beds, arbors, or trellises (with the exception of seasonal string and pole structures) in the garden.
11. Temporary pole structures, and any other temporary structures shall not block sunlight from your neighbor's plot
12. A maximum of 10 percent of any given plot shall be used for the production of flowers with the exception of flowers that attract pollinators and/or beneficial insects.
13. Do not plant perennial plants that are difficult to remove such as mint, blueberry, berry vines, or fruit trees. An exception is made for strawberries and herbs other than mint.
14. Gardeners will not place large stones and/or broken concrete chunks in the garden.
15. Organic practices are required in all parts of the community garden. Garden pests and plant diseases can be especially serious in the community garden. Only organic methods such as handpicking bugs, row covers, and pesticides labeled as OMRI-approved or organic can be used in the community garden. The Master Gardeners, or the Leader can help you locate information about controlling pests, and treating and/or removing diseased plants.
16. To reduce weeds and pests, improve the soil, and maintain the garden's appearance, mulch is strongly recommended. Gardeners are encouraged to use materials such as aged compost, composted manure, leaves, straw, burlap, weed cloth, to protect the soil and reduce weeds. Carpet, stone, and sod mulch are not allowed.

### **Garden Decorum :**

1. Gardeners are required to attend both bi-annual garden meetings and work the minimum number of hours stated on the "Community Garden Application". Failure to attend garden meetings and/or

work less than the hours required during a season may result in the forfeiture of garden membership.

2. Do not apply anything to or pick anything from another person's plot without their express approval.
3. The City will provide public water via a lockable frost-free hand hydrant on the site. A Leader will be designated as responsible for the water and only they will be able to unlock the hydrant and fill the water barrels on site. The barrels shall be designed to prevent mosquito breeding. Gardeners may use water from the water barrels to irrigate their plots as needed.
4. Smoking and chewing tobacco is not allowed.
5. Pets, drugs (including alcohol), radios, boom boxes and fires are not allowed.
6. Children (under age 16) in the garden must be supervised at all times.
7. The garden will be open only during daylight hours. For safety, consider gardening in pairs or keeping a cell phone nearby if it makes you feel more comfortable.
8. Report theft, vandalism and unusual activities to a Leader.
9. Gardeners should attempt to resolve any issues with neighboring gardeners before bringing it to the attention of a Leader. Issues stated to the Leader must be in writing.
10. If you plan to discontinue use of your space, please let the Leader and Plot Coordinator know as soon as possible so that your plot can be assigned to another gardener.
11. Please be mindful of a community's "code of conduct"; this consists of common courtesy, respect and consideration of other gardeners as well as the Operations Committee. Inappropriate behavior to any of the gardeners (including those holding lead positions) may result in you losing your gardening privileges.
12. All personal tools and wheelbarrows should be marked with the plot number and the plot holders initials. All items borrowed with the permission of the owner must be returned in the same condition or be replaced. Treat common tools (owned by the Association) with respect and return them to the storage area in good condition.

#### **End of Season Cleaning :**

1. At the end of the gardening season, all dead plants and non-plant materials (string, wire, wood, metal, plastic, etc.) that are not being used must be removed and disposed of properly and all gardens left neat and tidy. If your garden is not cleaned-up by October 31<sup>st</sup>, you could lose your gardening privileges.
2. Please put weeds and cut up dead plants into the compost bin provided (except tomato, okra or any other woody plants that will not break down quickly). These items will be chipped or hauled off the garden premises. If you have any questions please contact a Leader.
3. Any diseased plants or seedy or invasive weeds are to be put in the trash so it will not contaminate the compost, and spread disease to other gardens.

**I have read, understood, and will abide by the rules above**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Last Revised 9/22/2104*



# APPENDIX F

## APPENDIX F- SITE SELECTION CRITERIA

The following criterial were used to evaluate the various locations

| SITE              | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|-------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                   |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| Mills Park        | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |
| Ridge Avenue Park | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |
| South Potomac     | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |
| Bester property   | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |
| Fairgrounds Park  | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |
| Fairgrounds Park  | 0                    |                    | 0                    |                 | 0                   |           | 0                   |                              | 0                   |                 | 0                   |            | 0                   |                     | 0                   |           | 0                   |          | 0                   |

The Combined results from all collected forms was calculated:

### Site Review Results

| SITE             | AVERAGE WEIGHTED SCORE |
|------------------|------------------------|
| South Potomac    | 457.6                  |
| Fairgrounds Park | 473.8                  |

For Reference, the various Task Force Members Survey results for the two finalist locations are below:

Colin Ploscaru:

| SITE             | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                  |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| South Potomac    | 415                  | 10                 | 100                  | 6               | 54                  | 6         | 48                  | 6                            | 42                  | 6               | 36                  | 8          | 48                  | 6                   | 30                  | 5         | 25                  | 8        | 32                  |
| Fairgrounds Park | 489                  | 10                 | 100                  | 6               | 54                  | 8         | 64                  | 8                            | 56                  | 8               | 48                  | 10         | 60                  | 10                  | 50                  | 5         | 25                  | 8        | 32                  |

Julie Grimm:

| SITE             | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                  |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| South Potomac    | 563                  | 10                 | 100                  | 9               | 81                  | 10        | 80                  | 8                            | 56                  | 10              | 60                  | 10         | 60                  | 10                  | 50                  | 8         | 40                  | 9        | 36                  |
| Fairgrounds Park | 505                  | 8                  | 80                   | 9               | 81                  | 8         | 64                  | 8                            | 56                  | 10              | 60                  | 8          | 48                  | 8                   | 40                  | 8         | 40                  | 9        | 36                  |

Margareth Napoleon:

| SITE             | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                  |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| South Potomac    | 465                  | 8                  | 80                   | 8               | 72                  | 7         | 56                  | 7                            | 49                  | 8               | 48                  | 8          | 48                  | 8                   | 40                  | 8         | 40                  | 8        | 32                  |
| Fairgrounds Park | 442                  | 8                  | 80                   | 8               | 72                  | 7         | 56                  | 8                            | 56                  | 6               | 36                  | 8          | 48                  | 7                   | 35                  | 7         | 35                  | 6        | 24                  |

Shelby Higgins:

| SITE             | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                  |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| South Potomac    | 357                  | 10                 | 100                  | 0               | 0                   | 3         | 24                  | 5                            | 35                  | 8               | 48                  | 10         | 60                  | 10                  | 50                  | 0         | 0                   | 10       | 40                  |
| Fairgrounds Park | 392                  | 10                 | 100                  | 0               | 0                   | 7         | 56                  | 9                            | 63                  | 8               | 48                  | 8          | 48                  | 9                   | 45                  | 0         | 0                   | 8        | 32                  |

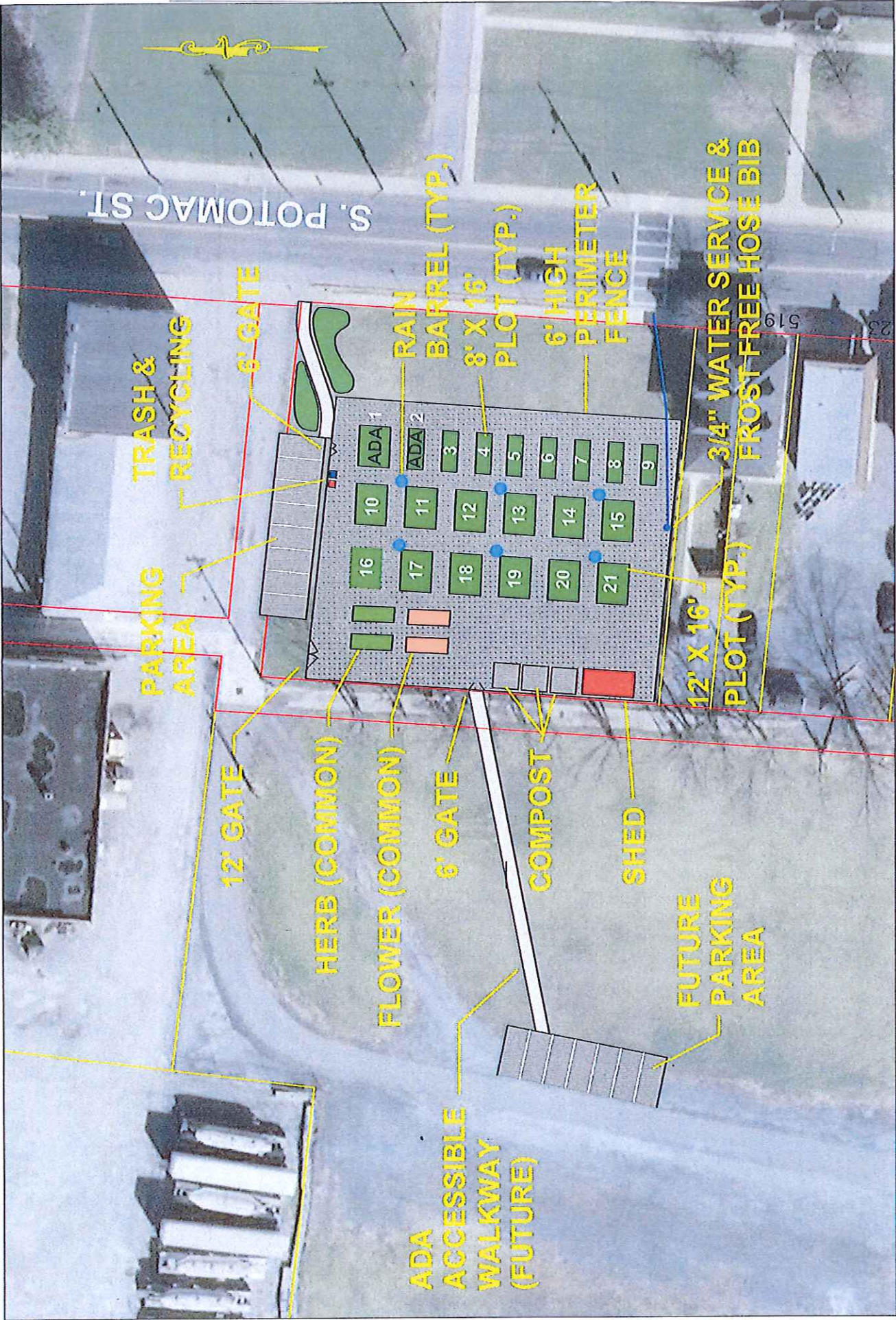
Terri Donaway:

| SITE             | TOTAL WEIGHTED SCORE | Access to sunshine |                      | Access to water |                     | Neighbors |                     | Parking or access to transit |                     | Access to power |                     | Visibility |                     | Generally open site |                     | Good soil |                     | Well lit |                     |
|------------------|----------------------|--------------------|----------------------|-----------------|---------------------|-----------|---------------------|------------------------------|---------------------|-----------------|---------------------|------------|---------------------|---------------------|---------------------|-----------|---------------------|----------|---------------------|
|                  |                      | score              | weighted score (X10) | score           | weighted score (X9) | score     | weighted score (X8) | score                        | weighted score (X7) | score           | weighted score (X6) | score      | weighted score (X5) | score               | weighted score (X4) | score     | weighted score (X3) | score    | weighted score (X2) |
| South Potomac    | 488                  | 10                 | 100                  | 10              | 90                  | 6         | 48                  | 6                            | 42                  | 10              | 60                  | 9          | 54                  | 9                   | 45                  | 5         | 25                  | 6        | 24                  |
| Fairgrounds Park | 541                  | 10                 | 100                  | 10              | 90                  | 8         | 64                  | 8                            | 56                  | 10              | 60                  | 10         | 60                  | 10                  | 50                  | 5         | 25                  | 9        | 36                  |



# APPENDIX G







# APPENDIX H

## COST ESTIMATE COMMUNITY GARDEN

Revised Plan dated September 25, 2014)

| ITEM NO.           | DESCRIPTION                                     | UNIT RATE | QUANTITY | Phase I COST    | Phase II COST   |
|--------------------|-------------------------------------------------|-----------|----------|-----------------|-----------------|
| 1A                 | 6' High PVC coated chain link fence             | \$20/lf   | 365      |                 | \$7300          |
| 1B                 | 6' High Ornamental Fence for front along street | \$50/lf   | 135      |                 | \$6750          |
| 1C                 | Temporary construction fence                    | \$0.30    | 500      | \$150           |                 |
| 2                  | 6' High X 6' wide chain link "Man" gates        | \$400/ea  | 2        |                 | \$800           |
| 3                  | 6' High X 12' wide chain link maintenance gate  | \$800/ea  | 1        |                 | \$800           |
| 4                  | Front concrete entrance sidewalk                | \$3/sf    | 300      |                 | \$900           |
| 5                  | Stone dust surfacing                            | \$2/sy    | 1650     | \$3300          |                 |
| 6                  | Park signs                                      | \$2500    | LS       | \$500           | \$2000          |
| 7                  | Litter/Recycling receptacles                    | \$200/ea  | 2        | \$400           |                 |
| 8                  | Water Service/hose bib                          | \$7,500   | LS       | \$7,500         |                 |
| 9                  | Benches                                         | \$650/ea  | 2        |                 | \$1300          |
| 10                 | Beds (2" X 10" Lumber)                          | \$3.00 LF | 1250     | \$3750          |                 |
| 10A                | Beds (Leafgro plant mix)                        | \$40/cy   | 120      | \$4800          |                 |
| 11                 | Storage Building (Shed)                         | \$1000    | LS       |                 | \$1000          |
| 12                 | Compost structure                               | \$200     | LS       | \$200           |                 |
| 13                 | Parking (gravel)                                | \$4/sy    | 150      | \$600           |                 |
| <b>Subtotal</b>    |                                                 |           |          | <b>\$21,200</b> | <b>\$20,850</b> |
| <b>Contingency</b> |                                                 |           |          | <b>2,100</b>    | <b>\$4,150</b>  |
| <b>GRAND TOTAL</b> |                                                 |           |          | <b>\$23,300</b> | <b>\$25,000</b> |

**Phase I** items are essential for start-up in the spring of 2015. **Phase II** items can wait until grant funds are available later in 2015



**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Check Presentation for George Washington Statue – From the Christian Ardinger  
the Maryland Society, Sons of the American Revolution

Chapter of

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Preliminary Agenda Review

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

| File Name                                                                           |                                         | Description |
|-------------------------------------------------------------------------------------|-----------------------------------------|-------------|
|  | <a href="#">Oct 28, 2014 Prelim.pdf</a> | Agenda      |



**53<sup>RD</sup> REGULAR SESSION  
MAYOR & CITY COUNCIL  
OCTOBER 28, 2014  
AGENDA**

**Preliminary Agenda**

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**5:30 p.m. EXECUTIVE SESSION – Room 407, 4<sup>th</sup> floor, City Hall**

**7:00 p.m. REGULAR SESSION – Council Chamber, 2<sup>nd</sup> floor, City Hall**

**I. CALL TO ORDER - Mayor David S. Gysberts**

**II. INVOCATION - Councilmember Donald F. Munson**

**III. PLEDGE TO THE FLAG**

**IV. ANNOUNCEMENTS**

A. Rules of Procedure – *Adopted September 24, 2013*

B. Use of cell phones during meetings is restricted

C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.

D. Meeting Schedule

1. Tuesday, November 4, 2014 – Work Session at 4:00 p.m.

2. Tuesday, November 11, 2014 – Veteran's Day – No Meeting

3. Tuesday, November 18, 2014 - Work Session at 4:00 p.m.

4. Tuesday, November 25, 2014 – Regular Session at 7:00 p.m.

**V. GUESTS**

Proclamation: Economic Development Week

Proclamation: Red Ribbon Week

**VI. CITIZEN COMMENTS**

**VII. CITY ADMINISTRATOR COMMENTS**

**VIII. MAYOR & COUNCIL COMMENTS**

**IX. MINUTES**

(September 9, 2014, September 16, 2014, September 23, 2014 and September 30, 2014)

**X. CONSENT AGENDA**

A. Department of Community and Economic Development:

1. Purchase of 3 Vehicles for DCED/Planning and Code for Neighborhood Services Inspectors – Hertrich Fleet Services (Milford, DE) \$ 63,306.00

2. Purchase of 2 Vehicles for DCED/Planning and Code – Hertrich Fleet Services (Milford, DE) \$ 42,956.00

3. Contract: Rehabilitation Contract for Interior Portion of 60 W. Washington Street for Business Resources Center – GRC General Contractor, Inc. (Zullinger, PA) \$ 48,841.00

4. Contract: CDBG Consolidated Plan PY 2015-2019, Action Plan PY 2015 and Analysis of Impediments to Fair Housing – Urban Design Ventures, LLC (Homestead, PA) \$ 33,250.00

**Consent Agenda continued:**

- B. Department of Utilities:
  - 1. Water: Fire Hydrants – HD Supply Waterworks, LTD (Martinsburg, WV) \$ 24,217.09
  - 2. Wastewater: Discharge Assemblies – Fluid Solutions, Inc. (Westminster, MD) \$ 12,000.00
- D. Technology and Support Services:
  - 1. ESRI GIS Maintenance Agreement Renewal – ESRI (Redlands, CA) \$ 35,000.00

**XI. UNFINISHED BUSINESS**

- ✓ A. Approval of an Ordinance: Amending the City Code, Chapter 70, Curfew for Juveniles

**XII. NEW BUSINESS**

- A. Approval of Residential Lease Agreement for the Upstairs Apartment at the Hager House Museum
- ✓ B. Approval of City Center Holiday Parking Program
- C. Approval of a Purchase: Bucket Truck – Equipment Technology, LLC (Oklahoma City, OK) \$ 122,977.00
- D. Approval of a Purchase: Video/Audio Broadcast Equipment Upgrade for Council Chamber – The Lerro Corporation (Norristown, PA) \$ 149,993.15
- E. Approval of Bloom-Carlile Trust Fund FY 15 Funding to Community Action Council
- F. Approval of Self-Insured Workers' Compensation Program
- G. Approval of Additional Position in the Human Resources Department

**XIII. ADJOURN**

- ✓ *Items that have been discussed and reviewed previously or are of a routine nature and, therefore, additional information may not be attached to this agenda.*



**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Hagerstown Housing Authority - McCleary Hill Phase I

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Impact of the Emerald Ash Borer

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

▯ [Impact of the Emerald Ash Borer.pdf](#)

**Description**

Memo - Impact of the  
Emerald Ash Borer



# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 17, 2014

TO: Bruce Zimmerman, City Administrator  
FROM: Rodney Tissue, City Engineer *RT*  
RE: Impact of the Emerald Ash Borer

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1. **Introduction**

The Emerald Ash Borer (EAB) is an invasive insect that kills ash trees. The EAB entered America from southeast Asia in 2002 and has killed over 100,000,000 ash trees. The EAB cannot be eradicated nor contained, but it can be managed.

Staff from the Maryland Department of Natural Resources (DNR) completed a study of the City of Hagerstown and found that the Emerald Ash Borer is present in the City limits as well as state wide. This presentation is to raise awareness of the Emerald Ash Borer, to provide Council information on the potential impact, and provides a plan prepared by the DNR to respond to this insect.

2. **Mayor & Council Action Requested**

At this time this presentation is for information as we develop a plan to respond to the EAB. We will need to allocate funds for the removal or treatment of trees in City Park as discussed below.

3. **Impact on the City**

- A. **Public Street Trees** – The “good news” of this presentation is that DNR sampled approximately 30% of the 2,241 street trees in the City and fortunately they found only 45 of the street trees are designated as ash, green ash, or white ash. That is a minimal impact to the street trees which is good news compared to communities in the mid west where millions of street trees are impacted by EAB. Eric Deike manages our street tree program and will monitor these trees for removal whenever the ash borer impact is realized for these street trees.
- B. **Fairgrounds Park** – When Fairgrounds Park was developed in the 1990’s, ash trees were a popular choice for planting in islands and along the soccer fields. According to the DNR, over 90 trees need to be replaced (please see the attached map). The good news here is that the trees average only 8.5” in diameter since they are less than 10 years old, and the City has a significant amount of tree planting funds in the contract that the Mayor & Council awarded in September. Therefore, per the attached plan, we plan to install approximately 156 new trees in Fairgrounds Park as part of the current tree contract. As the Emerald Ash Borer damages the ash trees in Fairgrounds Park, we will remove them. We feel that it is important to raise public awareness of this issue in the park as people will naturally want to know why trees are being removed.

- C. City Park – This is the “bad news” of the presentation. The DNR has mapped every ash tree in the park and there are 236 mature ash trees. This comprises over 20% of the canopy and they are the most common tree in City Park. Many of the ash trees are over 100’ tall, and the average size is 20” in diameter. The DNR has indicated that approximately 90% of those trees are savable (defined by having less than 30% canopy loss).

The decision we will have to make is whether or not we want to try to treat some of the trees around the bandshell and playground areas by injecting pesticides into the tree, or remove and log the trees before they completely die. The DNR presentation will provide an analysis of this. If we select trees to inject pesticide into, it is estimated that the cost is approximately \$300/per tree, and for 200 trees, or \$60,000. The DNR is recommending that we start the pesticide application in this fiscal year, so funds would have to be found to apply the pesticide into these trees. The pesticide needs to be placed into the tree every two years.

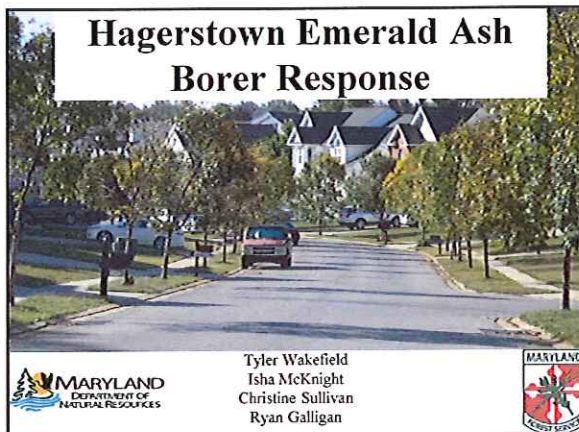
Here again, we will need a public information campaign in the park that states that this tree is being treated for the Emerald Ash Borer, or that it is scheduled to be removed because of the Emerald Ash Borer infestation.

I will be present at the workshop along with Eric Deike. Tyler Wakefield from Maryland Department of Natural Resources will provide a presentation on the Emerald Ash Borer and will outline a plan of options for responding to the Emerald Ash Borer.

Attachment:      \* DNR Powerpoint  
                         \* Proposed tree planting Fairgrounds Park  
                         \* General info on EAB

c:      Eric Deike  
         Junior Mason  
         Tim Young  
         Tyler Wakefield, EAB Forester w/DNR  
         Becky Wilson, Forester w/DNR






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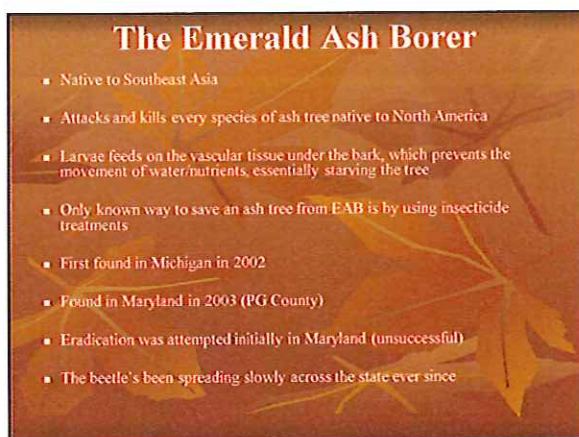
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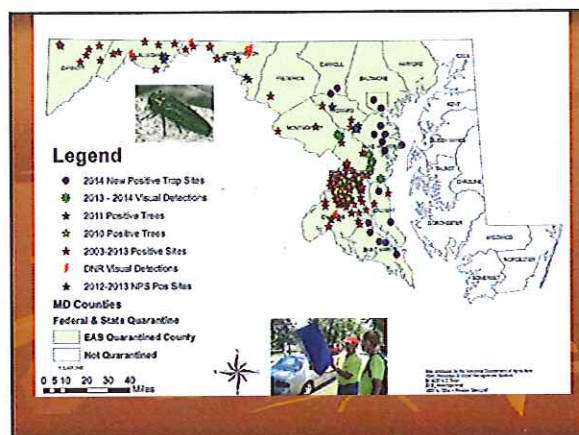
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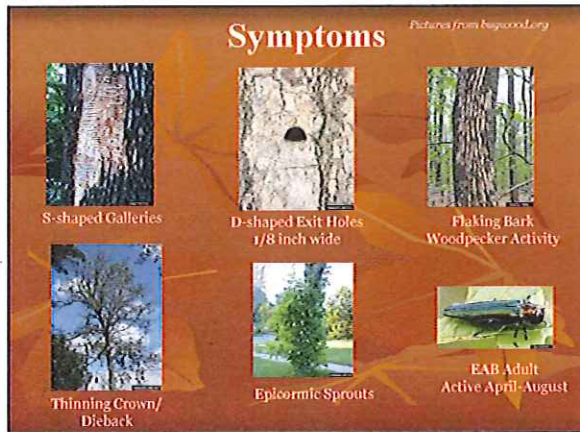
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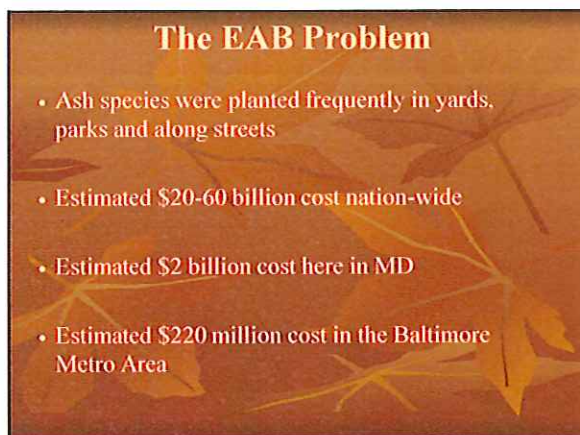
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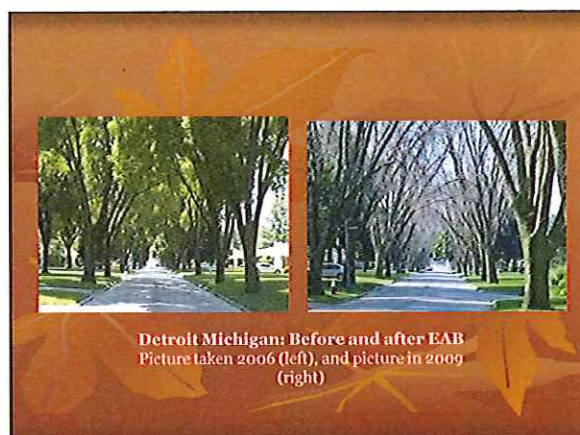
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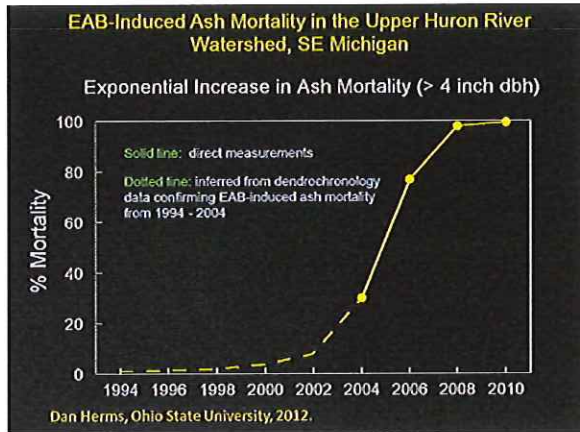
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**Responding to EAB**

Combination of:

- Removal
- Replacement
- Insecticide Treatment

■ Spreading out the costs and impacts over the longest possible time period

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**Hagerstown Inventory: Initial Goals**

- Street tree inventory
  - 30% Sample (all species)
  - 100% Ash Inventory (all streets)
- Parks Inventory
  - 10% Sample Using 1/10<sup>th</sup> Acre Plots
  - 100% ash Inventory of heavily traveled areas

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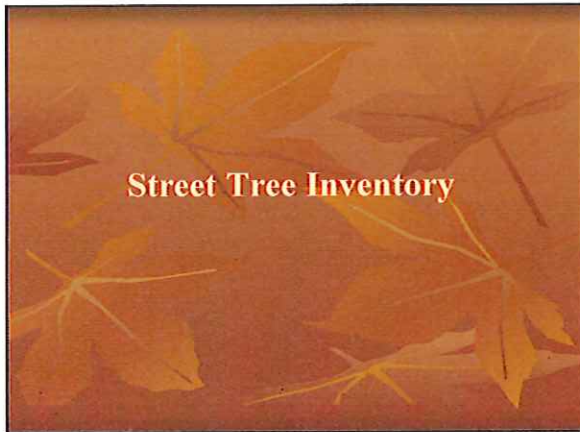
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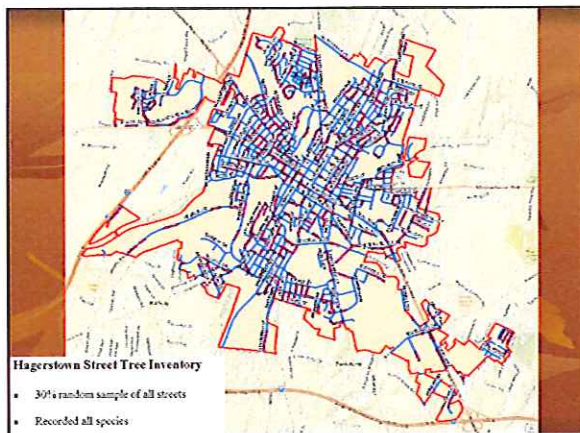
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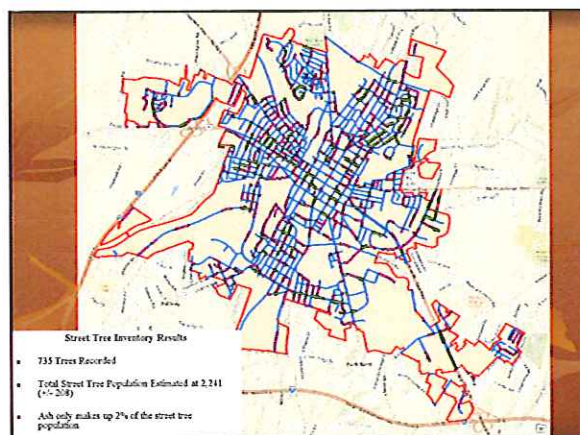
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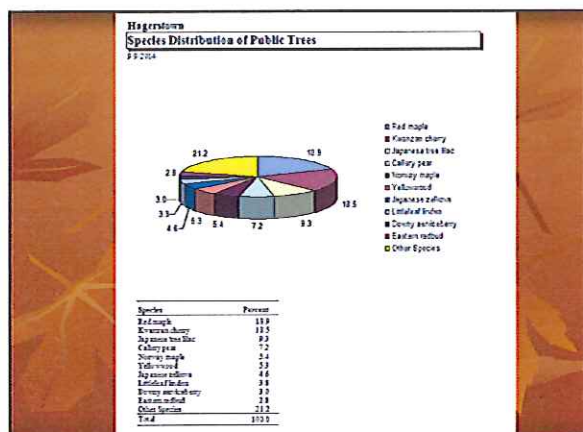
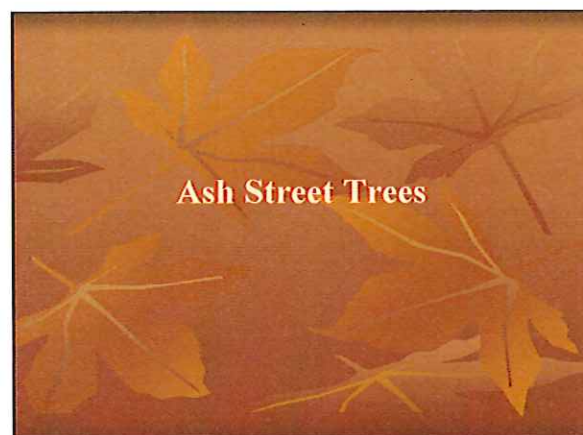
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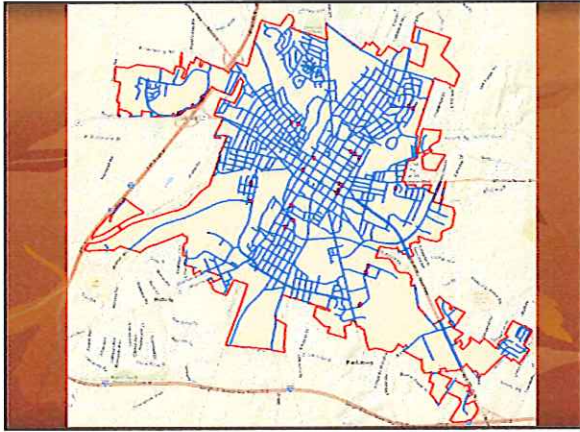
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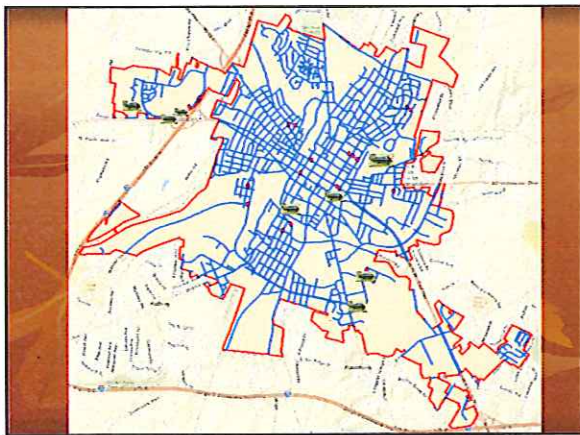
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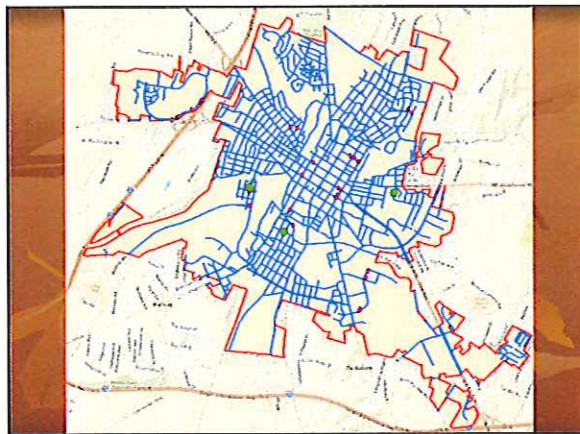
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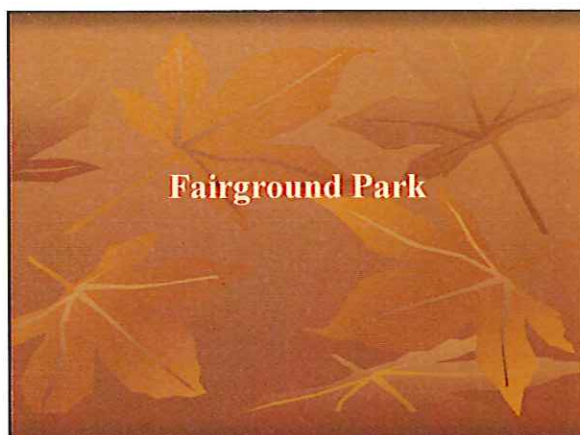
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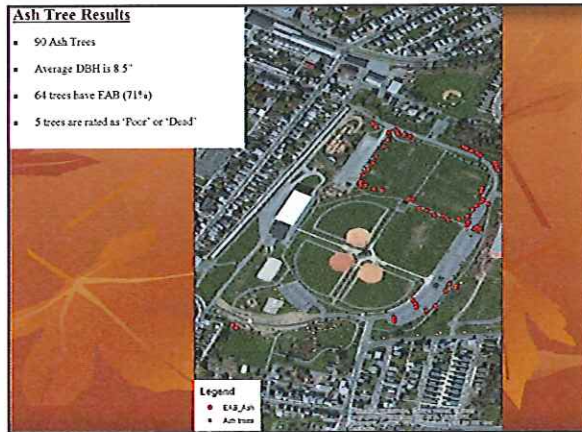
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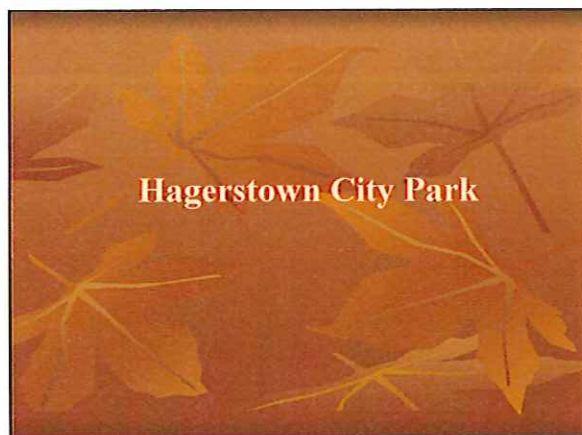
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**Responding to EAB**

Removals

- Remove initial hazards
- Remove potential "high risk" trees
  - Powerlines
  - Busy Streets
- Prioritize costly removals (if they aren't being treated)
- Pre-emptive removals in areas with large ash numbers

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**Responding to EAB**

Replacement

- Replace lost tree benefits
- Replace with a diversity of tree species
- Removing and replacing a percentage every year to fit budget

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## Responding to EAB

### Insecticide Treatment

- Only way to save an ash tree
- Many different options available
- Need to be applied continuously
- TREE-age injections effective 2-3 years
  - Injections cost \$8-17/diameter inch

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## Is Insecticide Treatment Worth It?

- Example:
  - 20" diameter ash tree costs \$1,500 to remove. Will cost \$160-340 per TREE-age injection (effective for 2-3 years). Tree can be treated for 9-19 years before treatment cost equals the cost of removal.
  - Provides community with valuable benefits for another 9-19 years
  - 20" white ash provides \$266 in ecosystem benefits per year (compared to the \$80-170 cost per year to keep it alive)

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## Utilization Potential

- Turning this urban waste wood into a useable resource
- Enough volume, some interested mills
- City interest and feasibility?

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## Educating The Community

- Newspaper Articles
- News Broadcasts
- Handouts/Flyers
- Community Event?

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## Next Steps

- Follow-up on initial removals
  - Eliminate current hazards
- Re-evaluate ash tree conditions (Spring 2015)
- Determine if insecticide treatment is feasible
  - Plan to treat Spring 2015
- Gear up EAB education in city

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# LEGEND

- Existing Ash with Emerald Ash Bore (62 each)
- Existing Ash - No EAB yet (23 each)
- Proposed tree location and type

Fairground ..... 134  
 Ice Rink ..... 22  
 Total ..... 156

## Tree types by location

- 1 Autumn Brilliance Service berry = 9
- 2 Fringe White tree = 10
- 3 Kwanzan cherry = 19
- 4 American Hornbeam = 12
- 5 Northern Red Oak = 31
- 6 October Glory Red Maple = 26
- 7 Ginkgo - Autumn Gold = 24
- 8 Eastern Redbud = 13
- 9 American Linden = 12



# EMERALD ASH BORER REALITIES EVERY CITY MANAGER SHOULD KNOW

**WHAT:** Emerald Ash Borer (EAB) is an invasive insect that kills ash trees

**WHERE:** Entered North America in 2002 – has killed over 100 million trees

**CHALLENGE:** Cannot be eradicated nor contained. Can be managed.



If your community has ash trees – it's a matter of when, not if, it will arrive. Many communities have thousands of trees that will be affected.



# "BUT WE HAVE A FORESTRY STAFF TO DEAL WITH THIS..."

This pest is unprecedented. Emerald Ash Borer Represents:

## A LIABILITY ISSUE

- At its peak, EAB kills approximately 75% of your ash trees in a 3-5 year period
- Trees become a challenge to remove as quickly as they die, leaving standing dead trees
- Communities hardest hit by EAB have reported numerous lawsuits due to falling branches and property damage

## AN ECONOMIC ISSUE

- EAB costs money whether you "let nature run its course", proactively remove trees, or use protective treatments
- It is not uncommon for communities to need 2-3x their annual forestry budget for multiple years just to deal with EAB
- Trees capture and use water from the soil. Losing thousands of trees can force millions of extra gallons of water through a city's storm water system

## A SAFETY ISSUE

- Trees killed by EAB quickly dry out, become brittle, and break apart
- Dead trees in parks, pedestrian plazas, and boulevards represent a safety risk to citizens
- Storm damage is more severe when many dead trees are present

## A SOCIAL ISSUE

- Loss of trees and diminished green space affects many aspects of a community from property values, to health and well-being, to the overall quality of life
- "A community should see itself in the same way as its trees. If trees are dying, the town is dying. Planting trees symbolizes a community that is alive, prosperous, and growing."  
—Arnold Leak, Mayor of Valley, Alabama

## WHAT CAN DAVEY DO TO HELP?

- Davey has a national footprint, and has been working with EAB since it was discovered
- Davey has inventoried millions of trees for communities to identify the scope of this problem
- Davey has written more EAB management plans than anyone in North America
- Davey has protected more trees in more cities than anyone in North America



## SPEAK DIRECTLY WITH OUR LEADING EAB TECHNICAL EXPERT:

Jim Zwack, Director,  
Technical Services, The Davey Institute  
EMAIL: [james.zwack@davey.com](mailto:james.zwack@davey.com)  
PHONE: (612) 356-8860  
[www.davey.com/eab](http://www.davey.com/eab)

**DAVEY**   
Proven Solutions for a Growing World



**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

**Consultant Selection for CDBG 5-Year Consolidated Plan**

**Mayor and City Council Action Required:**

Staff seek Mayor and City Council approval of a contract to hire a consulting firm to aid in the development of a Community Development Block Grant (CDBG) five-year Consolidated Plan which will encompass FY 2016-2020, and the FY2016 Annual Action Plan as well as an Analysis of Impediments to Fair Housing Choice.

**Discussion:**

The City of Hagerstown is an entitlement Recipient of Federal funds from the United States Department of Housing and Urban Development (HUD). The statutes for grant programs set forth three (3) basic goals to:

- 1) develop viable urban communities, by providing decent housing;
- 2) Provide a suitable living environment; and
- 3) to expand economic opportunities principally for low and moderate income individuals and families.

In order to meet these goals, HUD requires Entitlement Recipients to prepare a Consolidated Plan, a five year strategy , supported by annual action plans to develop a unified vision and approach to community development actions.

The Consolidated Plan consists of a five-year strategic plan and an annual action plans. The strategic plan contains three parts:

- 1) a housing, homeless, and community and economic development needs assessment,
- 2) a housing market analysis; and
- 3) long-term strategies to meet priority needs.

With assistance from the City, the Consultant will complete the planning and preparation of the City's five-year plan. The Consultant must complete the plan on or before Monday, March 2, 2015, in order to allow time for public hearings and the 30-day public comment period, adoption by the City Council, and for submission to HUD by mid-May 2015.

Consultants will also work with Staff to develop the City's Analysis of Impediments to Fair Housing Choice to satisfy the requirements of the Housing and Community Development Act of 1974, as amended. This Act requires that any community receiving Community Development Block Grant (CDBG) funds affirmatively further fair housing. As a result, the City is charged with conducting its CDBG program in compliance with the Federal Fair Housing Act. The responsibility of compliance

extends to nonprofit organizations and other entities which receive federal funds through the City.

As a federal entitlement community, the City has specific fair housing planning responsibilities, which include:

- Conducting an Analysis of Impediments to Fair Housing Choice;
- Developing actions to overcome the effects of identified impediments to fair housing; and
- Maintaining records to support the jurisdiction's initiatives to affirmatively further fair housing.

Further, the City must:

- Analyze housing discrimination and work towards its elimination;
- Promote fair housing choice for all;
- Provide racially and ethnically inclusive patterns of housing occupancy;
- Promote housing that is physically accessible to, and usable by all people; and
- Foster compliance with the nondiscrimination provisions of the Fair Housing Act.

A Request for Proposals was issued in September 2014. Staff have reviewed and ranked all proposals based on the experience of the firm, project approach and timeline. The highest ranked proposal was also the low bidder for the project: Urban Design Ventures, LLC., based in Homestead, PA with a proposal of \$ 33,250. In order to ensure the qualifications of the firm, staff have reached out to entities that utilized Urban Design Ventures, LLC. for similar projects, including the cities of Salisbury and Annapolis, MD.

**Financial Impact:**

The FY15 budget was constructed based on conservative estimates of the CDBG Program Income and related Administrative Cap. Staff anticipated the cost of consulting to be between \$25,000 to \$40,000. Initially \$7,500 was budget for the Consolidated Plan as a placeholder to ensure compliance with regulatory cap, with the potential to utilize other funding sources to make up the difference. The current FY15 program income levels are considerably higher making sufficient CDBG administrative funds available for this project.

**Recommendation:**

Staff is requesting that the Mayor & Council award the contract for CDBG Planning to Urban Design Ventures, LLC to be funded by CDBG Administration funds.

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

|   | File Name                         | Description |
|---|-----------------------------------|-------------|
| 📎 | <a href="#">Con_Plan_MEMO.pdf</a> | Cover Memo  |
| 📎 | <a href="#">conplanattach.pdf</a> | Tab sheet   |



# CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development  
Business and Community Relations Division

To: Bruce Zimmerman, City Administrator

From: Sarah Nelson, Planning & Outreach Coordinator *SN*  
Jonathan Kerns, Community Development Manager

Date: October 15, 2014

RE: **Consultant Selection for CDBG 5-Year Consolidated Plan**

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Staff seek Mayor and City Council approval of a contract to hire a consulting firm to aid in the development of a Community Development Block Grant (CDBG) five-year Consolidated Plan which will encompass FY 2016-2020, and the FY2016 Annual Action Plan as well as an Analysis of Impediments to Fair Housing Choice.

## **Mayor & Council Action Requested**

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### **Funding Plan**

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Attachments: \* Consolidated Plan Proposal Tabulation  
c. John Lestitian, Director DCED



**City of Hagerstown**  
**Finance Department**  
**Bid / Proposal Tabulation Report**

**Bid / Proposal Title:** Consolidated Plan 2015-2019, Action Plan PY15 & Analysis of Impediments to Fair Housing  
**Bid No.:** P1571.15  
**Deadline Date / Time:** 10/02/14 @ 2:00 PM  
**Contact Person:** Erica Bonilla

| Proposer's Name                        | Proposer's Amount     | Vendor Forms |
|----------------------------------------|-----------------------|--------------|
| Urban Design Ventures<br>Honestad, PA. | \$3,050 <sup>00</sup> | ✓            |
| Ask Development<br>Solutions, Inc.     | \$3,640 <sup>00</sup> | ✓            |
| Southfield, MI                         |                       |              |
| Ernest Swiger<br>Consulting Inc        | 45,500 <sup>00</sup>  | ✓            |
| Shadesburg, PA                         |                       |              |

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Action Report: Update on Implementation of the Community's City Center Plan

**Mayor and City Council Action Required:**

**Discussion:**

Staff will present the attached Action Report on our community's progress in implementation of the Community's City Center Plan at the October 21<sup>st</sup> Mayor and City Council Work Session.

Work has been progressing on several of the catalyst projects identified in the Community's City Center Plan. The trail project and neighborhood protection program in particular have moved forward significantly since the last update. In addition, we expect to hear within the next few weeks whether our Community Legacy application for two of the catalyst projects is successful.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

**Description**



[101614 MCC Memo City Center Plan Action Report.pdf](#)

Memo & Update Update  
on Implementation of  
the Community's City  
Center Plan



# **CITY OF HAGERSTOWN, MARYLAND**

Department of Community & Economic Development

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## **M E M O R A N D U M**

TO: Bruce Zimmerman, City Administrator

FROM: Jill Frick, Economic Development Manager  
Kathleen A. Maher, Planning Director

DATE: October 16, 2014

SUBJECT: Action Report: Update on Implementation of the  
Community's City Center Plan

Staff will present the attached Action Report on our community's progress in implementation of the Community's City Center Plan at the October 21<sup>st</sup> Mayor and City Council Work Session.

Work has been progressing on several of the catalyst projects identified in the Community's City Center Plan. The trail project and neighborhood protection program in particular have moved forward significantly since the last update. In addition, we expect to hear within the next few weeks whether our Community Legacy application for two of the catalyst projects is successful.

### Attachment

c: John Lestitian, Director, DCED  
DCED Leadership Team  
Department Managers  
Planning staff  
Dave Cotton, Maryland Department of Planning  
Kevin Baynes, Maryland Department of Housing & Community Development



## **ACTION REPORT – October 2014**

Thanks to support and input from our partners, neighbors, businesses and organizations, the Community's City Center Plan is making positive progress. We want to update you on what has been done with the respective projects to date. Regular Action Reports such as this one track our efforts, progress and success!

Here is how the community is moving forward:

### **Catalyst Project #1 - Office Development and Recruitment**

**GOALS:** To position downtown to compete for new office development using portions of Central Parking Lot to build 154,000 sf across three buildings.

#### **ACTIONS COMPLETED:**

1. Developed concept renderings. (Bushey Feight Morin Architects (BFM))
2. Received concept support from M&T Bank. (M&T)
3. Authorized staff to prepare Request for Qualifications (RFQ) to identify potential developers. (City Council)
4. Urban Partners developed a draft RFQ which staff is currently reviewing, and which will be brought to the Mayor and City Council in November. (City)

### **Catalyst Project #2 - Maryland Theatre Expansion Project**

**GOALS:** Expand and improve the facility, and grow from 150 to 225 performance days per year, increasing the audience by 60,000 annually

#### **ACTIONS COMPLETED:**

1. Approved \$100,000 in matching funds for new seating. (City Council)
2. Fundraising underway for new seating. Achieved \$390,000+ toward \$500,000 fundraising goal – 78+% of goal reached, and extended fundraising campaign through December 31, 2014. (Maryland Theatre)
3. HVAC replacement project is about 60% complete and should be finished in November. (Maryland Theatre)
4. A letter of intent has been sent to a seating company and a contract approved for floor refinishing and recarpeting. (Maryland Theatre)
5. Back-of-house facility improvements completed or underway include: basement dressing rooms remodeled; stage lighting updated; artist entry; on stage dressing rooms; stage curtains & fire curtain. (Maryland Theatre)



6. Theater is applying to the State of Maryland Arts Council for funding support for future programming and operational needs. (Maryland Theatre)

(\*Actions Completed by the Maryland Theatre – Maryland Theatre staff supplied information for the actions completed for this report).

### **Catalyst Project #3 - USMH Expansion Support**

GOALS: Support USMH growth from 500 to 750 students through the addition of new program offerings, and capture student housing opportunities with three (3) upper-floor renovation projects. The three (3) upper-floor renovation projects are planned to be implemented separately, in sequence to each other and throughout the 10 year plan.

#### **ACTIONS COMPLETED:**

1. Received concept support from USMH. (USMH)
2. Submitted Community Legacy Grant Application requesting funding. *State awards should be announced in the next several weeks.* (City Council)
3. Authorized staff to begin a process for identifying a private-sector partner for an upper-floor renovation project. (City Council)
4. Staff review of sites which may meet the model criteria to be complete by October 30, 2014, and solicitation from the private sector to be initiated in November. (City)
5. Reserved \$250,000 from the City's First-Third Grant Program. (City Council)

### **Catalyst Project #5 - Linking City Park/The Washington County Museum of Fine Arts and A&E District with Trail and New Housing**

GOALS: Construct multi-use trail linking City Park/WCMFA with the Arts & Entertainment District, and add 31 new townhomes along trail and rehab buildings to create 85 loft apartments (in 10 years).

#### **ACTIONS COMPLETED:**

1. Developed a project timeline with planned completion by **August 2015.** (City)
2. Received concept support from property owners. (City)
3. Authorized staff to seek proposals for the design of the trail amenities. (City Council)
4. Approved the funding plan. (City Council)
5. Authorized staff to negotiate the acquisition/transfer of needed properties. (City Council)
6. Trail area surveyed and base map completed. (City)
7. Selected Mahan Rykiel Associates as the trail designer, and design is underway.
8. Walking tour and public meeting held on October 1 to receive community input for the design of the trail. (City)
9. Layout finalized for trail alignment. (City)
10. Upcoming meeting scheduled with Utilities and Hagerstown Police Department to collect their design ideas. (City)
11. Presentation of design recommendations to Mayor and City Council is scheduled for November 18<sup>th</sup>.

### **Catalyst Project #6 – Expanded Downtown Arts/Events Programming**

GOALS: Leverage resources to produce more frequent events and build upon atmosphere created by popular downtown events.

#### **ACTIONS COMPLETED:**

1. A successful Pop-Up Shop Event took place August 22-24 in conjunction with Augustoberfest weekend. (Downtown Movement & City)
2. The second Holiday Pop-Up Shop Event weekend is scheduled for November 21-23 in conjunction with the Annual City Tree Lighting Event. (Downtown Movement & City)

3. Launched the Fall Edition of the Sounds of the Square Program providing entertainment in Public Square every Friday night for eight (8) weeks, and it will return for the Spring/Summer edition. (A&E Management Board/Washington County Arts Council/City)
4. Main Street Hagerstown awaiting designation decision/announcement. (City)
5. Scheduled 2015 Fall Fest at City Park for September 19, 2015 to coincide with the opening of the Trail. (City)
6. Revamped Wind Down Downtown Hagerstown events to larger events with added features including a kid's area, themed street activities, souvenir beverage cup, and wrist band system that allows event goers to stroll throughout the entire event area. (Maryland Theatre/City/+ Many Partners)

#### **Catalyst Project #7 – Expanded Operations of the City Farmers Market**

GOALS: Expand operations from 7 to 35 hours per week. Implement private management approach. Make necessary capital improvements. Re-brand. Recruit additional tenants.

##### **ACTIONS COMPLETED:**

1. Vendors were briefed on the Community's City Center Plan. Scheduling public input session November or December. (City)
2. Initial adjustments being made to the space and vendor locations to allow for inclusion of new vendors. (City)
3. Draft Request for Proposals for private management approach is under development and will be brought to Mayor and City Council for review in December or January. (City)

#### **Catalyst Project #8 - Expanded and Targeted Home Ownership Support**

GOALS: Market home ownership incentives and support Neighborhood 1<sup>st</sup> programs. Establish annual rental licensing inspections, and continue excessive nuisance enforcement programs.

##### **ACTIONS COMPLETED:**

1. Adopted amendments to require annual exterior inspections of rental properties to provide additional support to protect neighborhoods. (City Council)
2. Adopted amendments to Vacant Structures Program to provide additional support to protect neighborhoods. (City Council)
3. Authorized the addition of five (5) full-time Code Administration staff (three inspectors for neighborhood services, one coordinator/inspector for the vacant structures program, and one admin support for the programs) to help improve the quality of life in our neighborhoods. (City Council)
4. Analysis underway of conditions and acquisition opportunities within three target neighborhoods. (City)

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

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#### **Topic:**

60 West Washington Street: Working Name “eCollider”

#### **Mayor and City Council Action Required:**

Staff is requesting that the Mayor & Council award the contract for interior renovations at 60 West Washington Street to GRC General Contractor, Inc.

#### **Discussion:**

##### **Requested Action**

Staff request an opportunity to update the Mayor and City Council on the status of the Business Resource Center at 60 West Washington Street and also seek approval for the contract to complete construction of the interior space.

##### **The Business Resource Center: Working Name “eCollider”**

After gathering input from community partners and working with an architect, the interior layout of the business resource center has taken shape. Attached to this memo is the most up to date rendering of the resource center lay out. There will be a larger office, two smaller offices, a modern conference room, a storage/IT room and a large collaborative space. With inventive use of functional furniture, this larger area will foster innovation and be capable of handling many different functions, such as classes, seminars, study groups and casual coffee chats.

The space will feature cutting-edge technology, including access to high-speed internet, a printer/copier/scanner, a mobile Wi-Fi-connected, big-screen presentation cart that can be used anywhere in the facility and a conference room with tele-conferencing capabilities. Additionally, mailboxes will offer a physical address to those entrepreneurs who wish to have a professional, commercial address rather than a residential one. The facility will be accessed by a card-swipe or coded entry for security. This resource center will offer many things a fledgling business may need to get a jump start but it will also offer resources for existing business as they seek to expand.

##### **Membership**

Membership to the resource center will be affordable to downtown businesses. There are two offices that will be used to incubate businesses or organizations in place. A membership level to include one of these offices will be a minimum of \$200 per month but include access to the printer/copier/scanner and a mailbox. Other membership levels will include varying degrees of access to the facility and its features, bottoming out with a \$10.00 monthly fee for limited use of the printer/copier/scanner and internet. Staff will be working on the rules and regulations and final detail on membership and shall give additional updates as implementation approaches.

##### **Programming**

Programming will draw from the community partners of the center, including SCORE, SBDC Maryland, the Chamber of Commerce and Frostburg/USMH. Organizations such as the Downtown Alliance and the Downtown Movement will be able to hold meetings in the collaborative

area. Some of the ideas for specific programming include SBDC Maryland offering their *Ready, Set, Go* business seminar and SCORE offering their *How to Really Start Your Own Business* series of instructional forum. Attached to this memo is a sample monthly calendar for the types of programming we will see. The programming will constantly adjust to meet the specific requirements of the members.

Construction has come in under budget thus far and staff are hoping to gain both USDA and Mayor and City Council approval to repurpose remaining funds to employ a part-time, contractual resource center coordinator to assist with the facility. This coordinator, together with interns from the Frostburg business school, existing staff and volunteers, will coordinate and manage the programming of the facility.

**The Bid Process and Construction**

The project was bid in September of 2014 and the low bidder is GRC General Contractor, Inc. based in Zullinger, PA. In order to ensure the qualifications of the low bidder, staff have reached out to entities that utilized GRC General Contractor, Inc. for similar renovations, including City of Hagerstown staff members who have prior experience with the agency. Staff have also spoken with GRC General Contractor, Inc. to discuss the necessary qualifications for the renovation work.

Staff envision the interior renovations to start in November with completion in January 2015.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

| File Name                                                                                                                          |  | Description                                               |
|------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------|
|  <a href="#">eCollider_Memo_10_21_14_v2.pdf</a> |  | 60 West Washington<br>Street: Working Name<br>“eCollider” |





# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Bruce Zimmerman, City Administrator 

FROM: Sarah Nelson, Community Development Coordinator & Andrew Sargent, Downtown Manager 

DATE: 10/16/2014

RE: 60 West Washington Street: Working Name "eCollider"

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## Requested Action

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Staff envision the interior renovations to start in November with completion in January 2015.

**Mayor & City Council Action Requested**

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| ~ Typical Month, 2015 ~ |                                                                                                          |                                                                                                     |                                                                                        |                                                                               |           |           |
|-------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------|-----------|
| Sun                     | Mon                                                                                                      | Tue                                                                                                 | Wed                                                                                    | Thu                                                                           | Fri       | Sat       |
|                         |                                                                                                          |                                                                                                     | <b>1</b>                                                                               | <b>2</b> SCORE,<br>How to really<br>start your own<br>business.<br>(Evening)  | <b>3</b>  | <b>4</b>  |
| <b>5</b>                | <b>6</b><br><i>City of<br/>Hagerstown-<br/>Tools for<br/>market<br/>analysis</i>                         | <b>7</b> <i>Coffee Chat<br/>with an Expert:<br/>Marketing<br/>through Social<br/>Media</i>          | <b>8</b> Downtown<br>Alliance<br>Meeting<br>(Brown Bag<br>Lunch)                       | <b>9</b> SCORE,<br>How to really<br>start your own<br>business.<br>(Evening)  | <b>10</b> | <b>11</b> |
| <b>12</b>               | <b>13</b>                                                                                                | <b>14</b><br><i>Coffee Chat<br/>with an Expert:<br/>Presentation<br/>Skills/Public<br/>Speaking</i> | <b>15</b>                                                                              | <b>16</b> SCORE,<br>How to really<br>start your own<br>business.<br>(Evening) | <b>17</b> | <b>18</b> |
| <b>19</b>               | <b>20</b><br>SBTDC<br>Ready, Set,<br>Go! Are You<br>Ready To Start<br>A Business?<br>10- 10:30,<br>Conf. | <b>21</b>                                                                                           | <b>22</b><br><i>City of<br/>Hagerstown-<br/>Social Media<br/>Marketing<br/>Evening</i> | <b>23</b> SCORE,<br>How to really<br>start your own<br>business<br>(Evening)  | <b>24</b> | <b>25</b> |
| <b>26</b>               | <b>27</b><br><i>Entrepreneurial<br/>Meet-Up<br/>Group: First<br/>Impressions</i>                         | <b>28</b><br><i>Coffee Chat<br/>With an Expert:<br/>Entrepreneurial<br/>Risk</i>                    | <b>29</b>                                                                              | <b>30</b> SCORE/<br>Frostburg-<br>Business Plan<br>Workshop                   | <b>31</b> |           |

**City of Hagerstown**  
**Finance Department**  
**Bid / Proposal Tabulation Report**

**Bid / Proposal Title:** 60 W Washington Street - Final Phase  
**Bid No.:** B1566.14  
**Deadline Date / Time:** 09/11/14 @ 2:00 P.M.  
**Contact Person:** Erica Bonilla

| Proposer's Name                                 | Proposer's Amount             | Bid Bond | Vendor Forms | Addendum Acknowledgment |   |
|-------------------------------------------------|-------------------------------|----------|--------------|-------------------------|---|
|                                                 |                               |          |              | 1                       | 2 |
| Milton Stamper Builders <sup>(Hagerstown)</sup> | \$ 50,397.00 / No chg.        | ✓        | ✓            | ✓                       | ✓ |
| ARC                                             | \$ 170,000.00<br>None         | copy     | ✓            | ✓                       | ✓ |
| Colossal Contractors, Inc. <sub>B</sub>         | \$ 135,000.00<br>None         | ✓        | ✓            | ✓                       | ✓ |
| GRC (Zullinger, PA)                             | \$ 48,841.00<br>- \$ 1,135.00 | ✓        | ✓            | ✓                       | ✓ |
| Morgan Keller                                   | \$ 73,716.00<br>- 327.00      | ✓        | ✓            | ✓                       | ✓ |
|                                                 |                               |          |              |                         |   |
|                                                 |                               |          |              |                         |   |
|                                                 |                               |          |              |                         |   |
|                                                 |                               |          |              |                         |   |
|                                                 |                               |          |              |                         |   |



**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

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**Topic:**

Hagerstown Police Department - Report on Crime Trends and Statistics

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

**Description**

|   |                                                                                     |                                                  |
|---|-------------------------------------------------------------------------------------|--------------------------------------------------|
| ❏ | <a href="#"><u>Hagerstown Police Department Crime Trends and Statistics.pdf</u></a> | Memo - HPD Report on Crime Trends and Statistics |
|---|-------------------------------------------------------------------------------------|--------------------------------------------------|



## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 301-739-6000  
Fax 301-733-5513

October 15, 2014

To: Mr. Zimmerman  
City Administrator

From: Chief Mark Holtzman

Re: Crime Trends and Statistics

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I would like to present, to Mayor & Council, an update on crime trends. This would include year to date trends as well as yearly comparisons and strategies by Hagerstown Police.

Thank you.

