

WORK SESSION – January 14, 2014

Mayor D. S. Gysberts called this Work Session of the Mayor and City Council to order at 4:04 p.m., Tuesday, January 14, 2014, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, M. E. Brubaker, L. C. Metzner, D. F. Munson and P. M. Nigh; City Administrator Bruce Zimmerman, City Attorney Mark Boyer, and City Clerk D. K. Spickler.

Urban Partners – Downtown Implementation Plan

Urban Partners were present to provide an opportunity for the Mayor and City Council and the community to learn more about Urban Partners and their efforts for the community to formulate a data-driven, reality-based road map for redevelopment of the downtown. The following people were present for the discussion: Jill Estavillo, Economic Development Manager, Kathleen Maher, Planning Director, Christopher Lankenau and Jim Hartling, from Urban Partners.

In December, the Mayor and City Council awarded a contract to Urban Partners, a planning and economic firm from Philadelphia, to work with the community on a project that will involve an economic analysis of the recommendations in Hagerstown's Sustainable Community Plan and up to eight catalyst projects identified by the community that are intended to spark redevelopment initiatives by the public and private sector. The recommendations in the project's final implementation plan will be based on feedback from the project's various public engagement initiatives as well as detailed market and financial analysis of Hagerstown in the areas of retail, residential, office entertainment and lodging. As a result, the community will be equipped with data-driven materials that can be used to attract private investors to downtown.

The City acknowledges the successful development and implementation of this project is dependent upon community involvement and support. This project will involve several public outreach and engagement opportunities that will contribute to the success of the project. A Project Committee of community partners has been formed to meet with Urban Partners throughout the development of the implementation plan. The group is made up of representatives from the local financial and real estate development community who accepted the mayor's invitation to participate in this strategy to further downtown redevelopment. Participants will apply their knowledge and expertise in their respective areas of work to assist in determining the feasibility of ideas and concepts. The members were chosen based on their proven track records of facilitating or implementing economic development projects in the city. Project Committee members include Paul Crampton of Paul Crampton Contractors, Ryan Daughtride of Bustin' Boards/Bikles, Julian Etches of Avison Young, Rob Ferree of Bowman Development Corporation, David Lyles of David Lyles Developers, and Brad Pingrey of M & T Bank. Four of the members are also downtown property owners or represent downtown property owners. In addition, three of the members own or represent the owners of downtown businesses.

In addition to the participation of the Project Committee, the consultants will have discussions with a large number of community representatives and stakeholders to gain a better understanding of the local dynamic affecting market conditions and to learn about their aspirations for the downtown. The community will also be invited to provide input at a public meeting early in the schedule at which time the consultants will explain their market analysis of Hagerstown's downtown and solicit comment and input from the public. In June, the firm will share its findings and recommendations with the Mayor and City Council and the community.

Prior to this meeting, Urban Partners and the Project Committee met to kick-off this redevelopment planning initiative. Urban Partners will spend the next month or so undertaking their market research and interviewing community stakeholders. At this point, it is anticipated that the public input meeting will occur in February. The final report resulting from Urban Partners' research and the community's input will be presented at a public meeting in June.

Mr. Hartling stated Urban Partners' primary focus is implementation of development projects. Their expertise includes market analysis (retail, commercial, housing), site development strategies, downtown and neighborhood revitalization, economic/fiscal impacts and project financing and consensus building among project stakeholders. They have experience as a developer.

Urban Partners have completed projects in the following cities:

1. Girard Avenue, Philadelphia, PA – Retail and restaurant development was focused in specific transit-oriented nodes. Infrastructural upgrades/streetscape improvements were targeted.
2. Swarthmore, PA – This project expanded the size and diversity of the Town Center. It also included enhanced historic and public spaces.
3. Asbury Park, NJ – A restaurant zone was created and the transit center was redeveloped.
4. Montclair, NJ – A historic district was designated and Hahne's Department Store site was redeveloped for mixed-use.
5. Erie, PA – Griswold Park was redesigned. The project targeted streetscape, pedestrian and vehicular improvements.
6. Savannah, GA – They have repeatedly worked in Savannah. They are now working on extending assets to the growing tourist base and providing amenities to residents.
7. Avenue of the Arts, Philadelphia, PA – A key strategy has been to attract urbanites to downtown. To date, the investment is \$ 1.3 billion and counting. People are choosing to live where they visit the arts.
8. Hoboken, NJ – Hoboken Waterfront is an open space/amenity infrastructure. There are balanced development controls.

Organizing development and implementation strategies is their core business. They have knowledge of issues affecting established urban commercial districts. They understand development economics in detail, as consultant and developer. They have

experience with a broad range of catalytic interventions including site development, streetscape/open space infrastructure, anchor facilities, parking and transportation, financing, and business supports.

Their strategies include large and small components. Success is not dependent on accomplishment of one signature project. They understand economic development tools and approaches to organizing multi-year, multi-location phased interventions. Their consultant team has a long and successful experience working together. They have a proven track record of implementation in settings similar to Hagerstown.

Tasks to be completed include a market and physical analysis of the community, selection of catalytic projects and developing a draft implementation plan.

Mayor Gysberts asked Mr. Hartling to discuss the direction Urban Partners provided for potential members of the Project Committee. Mr. Hartling stated they asked for members who could provide input on the reality of the economics of an area. Their charge is to find the important parts of the sustainability plan that can be implemented within a reasonable time. In preparing an action/implementation schedule, it is important to find the important parts of the sustainability plan that can be implemented within a reasonable time. The Project Committee is not a decision making committee. The members need to be able to provide a quick and accurate assessment of potential projects.

Councilmember Munson is glad Urban Partners are working in Hagerstown. The members of the Project Committee are good people and the Mayor made good recommendations. The members know the community and the attitudes of the community.

Mayor Gysberts stated this group will be able to say whether a project would be a good fit or not in Hagerstown. It doesn't matter what his or any individual Councilmember's vision is, what matters is people working together toward a shared vision.

Councilmember Brubaker stated he is impressed with these consultants. He thinks all the City elected officials work hard for the vision.

Mayor Gysberts stressed it will take public and private partnerships and investments to make the projects feasible.

Councilmember Aleshire believes Urban Partners will accomplish their task. However, he noted that a number of examples in the presentation indicated housing is a large element in the projects and none of the project committee members are heavily involved in housing development. He questioned the process for the committee selection. He stated the process for appointing committees is clearly spelled out in the City's charter. The charter also requires a discussion from the Council body before a committee is established. He expects that discussion to occur within the next couple weeks. He

expects the members will have to complete the required financial disclosure statement as required by State law.

Mayor Gysberts asked if Councilmember Aleshire is objecting to the way the committee members were appointed.

Councilmember Aleshire stated the Council has not had a conversation about the committee and it was set up outside the parameters of the City Charter and Code. He is concerned this committee will not be required to adhere to the disclosure requirements as other board members are. He understands the implementation part. Because some of the committee members own property or adjacent property to potential project sites, the Mayor and Council should be assured that the established parameters are followed.

Mayor Gysberts indicated the members should have an interest and want to invest in Hagerstown.

Councilmember Metzner stated he agrees with both Mayor Gysberts and Councilmember Aleshire. The Mayor and Council need clarification from legal counsel regarding this.

Mayor Gysberts reiterated the committee is not in a decision making capacity.

Councilmember Metzner stated it sounds like an advisory board. He wants to hear an opinion from the City Attorney.

Mayor Gysberts stated he is perplexed at the issue being raised. In Councilmember Aleshire's outline of his vision, it stated the Mayor should be empowered to bring people to the table to support and improve Hagerstown.

Councilmember Metzner recommended again requesting an opinion from the City Attorney. If the opinion is consistent with Councilmember Aleshire's thought, then he does not think there will be a problem getting the committee appointed. Two questions need to be answered – Do the Financial Disclosure forms have to be completed and is the consent of the Council required to appoint the members.

Councilmember Munson wants to make sure that the Maryland Theatre is included as a key part of the vision for downtown.

Mr. Hartling indicated the Theatre is on the list. They hope to meet soon with Councilmembers for their input. They will move as quickly as possible.

Councilmember Nigh asked if other people were considered for the committee. If they were, she wants to know who was rejected, since she is not happy with three of the committee members.

Mayor Gysberts stated no one was rejected. One of the potential members declined. This committee is one of many aspects for this project. He has a list of 80 names for future involvement in this project.

Maryland Theatre Funding Request

Benito Vattelana, President of the Maryland Theatre Board of Directors, and Jessica Green, Executive Director, were present to discuss a 24 month Capital Infrastructure Program. Several Board members and community partners were in attendance as well. The Theatre is 32 months into a business restructuring. There is a positive cash flow and they are self-sustaining on operational expenses. More than 78,000 patrons visited the Theatre in 2013. The Theatre has strong partnerships with businesses and local arts organizations. They are securing strong business relationships with national promoters.

The greatest challenge for the Theatre today is an aging building and infrastructure. Four projects are included in the infrastructure program:

1. Ceiling Restoration and Repair – This is a critical need. The initial estimate for the work was \$ 250,000. This amount was funded from a \$ 250,000 donation from The Hamilton Family Foundation. Further investigation and emergency repairs revealed other compromised areas. This work will cost an estimated \$ 100,000. Additional contributions from the community in the amount of \$ 10,000 have been received.
2. Boiler and HVAC – This is a critical need. The proposed cost to replace the 60 year old boiler is \$ 511,000.
3. Floor Surface Repair and Installation of New Seating. This is a necessary need. The proposed cost is \$ 639,000.
4. Theatrical Lighting – This is a necessary need. The proposed cost is \$ 35,000.

Ms. Green indicated successful shows help create relationships with the promoters. In 2014, they are able to bring the group “Straight No Chaser” to the Theatre. This show is nearly sold out. Bill Cosby may be performing at the Maryland Theatre this year.

Plaster repair work is being completed by a Baltimore firm, based in England, which is internationally known for their work in particular theaters.

More than 25 grants have been applied for over the past two years. Staff has begun the process with Delegate John Donoghue for a bond bill in the amount of \$ 750,000.

Mr. Vattelana stated the Board of Directors is requesting funding of \$ 260,000 from the City of Hagerstown to assist with the boiler and HVAC replacement.

Councilmember Brubaker noted the company hired to do the plaster repairs is very good. He thanked the Board and staff for taking good care of the Maryland Theatre. He stated it is critical that a bond bill is filed for the Maryland Theatre. He supports funding of \$ 260,000 from the City, if the County Commissioners provide a match of \$ 260,000.

The City's funding should come from the proceeds from the sale of the Army Reserve Center.

Councilmember Metzner stated the funding source mentioned by Councilmember Brubaker is appropriate. The Mayor and Council made the decision earlier that funds from the sale of the Army Reserve Center would be used for projects, not operations. He thinks the seat replacement is a critical need as well. The Hamilton family should be thanked for their generous donation to cover the costs of the plaster repair. He commended the Hamilton's for being community oriented.

Councilmember Munson supports Councilmember Brubaker's recommendation. The success of the Maryland Theatre is important for economic development. As more performances are held at the Theatre, more people will visit downtown. This added traffic is beneficial to the efforts to rebuild downtown. The refurbishing of the Theatre will have a great deal of impact on economic development.

Councilmember Aleshire stated the theatre needs to function well so it benefits the community. It is important that everyone understand there are critical needs at the theatre. He stated bigger name entertainment will increase attendance. He would like to talk about bringing the entrance to the theatre back out to the sidewalk.

Mayor Gysberts thanked the group for the presentation. The Theatre is an important economic engine for downtown. Councilmember Munson agreed and supporting the Theatre supports education as well, since the Barbara Ingram School for the Arts utilizes the Maryland Theatre facilities for some classes.

It was the general consensus of the Mayor and City Council to provide \$ 260,000 in funding to the Theatre if the County Commissioners agree to match the funding. This will be used for replacement of the boiler. A formal vote will be scheduled for January 28, 2014.

Police and Fire Employee Retirement Plan Update

Karen Paulson, Director of Human Resources, Susan Delauter, Human Resources Administrator, John Ketzner, CBIZ, Lisa Locher and Chris Little, PNC, were present to review the 2013 Actuarial Valuation for the City of Hagerstown Police and Fire Employees Retirement Plan.

Mr. Ketzner stated the plan is a Defined Benefit Plan that was established in 1998. City funding requirements are based on pay increases, investment return, changes in staff, life expectancies and benefit structures. The plan is reviewed by the Retirement Committee, which meets quarterly.

The normal retirement age for the plan is age 62 or after 25 years of service. Employees are eligible for early retirement at age 55 and 20 years of service. The average benefit at normal retirement is 2% of the average monthly compensation times

years of service (to a maximum of 30 years). For a 30 year service retiree, the pension is 60% of the three highest plan years salary.

In 2013, there were 242 total participants in the plan. Employees contribute 7% to the plan. The City contributed 13.5% in 2013. Recommended plan costs are higher this year due to a significant decline in covered payroll over the past few years, as well as due to less than expected investment performance since the Plan's inception.

New governmental accounting standards will take effect beginning July 1, 2014. These standards use a principal concept (accounting separate from funding) and covers only pension recognition issues.

Investment returns improved this year and hopefully are doing well since June 30, 2013. The demographics of the active group remain stable. Covered payroll is down 15% in three years. The recommended contribution rate for the City remains at essentially the same level as last year.

Recommendations include:

1. No improvement in benefit structure.
2. In CBIZ's opinion, plan processes are Uniform Management of Public Employee Retirement Systems Act (UMPERSA) compliant.
3. Continue to monitor investment of funds in light of City's finances.

Councilmember Aleshire asked if the pace with which members are added has a big impact on the costs. Mr. Ketzner stated the demographics have a greater impact. There are not as many young people to offset the seasoned participants. An older plan would be helpful in moderating the changing costs.

Councilmember Brubaker asked if adding people to the plan creates a larger liability for the City. Mr. Ketzner indicated it may. At this point, payroll is declining. Councilmember Brubaker pointed out the employee share has not increased.

Mr. Ketzner stated, from their perspective, the plan is well managed.

Mr. Zimmerman asked if the committee reviewed this report and agreed with the recommended percentage. Mr. Ketzner indicated the committee did review the report. Because of improving investment returns, stable demographics and lower payroll, the percentage increase is recommended. No recommendation is being made for benefit improvements.

Mr. Ketzner indicated the recommended percentage would be lower if the payroll was at the level it was three years ago.

Ms. Locher and Mr. Littler reported there was a 12% return on the investments at the end of June, 2013. Good progress has been made in the last six months. PNC predicts the economy will continue to recover.

Glen Fusick, Chairman of the Retirement Committee and Fire Department Employee, reported the City of Hagerstown's plan has performed better than Baltimore and other locations.

Mayor Gysberts thanked the committee members for the time and effort they put into reviewing the plan.

Housing and Neighborhoods Legislation Update

John Lestitian, Director of Community and Economic Development, Police Chief Mark Holtzman, and City Attorney Mark Boyer provided additional information regarding the proposed legislation for housing and neighborhoods.

At the January 7, 2014 Work Session, staff received direction from the Mayor and City Council to draft edits to the proposed legislation. The purpose and intent of the proposed legislation has not changed nor have the core concepts.

Proposed changes:

1. Streamline the ordinances to achieve improved implementation and ease of application for customers –
 - a. This will be achieved through combining elements of the proposed legislation into the existing Rental Licensing Program
 - b. Changes will include the development of one process to ensure registration/licensure
2. Clarify language on the Crime Free Lease Provision to be focused on criminal behavior generally
3. Remove the mandatory biennial training but leave in place the initial training requirement
4. Develop a parallel tract for achieving the Chronic Nuisance Property status based on certain qualifying Code Administration calls.

Mr. Lestitian stated the draft ordinance needs to have a specified number of qualified calls. He asked for direction from the Mayor and City Council of the number to use.

Mr. Boyer pointed out that Section 197-12 of the draft ordinance offers an additional certification process if owners wish to be designated as a Crime Free property.

Councilmember Metzner thanked everyone for the quick turn around with the changes in the draft ordinances from the discussion on January 7, 2014. He has discussed Section 197-11 with several landlords. They are concerned that their rental facility license will be denied for all their properties if one of their properties has qualified calls according to the ordinance.

Chief Holtzman stated if a certification is revoked or denied for a management company, the owner of the property will have to make other arrangements to have a certified operator for the properties. A certification can be revoked for failure to use a

written lease, failure to address a chronic crime issue or for not completing the required training.

Mr. Lestitian stated if a property reaches the chronic nuisance stage, the property owner or designated operator is not doing the right thing. In this case, the certification could be revoked for all properties.

Councilmember Metzner asked how many properties are considered chronic nuisances at this point in time. Chief Holtzman stated there are 36 properties on the list. A number of the properties are owner occupied.

Councilmember Metzner stated, based on this information, less than 7% of the owners of the 8,600 rental units in the City would have received a first notice.

Mayor Gysberts stated the written lease component is intended to protect the landlords, as well as the tenants.

Chief Holtzman stated the landlord is contacted as a heads up that an incident occurred at their property.

Mr. Lestitian stated including violations for weeds and trash in the chronic nuisance ordinance may cause people to change people their behaviors. There are approximately 80 properties that have received fourth notices regarding these type of code violations.

Mr. Zimmerman indicated additional revisions to the ordinances could be reviewed on January 21, 2014. They could be ready for introduction on January 28, 2014.

Councilmember Munson is concerned about foreclosure properties, since they are often owned by a subsidiary of a bank. Mr. Lestitian stated the definition of owner includes anyone who has an interest in the property. This would allow the City to contact the bank if there is a qualified call or nuisance situation. Councilmember Munson mentioned a property on Hamilton Boulevard that is in foreclosure.

Professional Boulevard Design Phase

Rodney Tissue, City Engineer, Greg Murray, County Administrator, and Rob Slocum, Director of the Division of Engineering and Construction Management for Washington County, were present to discuss the extension of Professional Court and improvements to Eastern Boulevard. For more than a decade, this project has been a top priority of the City and Washington County. Most recently, the City submitted a letter in September, 2013 to Maryland Department of Transportation (MDOT) Secretary Smith indicating that this was one of the two organizations' top priorities.

On December 2, 2013, Washington County was notified that the County will receive State funding for planning and design of the Professional Boulevard (name of street once extension is complete) bridge over the Antietam Creek. The \$ 1,120,000 in MDOT FY14

funding is a Secretary's grant to Washington County for this project. Staff feels that this amount of money is more than adequate to design the bridge across the Antietam Creek and both approach roadways. The widening of existing Professional Court may be included, provided funding and appropriate approvals are obtained from all parties to the MDOT grant.

In January, 2011, staff from the City and County made a presentation to the joint meeting of the Washington County Commissioners and the Mayor and Council. During that presentation, staff provided traffic study data that showed constructing Professional Boulevard over Antietam Creek is beneficial to the City in that Eastern Boulevard traffic will be reduced with this link constructed. This link also greatly reduces traffic on Dual Highway, but provides a slight increase of traffic on Jefferson Boulevard and Robinwood Drive. The projected volume of traffic in 2035 on the Professional Boulevard is 14,800 vehicles per day; compared to the current 2,400 per day on Professional Court.

Additional information:

1. Existing Professional Court has a 70' right-of-way and the right-of-way extends to the corporate line in the center of Antietam Creek.
2. The 70' right-of-way will accommodate a 4-lane closed section with no median while providing sidewalks on both sides. A traffic analysis will need to examine if a center left turn lane is needed, which may eliminate a sidewalk on one side.
3. Staff anticipate designing the paving for a 25-year life or approximately 15,000 vehicles per day.
4. The widening of Professional Court would maintain the 14 existing driveways which access the adjacent various businesses.
5. Design of the bridge should accommodate all public utilities that are needed to cross the bridge. This will involve contacting all utilities to discuss with them the possible extension of their mains.

Councilmember Aleshire asked if a right-of-way will be purchased from Meritus Medical system or if Meritus will donate the right-of-way property. Mr. Slocum indicated this project is not in the right-of-way stage at this point, but he hopes property would be donated.

Councilmember Aleshire asked if the advancement of this CIP funding delays other identified road projects. Mr. Slocum stated this project does not affect other County projects, as funding for this project is separate from other County funding. Councilmember Aleshire asked if the road will be designed to City standards. Mr. Tissue indicated it meets City standards for pavement design and median design. One deviation is that a multi-use path will be located on one side. The City standards require a path on both sides, but this seems like a reasonable accommodation.

Mayor Gysberts would prefer that sidewalks be constructed on both sides of the bridge.

Councilmember Munson suggested that County and City staff work together with the design of the bridge and sidewalks.

Mr. Slocum stated they would like to have sidewalks on both sides of the bridge as well. This will have to be worked out as the project moves forward.

Councilmember Munson would like to have landscaping included. He stated State money has been secured through efforts by Delegate John Donoghue.

Councilmember Brubaker asked if the length of the existing left turn lane from Jefferson Boulevard will be adequate. Mr. Slocum stated the lane will be made as long as possible. Councilmember Brubaker stated the bridge should have been built when the Meritus Medical center was built. There will be many emergency vehicles crossing this bridge.

Mr. Slocum stated it is estimated the route to the hospital by utilizing the bridge will save a minimum of five minutes and avoid five signals.

Councilmember Munson pointed out there are three governments working together on this project. Good things happen when governments work together.

City and County staff will continue to work on this project.

Councilmember Aleshire left the meeting.

Stormwater – Green Streets Grant Opportunities

Jim Bender, Assistant City Engineer, was present to discuss grant opportunities. As discussed previously, new and anticipated regulations will require the City to develop projects and programs to reduce stormwater pollution. Staff has presented information on potential projects to meet these goals; it is anticipated that the total cost of this effort could be as much as \$ 40 million to \$ 200 million over the next eleven years. Council directed staff to seek out any available Federal or State financial assistance that could be secured to help fund these projects.

There are two different grant opportunities that could help to meet the City's pollutant reduction goals.

The two grant programs, while having some of the same funding partners, have slightly different objectives. The Green Streets-Green Jobs-Green Towns Grant (Green Streets Grant) is focused on expanding the quantity and quality of green spaces in urban areas, which will lead to a reduction in stormwater pollutants through impervious surface reduction, reduced runoff volume, and pollutant uptake by new trees and plants. As stated in the fact sheet for the grant, "...The Green Streets Grant initiative is designed to bring a town's Green Vision together with the tools to accelerate local greening efforts

with positive results to enhance watershed protection, community livability, and economic vitality.” The deadline for submission of the application is February 14, 2014.

The Chesapeake & Atlantic Coastal Bays Trust Fund Grant (Coastal Bays Grant) is focused on specific projects in urban areas that reduce nutrient and/or sediment pollution delivered to the Chesapeake Bay. The projects funded by this grant must demonstrate specific reductions in nitrogen, phosphorus, and sediment loadings delivered to downstream waterways. The deadline for submission of the application is January 31, 2014.

There are a number of potential projects to which these grant funds could be applied, including:

1. Improvements on Memorial Boulevard near Park Circle. This project would add a median and islands on Memorial Boulevard between Summit Avenue and the circle, which would help to complete the long-range goal to transform and improve traffic flow around Park Circle. Staff estimates that the total project cost would be approximately \$ 200,000.
2. Landscaped “bumpouts” at various street intersections. This project would include the construction of curb extensions, chicanes, and “pinch points” that would both serve to calm traffic and collect/treat stormwater before it enters the City storm drainage system. Staff estimates a total project cost of approximately \$ 50,000.
3. Construction of some of the stormwater management facilities that were identified in the Stormwater Management Retrofit Study. These facilities would provide additional treatment and pollutant removal for runoff from existing developed areas. Staff would propose construction of the bio-retention facility near Clean Water Circle, and the bio-swale near the Central Maintenance Garage. The Retrofit Study estimated that the total cost to design and construct these two facilities would be approximately \$ 670,000.

It was the general consensus to submit an application for this grant funding.

Memorial Park – Phase II

Rodney Tissue, City Engineer, reviewed the final details of the Memorial Park, Phase II project, in anticipation of constructing Phase II of the park in the spring/summer of 2014. Phase II of the project includes the following:

1. Development of the remembrance plaza with “honor walls” to recognize important people
2. A timeline of historic events along the outer trail with vertical markers containing information on significant events in the City’s history.
3. A pathway to character along the interior trail with markers embedded in the paving of the six pillars of Character Counts.

In early October, a draft of historic events was presented. Staff has since worked with Steve Bockmiller, City Zoning Administrator and Development Planner, the Washington

County Historical Society, John Frey, and the Roundhouse Museum and the Cracker Barrel Magazine for input. The result of this collaboration is a timeline of significant historic events in Hagerstown. A marker for every 20-year period that would list the events that occurred in that period is proposed.

Staff estimates that the construction cost of Phase II is \$ 120,000. There is currently \$ 49,500 in Program Open Space funds, \$ 5,500 in Excise Tax funds, and staff proposes that the balance of the funds (\$ 65,000) be taken from FY 14 CDBG “Neighborhood Parks” budget. All the work would be completed in-house by City staff except for trade work (plumbing and electric). Phase II would include the plaza, landscaping, lighting, fountain, memorial walls, historic markers for the events, and the Character Counts markers.

Staff suggests that Mayor and Council appoint a committee to develop names for the “honor walls.” Staff is suggesting that there be approximately eight inductees the first year, and then two additional names each year thereafter.

Mayor Gysberts stated he likes the new format, with the 20 year increments being used.

Councilmember Brubaker reiterated that no General Fund money is being used for the project.

Councilmember Metzner suggested including a QR code for more information on the markers.

Mayor Gysberts appreciates the collaboration with the community for this project.

Mr. Tissue thanked Mr. Bockmiller for his efforts in particular.

Councilmember Munson asked if there is funding in the budget for maintenance. Mr. Tissue stated this will be included in the operating budgets for Parks and Engineering and Planning.

Councilmember Brubaker asked if there will be room to construct a trail along Memorial Boulevard. Mr. Tissue stated there is. There is a possibility of constructing a trail across the CSX track at Memorial Boulevard.

Approval of the project, including funding, the timeline of events on the markers and a nominating committee for names on the honor wall, will be included on the January 28, 2014 Regular Session agenda.

Potterfield Pool Management Services

Rodney Tissue, City Engineer, reported over the last several years the City has outsourced the management of the Potterfield Pool operations to the Hagerstown YMCA.

Swim season attendance peaked in 2005 (when the Slidewinder was installed) and has since been on a steady decline while costs have increased. Staff is suggesting the City hire a professional pool management company to operate the Potterfield Pool. The following are reasons why staff feels the City needs to hire a professional management company:

1. Professional management, where their staff has financial incentives to provide outstanding performance.
2. Cost containment and the City will no longer hire lifeguards.
3. Improved pool safety.
4. Expanded programs with the possibility of partnering with the management company to have more programs such as aquatic instruction, swim team, dive-in movie nights, and other pool programs in the evenings.

In October, staff issued a detailed Request for Proposal (RFP) for management of the Potterfield Pool. Five proposals were submitted. Four of the firms were interviewed. The staff committee that reviewed the proposals is recommending American Pool Enterprises (APE) of Columbia, Maryland to manage Potterfield Pool, the low bidder. They manage several local pools. APE will operate the pool seven days per week and the pool will be open from Memorial Day to Labor Day. The City keeps all public swim revenue and revenue from City events.

It was the general consensus to accept the proposal and complete a contract with APE for pool management services. A formal vote will be added to the January 28, 2014 agenda.

CITY ADMINISTRATOR'S COMMENTS

Bruce Zimmerman, City Administrator, thanked Chief Holtzman, John Lestitian and Mark Boyer for revising the draft ordinances for Housing and Neighborhood legislation within the short time frame.

MAYOR AND COUNCIL COMMENTS

Councilmember M. E. Brubaker attended the MML Legislative Committee meeting last week. There are several bills affecting municipalities that were pre-filed. MML's priority in this session is the restoration of Highway User Revenue for municipalities. A committee appointed by the Governor had no recommendations for restoring the funds.

Mayor Gysberts is concerned the State Ethics requirements for board and commission members to complete a financial disclosure statement will cause people to stop volunteering for committees. In reference to the Project Committee discussed earlier, he stated the members do have a financial interest in projects in Hagerstown, which is good.

Councilmember Brubaker congratulated Gordon's Grocery for their 90th anniversary.

Councilmember L. C. Metzner attended a Long Meadows Rotary Club meeting that provided information about the Maryland Theatre and the plaster repair work. He stated the community believes in and supports the Maryland Theatre. It is exciting to see the potential for big name acts at the Theatre. He stated the Mail Call section of the Herald Mail newspaper was a detriment to the community. He complimented the Herald Mail editors for eliminating Mail Call. He expressed condolences to Jim Bestpitch's family (former AFSCME representative).

Councilmember P. M. Nigh also expressed sympathy to Jim Bestpitch's family.

Councilmember D. F. Munson expressed sympathy to the family of Bill Feuerstein, local business man, who passed away recently.

Mayor D. S. Gysberts is excited about the process that has started with Urban Partners. Stakeholder input will be important to this process. Everyone will know the vision for Hagerstown.

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 7:07 p.m.

Respectfully submitted,

Donna K. Spickler
City Clerk

Approved: February 25, 2014