

4<sup>TH</sup> SPECIAL SESSION, WORK SESSION AND EXECUTIVE SESSION –  
January 24, 2017

EXECUTIVE SESSION – January 24, 2017

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote of all members present to meet in closed session to consult with counsel to obtain legal advice, #7, (Section 3-305(b)), and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, #4, (Section 3-305(b)), on Tuesday, January 24, 2017 at 3:00 p.m. in Room 407, 4<sup>th</sup> floor, City Hall, Hagerstown, Maryland.

Councilmember P. D. Corderman was not present for the vote.

The following people were in attendance: Mayor R. E. Bruchey, II, Councilmember K. B. Aleshire, Councilmember P. D. Corderman, Councilmember E. Keller, Councilmember L. C. Metzner, Councilmember D. F. Munson, City Administrator Valerie Means, City Attorney Jason Morton, Paul Rose, Miles and Stockbridge, Michelle Hepburn, Director of Finance, Scott Nicewarner, Director of Technology and Support Services, and D. K. Spickler, City Clerk.

The meeting was held to discuss a PILOT agreement and a business proposal. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the Executive Session was adjourned at 3:57 p.m.

4<sup>TH</sup> SPECIAL SESSION, WORK SESSION, AND EXECUTIVE SESSION – January  
24, 2017

Mayor R. E. Bruchey, II called this 4<sup>th</sup> Special Session, Work Session and Executive Session of the Mayor and City Council to order at 4:04 p.m., Tuesday, January 24, 2017, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, P. D. Corderman, E. Keller, L. C. Metzner, and D. F. Munson, City Administrator Valerie Means, and City Clerk D. K. Spickler.

4<sup>TH</sup> SPECIAL SESSION – January 24, 2017

On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to meet in Special Session at 4:04 p.m.

**Approval of a Resolution: Re-Allocation/Reprogramming of 2015A and B  
General Obligation Bonds**

**Action:** On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to approve a resolution amending and supplementing Resolution No. R-15-02, adopted and effective on 03/17/2015, which, together with a companion ordinance, served as authority for the issuance and sale of the \$ 8,020,000 City of Hagerstown Public Facilities Bonds, Series 2015A (Tax-Exempt) (the “Tax-Exempt Bonds”) and the \$ 1,850,000 City of Hagerstown Public Facilities Bonds, Series 2015B (Taxable) (the “Taxable Bonds” and, together with the Tax-Exempt Bonds, the “2015 Bonds”).

With respect to certain of the original projects intended to be funded from 2015 Bonds proceeds, the City has achieved cost savings, cannot spend 2015 Bonds proceeds quickly enough to satisfy certain federal tax code requirements, or has determined not to fund such original projects either in the amount originally allocated such projects or from 2015 Bonds proceeds at all. The purpose of this resolution is to amend and supplement Resolution No. R-15-02 to (i) reallocate a portion of the Tax-Exempt Bonds proceeds to (A) finance or reimburse costs of additional public purpose projects of the City as identified in the resolution and (B) increase or decrease the amount of Tax-Exempt Bonds proceeds originally allocated to certain of the projects identified in Resolution No. R-15-02, and (ii) reallocate a portion of the Taxable Bonds proceeds among the projects originally identified to be funded from Taxable Bonds proceeds. On 12/20/2016 the Council passed and the Mayor approved Ordinance No. O-16-25, which amended and supplemented the 2015 companion ordinance to allow for the contemplated reallocation and reprogramming and required that the subject resolution be adopted. The resolution authorizes the Mayor and Director of Finance to supplement the tax certificate delivered in 2015 to account for the reallocation and reprogramming of proceeds of the Tax-Exempt Bonds.

The Special Session was closed at 4:07 p.m.

WORK SESSION - January 24, 2017

Children’s Village Update

Linda Irvin-Craig, Fund Development Director of Children’s Village, was present to provide an update of the activities of Children’s Village. She thanked the Mayor and City Council for Hagerstown’s continued support of Children’s Village.

During the school year 2014-2015, Children's Village of Washington County provided two days of personal safety education for 2,229 students. Of those, 571 were from the Hagerstown school district. For every child who goes through the program, they know that all of the other children and all adults in the home were involved with specific exercises in applying some of the learned curriculum to the home surroundings. This impacts, on average, three more individuals.

One of the greatest concerns is the number of students who move into Washington County after their second grade year in school. This is an element Children's Village staff is looking to address with the Washington County Public School system.

In the beginning all instructors were volunteers or paid by their various police or fire departments to deliver the approved curriculum, written in cooperation with second-grade teachers and Children's Village's Education Committee. All changes to the curriculum are approved by the Board of Education. Ms. Irvin-Craig noted the Hagerstown Fire Department does provide instructors for the program.

As more communities become increasingly bicycle-friendly, the bicycle safety elements of Children's Village take on a greater significance. It was bicycle safety that prompted the early target of establishing a comprehensive safety curriculum for all children. This past summer, when passing through the streets of Hagerstown, Ms. Irvin-Craig personally observed a serious concern. A toddler on a tricycle has been turned loose in a bicycle lane to play. She was barely visible to motorists.

Other concerns currently challenging the community include the recognition that rabies sometimes affects wildlife, stray cats and family pets. They are also looking at how to address the risks associated with insect-borne viruses.

During Children's Village's first 25 years, 27 children heroes have been identified.

Councilmember Munson stated when Children's Village first started in 1990, Washington County was the envy of other jurisdictions in the State of Maryland.

### Preliminary Agenda Review

#### **Consent Agenda**

##### A. Community and Economic Development:

1. Street Closure Requests – 2017 Events – Two additional MSO events will be added to the list.
2. 2017 Open Container Law Exemption Application-Permits for Special Events

B. Information Technology and Customer Support:

1. Phone System Additional Ports – Glessner Protective Services, Inc.  
(Hagerstown, MD) \$ 11,860.00

Councilmember Aleshire reported citizens have notified him they are on hold for extended periods when they call the 301-790-3200 number. Scott Nicewarner, Director of Technology and Support Services, stated that number is the main line at the switchboard at the Hagerstown Police Department (HPD) headquarters. The requested expenditure allows for the City voice mail system to be upgraded to convert the current manual switchboard process (301-790-3200) to be answered by an auto-attendant in the same manner as the 301-739-8577 line. The switchboard would be removed from HPD. Currently the switchboard has limited staff.

Councilmember Aleshire asked if there would be manual answering with the move of the switchboard. Mr. Nicewarner indicated there would not. Ms. Means stated HPD does not have manpower resources to have someone answering a switchboard.

A routing tree will be set up to direct inquiries to the appropriate department.

Councilmember Metzner stated the Mayor and Council need to collectively decide if they want citizens to call in and talk to a person, rather than hearing a recording.

Mayor Bruchey wondered if calls on this line could be forwarded to the shift commander's cell phone while they are on duty. Chief Brito indicated calls are currently forwarded in this manner. However, if the commander is out in the field, the call may go to voice mail.

Councilmember Munson asked if citizens will be able to report non-police emergencies over a weekend. Mr. Nicewarner stated the calls will be routed appropriately. Additionally, the Utilities Division utilizes an answering service.

C. Parks and Engineering:

1. Parks – General Mowing Services – J R Services (Smithsburg, MD)  
\$ 86,570.52
2. Parks – Golf Course Mowing Services – J R Services (Smithsburg, MD)  
\$ 16,500.00

Rodney Tissue, City Engineer, indicated the mowing contract was bid for five years and these prices are for the final year of the five year contract with J R Services.

D. Police:

1. Predictive Policing Software Subscription – PredPol, Inc. (Santa Cruz, CA)  
\$ 15,000.00
2. Purchase of 10 Radios – Motorola \$ 34,495.00

3. Purchase of Tasers, Cartridges, and Holsters – TASER (Scottsdale, AZ)  
\$ 20,096.21

Chief Brito stated HPD staff will be evaluating the effectiveness of the Predictive Policing program by the end of the year. Councilmember Aleshire noted this type of program is only as effective as the people who utilize it. People need to report suspicious activity.

E. Public Works:

1. Purchase and Installation of 3 Vehicle Lifts – NAPA Auto Parts  
(Hagerstown, MD) \$ 70,308.36

Eric Deike, Director of Public Works, stated two of the three pits will be removed as a result of this purchase. One pit is needed for working on larger vehicles.

F. Utilities:

1. Electric – Emergency Repair: Frederick Street Substation Transformer –  
ABB, Inc. (South Boston, VA) \$ 35,500.00

There were no other questions about any item on the Consent Agenda.

**Introduction of an Ordinance: Amending Chapter 60-18.2, School Zones, of the City Code – School Zone at Jonathan Hager Elementary School**

Police Chief Victor V. Brito stated this ordinance will authorize the location of a speed monitoring system on Sedgwick Way, in the vicinity of the new Jonathan Hager Elementary School.

**Approval of a Memorandum of Understanding – Hagerstown Urban Revitalization Project**

The Board of County Commissioners of Washington County (BoCC), in partnership with the City of Hagerstown, the Washington County Board of Education (BOE), the Maryland Theatre, and the University System of Maryland at Hagerstown (USMH), is supporting several key projects that tie into the revitalization of the urban core of the City of Hagerstown. The components of the Urban Improvement Project (UIP) are as follows:

1. Expansion and renovation of the Maryland Theatre in the Downtown Arts & Entertainment District
2. Urban Educational Complex (UES) construction and renovations
  - a. Urban Educational Campus – BOE Component
  - b. Urban Educational Campus – USMH Component
  - c. Elevated, enclosed walkway (“bridge”) between the BOE Component and the USMH Component
3. Plaza and service vehicle access improvements

4. Parking deck

The intent of this Memorandum of Understanding (MOU) is for each participant to express their commitment to the Project and to expend funds for the Project. This MOU is based on previous commitments of the various entities and serves to facilitate and coordinate their efforts with regard to the various components of the Project and to create synergistic opportunities.

Items specific to the City of Hagerstown include:

1. Continue to work with the various entities and consider further participation of resources and personnel for a successful and efficient project.
2. Provide assistance to “Fast Track” all regulatory requirements for the various phases of the Project.
3. Commit to coordination and support for utilization of vehicle and pedestrian movement throughout the Project.
4. Consider pursuing an additional 4 level Parking Deck.
5. Work with BoCC, BOE, and State Delegation, to seek additional funding from all sources to assist in completion of Urban Partners recommendations.
6. Continue to fund design of the Maryland Theatre expansion with \$ 500,000 currently allocated.
7. In an effort to reduce the cost of the Project, grant waivers of permit fees, inspection fees, and other requirements if possible.

Mayor Bruchey stated all parties are seeking approval quickly so that the document can be presented to the Washington County Delegation during this Legislative Session.

Councilmember Munson stated he anticipates the partners in this agreement will have to travel to Annapolis to justify the project for the Governor’s budget. He suggested notifying the Governor and the Secretary of Community and Economic Development when the document is signed.

Mayor Bruchey indicated this project is scheduled to be discussed during the Community Coalition’s “Day in Annapolis”, which is scheduled for Wednesday, February 1, 2017.

Councilmember Aleshire suggested removing the specific size for the parking deck. He also recommended adding a statement that acknowledges the Mayor and City Council have been stating they would commit \$ 1 million to an urban improvement project. Ms. Means indicated the City has not committed \$ 1.5 million. The commitment approved is \$ 500,000 for the Maryland Theatre improvement design work.

This completed the Preliminary Agenda review. There were no additional comments or questions regarding the items on the Preliminary Agenda. All items are scheduled for approval on January 31, 2017, unless otherwise stated.

Police Chief Victor V. Brito and Fire Chief Steven Lohr provided an update of the public safety needs assessment.

Chief Brito reported License Plate Readers (LPRs) would be beneficial to the Hagerstown Police Department. LPRs are an investigative tool utilized throughout Maryland and the surrounding areas that help quickly identify vehicle registration information. They can be fixed (attached to utility type poles or installed in boxes) or mobile (on marked cruisers). They can be used to identify stolen cars and vehicles involved in crimes. The LPRs are designed to identify transient criminal activity. The estimated cost for LPRs is \$ 30,000. Police department staff are seeking grant funding for the LPRs.

Recruiting for HPD is critical. The primary recruiting focus will be directed at diversifying the ranks to better represent the community demographics. HPD is seeking African-American and Latino recruits from the local community. Chief Brito is looking at resuming the cadet program.

Retention is also a critical need for the police department. The overall goal is to increase the long term retention of sworn personnel. Some ways to increase retention are career development opportunities, opportunities for higher education, and competitive compensation packages. Chief Brito noted that over 70% of Hagerstown officers hold bachelor degrees. He is reviewing the possibility of management staff attending the FBI national academy.

There are approximately 100 fixed and moveable cameras city wide. The department is moving from an aging, low quality Pan Tilt Zoon (PTZ) to a fixed multi-camera hi-def system that is expandable and upgradeable. The system will be transitioned to a fiber optic network. The first phase of the upgrade will be the Jonathan Street loop. This phase is nearly complete. The second phase will be the downtown core camera system. Chief Brito stated images from the cameras were instrumental in solving several high profile incidents in the last year.

Councilmember Corderman asked how new locations are determined for cameras. He suggested contacting the Neighborhoods 1<sup>st</sup> groups for potential locations.

Chief Brito stated the department has the ability to tie personal security cameras into the system. Residents could volunteer to include their camera images in the system.

He noted the Everbridge system is operational in Washington County. This is a notification system for which residents can register for. Currently, the system isn't used to its full potential. An alert of a crime could be sent over Everbridge. If a citizen is aware of the crime, they may have pertinent information to help solve the crime. Disbursing this information expediently is important.

Councilmember Corderman stated if citizens see something, they need to say something. Mayor Bruchey stated they could also text an alert to HPD.

Councilmember Corderman thanked the Hagerstown Police Department staff for their efforts to apprehend those involved in two recent homicides.

Councilmember Munson also thanked the Department for apprehending the driver of the fatal hit and run accident on the Dual Highway on December 17, 2016.

Chief Lohr stated he and Chief Brito share similar views of what public safety means to the community. The first fire fatality of 2017 in Hagerstown occurred recently. He noted a working smoke detector may have saved this life.

The fire service in Washington County is complex. Each station reports to its respective jurisdiction. The Hagerstown Fire Department will continue to exhaust every funding possibility they can.

Difficult Challenges include:

1. Commitment to a combination system (paid vs. volunteers)  
Lines of communication have been opened with the paid firefighters and the volunteer firefighters.
2. Ability to handle significant, simultaneous events  
Today's fire environment include larger homes with more open spaces. There are more void spaces. The new technologies create a faster fire, with a shorter time to flashover. There is also a shorter time to collapse.
3. Training, education and Certifications-Magnetic North
4. IT Infrastructure
5. Succession planning
6. Emergency management and community resiliency
7. Outdated and conflicting rules and processes
8. Labor relations and participatory management

Fire department vehicles need to be equipped with the tools to fight fires effectively. This includes the people responding with the trucks. When HFD staff are not responding to fires, they are out in the communities checking smoke detectors and interacting with residents.

Chief Lohr asked that the Mayor and City Council consider negotiating a Memorandum of Understanding with the county government that deploys the closest resource by unit type.

He would like to complete a D<sup>3</sup> Deployment Analysis. The department is capable of assembling 18 firefighters in six minutes or less 90% of the time. The analysis would quickly determine if a 5-engine deployment model can continue to be funded. Positions could be added or converted to cover both administrative and operational staffing gaps.

Chief Lohr expects to begin funding a plan to move forward with a company staffing model that includes a 3 person minimum (4 person is desired). Succession planning and training will begin as well. He recommends staffing 18 firefighters on a shift. The personnel can be a combination of paid and volunteer firefighters to reach this goal. The volunteers have value and more are needed.

He thinks the HFD should be engaged with and helping other divisions with building inspections, which will further justify the proposed staffing model.

A sustainable revenue source must be identified in order to implement the proposed staffing model. Chief Lohr stated he is not suggesting a fire tax; however, a serious conversation needs to take place about how much fire department is affordable. The HFD struggles to meet the OSHA standard of 2 in 2 out on calls. The volunteers who are performing well should be rewarded.

Mutual aid for services provided by the fire department outside the city limits has decreased. Chief Lohr expects the decrease to continue. He noted all departments need to be prepared to jointly fight fires. He believes there are opportunities for consolidation and cost sharing in Washington County. He views his job as honoring the traditions of this high performing department. He recommended that a few Councilmembers discuss the County's fire departments with the County Commissioners.

Councilmember Munson asked Chief Lohr if he has the authority to enter into negotiations regarding deployment of the closest resource. Chief Lohr indicated this would be an easy conversation with companies inside the City limits. The conversation may be more challenging with other companies, as each community has a fire department in place. He is asking for the Mayor and City Council's support with these important conversations.

Chief Lohr pointed out there is an unusual resource with the students at the Technical High School. There may be a way to utilize this resource.

Councilmember Aleshire encouraged members of the Mayor and City Council to talk to the volunteers at the various companies. He feels it is also important for the elected officials to attend a meeting of the Washington County Fire and Rescue Association. He agrees that a specific, sustainable revenue source is required for fire operations. This is a county-wide issue. The City is investing more resources for its stations than other communities. In 10 years, aging manpower will be a real concern. He doesn't think a fire fee is impossible; but it would have to be justified. For example, a fee would be necessary if response time is not met, certifications aren't met, and the community fails to meet requirements.

Councilmember Metzner noted there was a time when the fire chief begged the Mayor and Council to help with getting 2 people out on a call. He encouraged his fellow Councilmembers to go through the Fire Ops 101 demonstration. He didn't understand

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until he completed that program why more people are needed on the fire trucks. Chief Brito pointed out some impressive crime fighting tools. Now the question is how to achieve the goals presented and support public safety adequately. He doesn't think either goal can be achieved without raising taxes. There is an agreement with the firefighters union to bring their pay scale to where it would have been by 2020. The ability to solve these issues has been ongoing for decades. He volunteered to discuss this issue with the County Commissioners. He thanked both Chief Brito and Chief Lohr for acknowledging the financial difficulties and looking for other resources. As a Council, this administration needs to decide if they are willing to fund just the minimum standards.

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

Jill Frick, Director of Community and Economic Development, was present to provide an update on the implementation of the Community's City Center Plan.

Two major partnership efforts support multiple catalyst projects:

1. 1 Gigabit Downtown – The City and Antietam Cable are working in public-private partnership to create a 1 Gigabit Downtown which will support business retention, expansion and attraction. This initiative is supportive of several of the Catalyst Projects.
2. The Urban Improvement Project – The City is working in partnership with Washington County, the Board of Education/Barbara Ingram School for the Arts, the Maryland Theatre, the University System of Maryland at Hagerstown (USMH), other community partners and private developers on the \$ 30 - \$ 37 million Downtown Improvement Project. This initiative is supportive of several of the Catalyst Projects

Work has been progressing on most of the catalyst projects identified in the Community's City Center Plan:

1. Office Development and Recruitment (Catalyst #1): Class A Office Development on Central Parking Lot:

The City and Bowman Development are in the exploratory phase on the Class A Office Building project. The City applied to the Maryland Strategic Demolition Fund program on July 15, 2016 for grant assistance for the Pre-Development Phase of the project. The project was not awarded.

2. Expansion of Attendance/Programming at Maryland Theatre (Catalyst #2):

The Theatre was awarded \$ 175,000 in State Bond Bill funding and it was matched with local Hotel Tax Funding. The dressing room remodeling is complete. Updated stage lighting is complete, as is modification to the artist entry. Many electrical improvements have been completed throughout the

facility. Two new water heaters have been installed. Several safety updates to backstage rigging are completed. More rigging work will occur in January. The fire curtain was replaced. A new fire alarm system is in the process of being installed and expected to be completed in January, 2017. The Theatre Board contracted with Grimm & Parker Architects to develop concepts and programming for the facility expansion project. The Theatre Board completed the programming phase and initial cost estimating for the expansion. The Theatre Board is working towards a design contract for a multi-phase expansion at the time of this presentation. Phases may include all sides of the existing Theatre property. Connectivity and shared spaces are being considered between the theatre and adjoining buildings. The City of Hagerstown and Washington County Board of Commissioners each contributed \$ 500,000.00 towards the architectural design services for the expansion.

3. Expansion of USMH (Catalyst #3):

USMH is continuing work on development of three new programs: Hospitality Management, Nurse Practitioners, and Physician's Assistant. The B. S. in Hospitality Management and Tourism through UMES is scheduled to begin at USMH with the Fall 2017 semester. The interior demolition of 59 W. Washington Street is complete and agreements are being finalized for renovation of the BB&T Building for the future Hospitality Management space.

4. Student Housing (Catalyst #3):

The first Student Housing project at Patterson Hall was completed in 2015 and is fully leased with eight students. The City was awarded \$ 200,000 in Community Legacy grant funds in late 2016 to assist with development of a second Student Housing project in 2017. City staff will work on the Request for Proposals for the developer partner for the second phase of the project for Mayor and City Council review in early 2017.

5. Hotel/Conference Center and Heritage Center/Commemorative Park (Catalyst #4)

Exploratory conversations have been held. This project is much more long-term in nature.

6. Hagerstown Cultural Trail (Catalyst #5):

- a. Funding and Plan Development: Cochran Studio held a public input session for the Art Master Plan on January 11, 2017. Field surveys and design are complete. Acquisition of four donated land actions is

all complete through a combination of easements, quit claims and fee simple transfer. The trail logo design is complete. The agreement with Brookgreen Gardens for the use of the Diana Image is finalized. A Public Art Master Plan was presented to the Mayor and City Council by William and Teresa Cochran on February 16, 2016 and accepted by the Mayor and City Council on February 23, 2016. Funding to implement Phase I of the plan was also approved by the Mayor and City Council on February 23, 2016.

- b. Trail: The City has substantially completed Phase I construction of the trail. The project was completed within budget, including the addition of irrigation in the Herald Mail park and the Housing Authority park. Over 60 boulders were harvested from the Edgemont Reservoir watershed and installed along the trail. Decorative lights have been installed and energized. The decorative crosswalks and pedestrian detection/beacon systems are installed. Security cameras were installed in November and are operational. Trash cans, a few benches, and dog mitt stations are ordered. Utilizing a grant from the Maryland Heritage Area Authority, entrance signs were installed in December. The wayfinding signs will be installed this spring. Granite insets for installation in early spring have been ordered. This spring, the City will fabricate shade structures and install interactive history displays, etc. CSX Railroad sent the City a letter stating the sidewalk cannot be modified in their right-of-way until the State Highway crossing upgrade is completed in 2017. Staff is suggesting a ribbon cutting on Saturday, June 10, 2017.
- c. Public Art: Base painting for Mural of Unusual Size is completed. The contract was awarded to the muralist, Hense, and his design work is underway. The mural will be painted in the spring. The City prepared a \$ 5,000.00 public art grant application to assist with the mural and the Washington County Arts Council submitted it to the Maryland State Arts Council. The Mayor and City Council approved a license agreement with Chic's restaurant for the photo murals project along the wall on Lee Street. Obtained Maryland State Arts Council grant to assist with wind screens and shade screens. A call for local artists was released for the Faces of Hagerstown, microart, and natural play items. Staff is studying a possible donation of art from the owner of the Chevy Chase property. Art Selection Committee has held monthly meetings to discuss all art-related issues.

7. Expanded Downtown Events Programming (Catalyst #6):

- a. Events: A total of 119 individual event days occurred in 2016 including the introduction of three new events/festivals that had over

1,000 attendees. Six Wind Down Friday's events were held from May to October in 2016. Main Street Hagerstown was awarded a \$ 10,000 grant from the State of Maryland to support the Second Saturday Series. The Second Saturday series kicked off on August 13, 2016 in conjunction with the Washington County Free Library's Comic Con event. Subsequent themes included End of Summer Fest in September, Fall Festival in October, and Veterans Celebration in November with businesses offering specials and discounts during the day. Future themed Second Saturdays include a January New Year and Frozen in February. An expanded Downtown Summer Slide Festival occurred in 2016 in conjunction with Porch Fest on S. Prospect Street and Second Saturday. Additional Pop Up Shop events occurred on November 18, 19, and 26, 2016, both in the City Center and at the City Farmers' Market.

- b. Main Street Work Groups: There are currently more than 50 volunteers supporting Main Street Hagerstown through five Work Groups on projects and initiatives intended to attract and retain businesses, investors, and property owners. The groups are working on web site design, developing fundraising and marketing plans, more window scrims for vacant storefronts, and ways to beautify and clean up city blocks.
- c. Façade Grant Program: The City was awarded a \$ 25,000 Community Legacy grant in late 2016 to replenish the Façade Grant Program for Commercial and Mixed-use Buildings in the Main Street area.
- d. Engine Room Art Space – This gallery is open Thursday through Sunday with fresh exhibits opening regularly. This gallery continues to grow and flourish with new and alternative exhibits. The Gallery Coordinator is creating momentum through the use of exhibit space and creating opportunities for the community to interact with the art themselves.

8. Expanded Operations of the City Farmers' Market (Catalyst #7):

Staff has held numerous meetings with individuals and companies with interest and ideas for the Farmers' Market. Staff are continuing to work on drafting a modified RFP and re-posting the RFP for private management of the Farmers' Market with modification based on Mayor and City Council feedback in August. A part-time market assistant was hired in July. There have been 6 new vendors since August bringing the count of vendors from 11 to 17. Pop Up Shop events were held in the market on November 19 and 26, 2016. Staff are engaged in collaborative meetings with the County to discuss

multi-organization assistance with the market. Staff are continuing to work on drafting a modified RFP and re-posting the RFP for private management of the Farmers' Market with modification based on Mayor and City Council feedback. Modifying the RFP to receive proposals on a rolling basis until a viable private owner is identified is one possible option.

9. Expanded and Targeted Home-Ownership Support (Catalyst #8):
  - a. Rental Registration Project – annual exterior inspections provide additional support to protect neighborhoods. Amendment adopted by the Mayor and City Council on November 22, 2016 to make a couple of tweaks to the program to address a concern raised by a local realtor and to address a loophole to the process in the review of Section 8 units.
  - b. Vacant Structures Program: City staff updated Mayor and City Council on the first year of the program on June 14, 2016. 1,034 vacant structures had been identified and 474 had active licenses in the program and 173 were pending. 387 identified structures were inactive either because they were sold, had active building permit, registered in the Rental Licensing program, or were semi-occupied. Proposed code amendments to enhance the program were approved on October 25, 2016, providing more flexibility for owners attempting to sell non-blighted structures, for owners attempting to sell or lease renovated structures, and for new owners of blighted structures. Inspections of licensed vacant structures are ongoing to ensure protection of the neighborhoods and first responders from exterior blight and unsafe interior conditions.
  - c. Home-Ownership Program: The City was awarded a \$ 150,000 Community Legacy grant in FY 2016 to assist with the acquisition/renovation efforts to create home-ownership opportunities. One of the two proposals submitted under the Competitive Negotiated Sales process for acquisition of 278 S. Prospect Street for home-ownership was selected and the property has been resold and is now owner-occupied. Architectural work is underway for creation of two condo units for home-ownership at 261 S. Prospect Street. Renovations at 64 E. Franklin Street are now complete and the property will be positioned for sale for home-ownership.
  - d. City Center Residency Initiative: Seven homes have been purchased with down payment assistance and 18 residents are renting with rental payment assistance since December, 2013. Program funding has been

expended. The City was awarded a \$ 50,000 Community Legacy grant in late 2017 to replenish the Down Payment Assistance program.

Mayor Bruchey asked for an update of the renovation costs for 64 E. Franklin Street.

Councilmember Corderman inquired if the plaza (which is part of the urban improvement project) will be large enough to host the Blues Fest. Ms. Frick indicated it will be.

Councilmember Corderman wondered if there are many inquiries about available Class A office space. Ms. Frick indicated the indirect inquiries are usually from a grouping of smaller operations or from a large entity, such as a government agency.

Councilmember Aleshire stated the beauty of this plan is that each component is independent from the others. It is important to him to understand where the elected body stands on any of these items. The original components may not be a reflection of what this body wants. He believes an indoor recreation facility would be good in Hagerstown. Most farmers' markets are not open for 35 hours per week. He believes there should be a specific focus at the City market.

Ms. Means stated this was an overview. This administration needs to develop its own goals and strategic plan. She suggested the Mayor and City Council hold a planning retreat. Until direction is provided from the current administration, staff will continue with the City Center plan as it stands.

#### Ad Hoc Committee

The Mayor and City Council discussed the process to establish an Ad Hoc committee. The intended topic would be a review of the permits, inspection and code enforcement process of the City.

Chapter 10, Article VI, Ad Hoc Boards, of the City Code addresses the regulations for creating an Ad Hoc Board.

Mayor Bruchey suggested the committee have 12 members – 2 from the Department of Community and Economic Development, 2 from the Permit and Inspection Department, 2 from the development community, 2 from the realtor and landlord groups, 2 from the community in general, and 2 Councilmembers. He suggested Councilmember Keller and Councilmember Corderman as the elected body representatives.

Ms. Means suggested scheduling action to establish the Ad Hoc committee be included on the January 31, 2017 agenda.

**CITY ADMINISTRATOR'S COMMENTS**

*Valerie Means, City Administrator*, had no additional comments.

**MAYOR AND COUNCIL COMMENTS**

*Councilmember E. Keller* had no additional comments.

*Councilmember K. B. Aleshire* had no additional comments.

*Councilmember P. D. Corderman* stated he hopes the Council will not be looking at raising taxes and will be looking at other alternatives to increase revenue.

*Councilmember L. C. Metzner* stated the last way he wants to be able to fund projects is to increase taxes and he hopes other alternatives are identified. He thinks it is important for the City to be prepared to submit projects for anticipated federal infrastructure stimulus funding. Potential projects are repairs to the Edgemont Reservoir, the bridge over the Antietam Creek, and the widening of I-81.

*Councilmember D. F. Munson* had no additional comments.

*Mayor R. E. Bruchey, II* thanked everyone who offered their condolences to his family this week on the passing of his uncle.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded, and passed, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

*Original signed by D. K. Spickler*

Donna K. Spickler  
City Clerk

Approved: February 28, 2017