

105TH SPECIAL SESSION, WORK SESSION AND EXECUTIVE SESSION NOVEMBER 15, 2016

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

105TH SPECIAL SESSION, WORKS SESSION AND EXECUTIVE SESSION – November 15, 2016

EXECUTIVE SESSION – November 15, 2016

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to consider the acquisition of real property for a public purpose and matters directly related thereto, #3, (Section 3-305(b)), 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)), and to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, #1, (Section 3-305(b)), on Tuesday, November 15, 2016 at 2:34 p.m. in Room 407, 4th floor, City Hall, Hagerstown, Maryland.

The following people were in attendance: Mayor D. S. Gysberts, Councilmember K. B. Aleshire, Councilmember M. E. Brubaker, Councilmember L. C. Metzner, Councilmember D. F. Munson, Councilmember P. M. Nigh, City Administrator Valerie Means, City Attorney Jason Morton, Rodney Tissue, City Engineer, Michelle Hepburn, Director of Finance, Jill Frick, Director of Community and Economic Development, Kathleen Maher, Director of Planning and Code Administration, Michael Spiker, Director of Utilities, Nathan Fridinger, Electric Operations Manager, Scott Nicewarner, Director of Technology and Support Services, Randy Gray, Business Development Specialist, Jonathan Kerns, Community Development Manager, and D. K. Spickler, City Clerk.

The meeting was held to discuss the potential for property acquisition, two business proposals for downtown buildings, and membership of the Board of Zoning Appeals. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the Executive Session was adjourned at 3:27 p.m.

A meet and greet reception was held for the new president at Frostburg State University – President Nowaczyk - from 3:30 p.m. to 4:00 p.m.

105th SPECIAL SESSION AND WORK SESSION – November 15, 2016

Mayor D. S. Gysberts called this 105th Special Session, Work Session and Executive Session of the Mayor and City Council to order at 4:06 p.m., Tuesday, November 15, 2016, 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 Valerie Means, City Attorney Mark Boyer, and City Clerk D. K. Spickler.

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote of all members present to meet in Special Session at 4:06 p.m.

Introduction of an Ordinance: License Agreement with Owner of Chic’s Seafood To Install Photo Murals

Action: Councilmember L. C. Metzner made a motion to introduce an ordinance authorizing the execution of a License Agreement to permit the City of Hagerstown to create and maintain photo murals in connection with the Hagerstown Cultural Trail along the Lee Street side of the property at 300 Summit Avenue. Councilmember M. E. Brubaker seconded the motion.

Motion carried 4-1 with Councilmember P. M. Nigh voting No.

Introduction of an Ordinance: Authorizing the Sale of Property Located at 43-53 West Washington Street

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance authorizing the sale of City-owned property located at 43-53 West Washington Street to Hager 5, LLC for the sum of \$ 150,000. The sale will provide the opportunity for \$ 1.5 million of private investment and redevelopment on West Washington Street. The sale will be in accordance with all terms and conditions outlined in the Purchase Agreement.

Introduction of an Ordinance: Amending Chapter 197, Rental Facilities, to Enhance Support to Neighborhoods

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 introduce an ordinance to amend the Code of the City of Hagerstown, Chapter 197, Rental Facilities. Specifically the amendments will:

1. Add a definition for “certified Crime-free Housing Residential Operator.”
2. Amend Section 197-3 to clarify language regarding the requirement for a rental facility license.
3. Amend Section 197-6(A) (1) to add those circumstances when the City will not accept an interior inspection by the Hagerstown Housing

Authority as part of a tenant-based Section 8 inspection program in lieu of the City-required interior inspection.

4. Amend Section 197-10(B) and -12(A) to clarify that revocation of the certification as a residential operator shall be limited to the rental facility where the violation of the training requirement, written lease requirement, or crime-free provision occurred.

Approval of a Resolution: Authorizing an Amendment to a Grant for Marsh Run Multi-Use Trail Project

Action: Councilmember D. F. Munson made a motion to approve a resolution authorizing the execution and delivery of an Amendment to a Grant Agreement for the conceptual and preliminary design of the Marsh Run Multi-Use Trail project between the City and the Maryland Department of Transportation. This amendment provides additional time to complete the work due to delays by CSX RR in reviewing the plans. Councilmember L. C. Metzner seconded the motion.

Motion carried 4-1 with Councilmember P. M. Nigh voting No.

Approval of Amendment to Standards and Conditions for Sidewalk Business License for Temporary Use of Public Right-of-Way for Display of Merchandise

Action: On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember P. M. Nigh, the Mayor and City Council unanimously agreed by voice vote to approve amendments to the Standards and Conditions for Sidewalk Business License for Temporary Use of Public Right-of-Way for Display of Merchandise. These standards are utilized to guide review and approval of Sidewalk Business Licenses issued per Chapter 216, Streets and Sidewalks, of the City Code. These provisions only apply to the City Center. The amendment provides more flexibility for such displays in response to concerns expressed by merchants with the 2015 standards and a recommendation for change from Main Street Hagerstown. Modifications have been made to reflect input received from the public and the Mayor and City Council during the review process, and changes are highlighted in red in the original document.

Approval to Increase the Spending Limit for the Public Works Operations Center and the Elizabeth Hager Center Roof Contract

Action: On a motion made by Councilmember M. E. Brubaker and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to approve an increase in the spending limit for the roof projects for the Public Works Operations Center and Elizabeth Hager Center from \$ 168,300 to a total not to exceed \$ 200,000. The funding

source for these projects is General Fund Future Bond issue and Property Management Operating Fund.

The Special Session was closed at 4:15 p.m.

WORK SESSION – November 15, 2016

President Nowaczyk, Frostburg State University – Update of Programs

President Nowaczyk, President of Frostburg State University (FSU), was present to provide information about new programs and focuses at Frostburg. FSU is focusing on student success and serving as a regional partner. There are more than 400 students enrolled at FSU from Washington County. FSU is ranked #2 in the State in terms of level of debt students incur and #113 in the country. A large percentage of students are transfer students from community colleges. FSU is looking for a partnership that will be helpful for students who plan to transfer and make the transition seamless. FSU administrators are reviewing ways to provide affordable classes for adults who are looking for additional college work to move forward in their jobs or to make a career change. FSU is willing to put together specialized educational programs for companies to help employees improve their job skills.

Mayor Gysberts is grateful for the leadership of Frostburg State University and its presence in Hagerstown. He is impressed with their mission of urban revitalization.

Councilmember Munson noted one of the reasons Hagerstown has been successful in higher education is because of Mark Halsey, Director of the University System of Maryland Hagerstown. Councilmember Munson is honored to have been a part of promoting USMH while he served as Senator.

Mayor Gysberts pointed out the four year graduation rates at USMH are phenomenal.

Councilmember Brubaker stated educational opportunities will be a key component of attracting a more diversified base for the area.

Special Recognitions

Donation of Civil War Walking Tour Map – Rose Hill Cemetery

Mayor Gysberts recognized the contribution of Rose Hill Cemetery for the Civil War Walking Tour Map. Colleen Rafferty, Executive Director of Rose Hill Cemetery, was present for the recognition. Stephen Bockmiller, Zoning Administrator, stated Rose Hill Cemetery generates visits from people who have ancestors buried at Rose Hill. The first edition of the map would not have been possible without the partnership with Rose Hill Cemetery. The second edition of the map highlights buildings that were present during the Civil War that are still standing. A virtual tour was created for these buildings and

cemeteries that existed during the Civil War. There was no tombstone in place for a member of the Colored Guard. The Veterans Council made arrangements to create a tombstone that will be placed on the grave tomorrow. Rose Hill Cemetery has waived the stone setting fee.

Copies of the maps are available at City Hall in the Planning Office, at the Convention and Visitors Bureau, and the Rose Hill Cemetery office.

Donation for City Park Lighting – Hagerstown Heating and Cooling

Mayor Gysberts thanked Hagerstown Heating and Cooling for their contribution and support of the City Park Lighting event. Hagerstown Heating and Cooling, a new sponsor for the event, provided a sponsorship of \$ 5,000.00.

John Poyle, Owner of Hagerstown Heating and Cooling, and Orion Kimberlin, Recreation Assistant, were present for the recognition.

The City Park Lighting will take place on Friday, December 2, 2016. The theme this year is Hot and Cold.

Proclamations

America Recycles Day

Mayor Gysberts read a proclamation naming November 19, 2016 as America Recycles Day in Hagerstown. City residents will be able to recycle electronics, including televisions and computers, during the free drop off event at Municipal Stadium.

Municipal Government Works Month

Mayor Gysberts read a proclamation noting November, 2016 as Municipal Government Works Month in Hagerstown, Maryland. Eric Deike, Director of Public Works, and Scott Nicewarner, Director of Technology and Support Services, accepted the proclamation.

National American Indian Heritage Month

Mayor Gysberts presented a proclamation naming November, 2016 as National American Indian Heritage Month in Hagerstown to Mary Higgins and Mary Dorin, representatives of the Daughters of the American Revolution.

Transgender Day of Recognition

Mayor Gysberts read a proclamation naming November 20, 2016 as Transgender Day of Remembrance in Hagerstown.

Consent Agenda

A. Community and Economic Development:

1. Street Closure for Reindeer Run – December 10, 2016

B. Fire:

1. Breathing Apparatus – Municipal Emergency Services (Lanham, MD)
\$ 65,527.26

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

Approval of a Resolution: Guaranty of a Rental Contract between the Maryland Theatre and the Carroll County Foundation to Facilitate the Miss Maryland Scholarship Pageant and the Miss Outstanding Teen Maryland Pageant

Valerie Means, City Administrator, stated the parties involved in this agreement have combined the multiple agreements for the Miss Maryland Scholarship Pageant into one document. The funding commitments remain the same. The rental agreement will now be between the Maryland Theatre and the Carroll County Foundation.

Approval of 2017 and 2018 Pavement Preservation Program

Rodney Tissue, City Engineer, presented the list of streets and alleys to be included in the 2017 and 2018 Pavement Preservation Program to the Mayor and City Council for their review.

Councilmember Brubaker is glad to see State routes are not included on this list. He feels progress is being made in the efforts to have the State of Maryland maintain the State roads within municipal boundaries.

Approval of Support for Washington County Coalition

Paul Frey, Executive Director of the Chamber of Commerce, was present to discuss the 2017 Washington County Community Lobbying Coalition's agenda.

The Coalition has successfully lobbied for issues important to the entire community, many of which directly impacted the City of Hagerstown. Past projects include: Edgewood Drive intersection, Central Booking, Prisoner Release Process, New Downtown Regional Library, Eastern Boulevard, Funding for Downtown Master Plan, Maryland Theatre improvements, and liquor law changes to support designated downtown festival areas.

Like in years past, the process to develop the agenda began with a series of meetings to which the entire leadership of all Coalition partners were invited. The group starts

with brainstorming sessions designed to identify issues important to the community. The partners agreed that, as in years past, the agenda should include only items that have been supported by all partners with a specific State “ask”. Using input from the members as well as feedback from members of the Delegation and the lobbyist, the agenda was finalized in November. However, should the need arise, the Coalition may modify the agenda and/or watch list as needed.

The 2017 Agenda includes the following:

1. Transportation:
 - a) I-81 – Construction funding for Phase 2, application for future FASTLANE grant, long term plan to complete full 12 miles over 10 years
 - b) I-70/Rt. 65 Interchange improvements
2. Community Revitalization:
 - a) Urban Improvement Project (County, City, Washington County Public Schools, Maryland Theatre, BISFA, USMH, private business for corporate office space)
 - b) CRIZ Legislation (City) – Delegate Wilson looking to fine tune legislation and gain more co-sponsors and submit again this year
 - c) NPS Headquarters/Visitors Center in Williamsport (Williamsport/CVB)
3. Tourism:
 - a) Increase cap from \$ 3 million to \$ 6 million for annual funding for Maryland Heritage Area Authority (MHAA) Program (CVB)
 - b) Liquor Law legislation to assist small local Bed and Breakfast entities in obtaining an affordable liquor license to give away or sell wine/beer to guests

Items on the Watch List include:

1. USMH Operational Funding
2. Gaming Revenue Protection
3. Shifting of Liabilities from State to Localities
4. Highway User Revenue restoration
5. HCC Operational Funding and Capital funding
6. State funding of K-12 education

Foreclosure/receivership challenges were also discussed.

Mr. Frey noted the importance of going forward with one voice in Washington County. The Coalition provides this “one voice” for all the partners.

Funding partners are anticipated to include the City of Hagerstown, Convention and Visitors Bureau, Chamber of Commerce, CHIEF, Greater Hagerstown Committee, Friends of the Library, Washington County Public Schools, and the Town of Williamsport. Mr. Frey is hoping the Washington County Commissioners will be a

partner this year as well. To support this work, the Coalition is requesting \$ 5,000.00 from the City of Hagerstown (the same level as in past years).

Councilmember Aleshire inquired if the presentations to the legislators would be the same as in the past, with one page descriptions of the agenda items. Mr. Frey indicated that is correct. The projects will be discussed with the legislators during the annual Day in Annapolis.

Councilmember Metzner wondered if the partners could financially support the efforts if the Board of Education and the Washington County Commissioners do not participate. He suggested having them be partners, even if they don't contribute financially. It would send the wrong message if education projects are discussed and the Board of Education and the Commissioners aren't participating.

There was some discussion about whether or not it is accurate to say it is a community coalition if those two partners aren't participating.

Mayor Gysberts reminded the group that this body took the lead and have supported this worthwhile effort. He doesn't think the City should wait to see what other potential partners may or may not do. Others agreed.

Councilmember Brubaker stated he does not think the key item - the Urban Improvement project – will be successful without the partnership.

It was the general consensus of the Mayor and City Council to support the Coalition's request of \$ 5,000.00. Approval will be scheduled for November 22, 2016.

There were no additional comments or questions regarding the items on the Preliminary Agenda. All items are scheduled for approval on November 22, 2016, unless otherwise stated.

Mayor Gysberts congratulated City Attorney Mark Boyer on his recent appointment as a Circuit Court judge.

New City Website Design and Transparency Module

Scott Nicewarner, Director of Information and Support Services, and Erin Anderson, Communications Manager, were present to provide a walkthrough of the new City website design implemented in October, 2016.

Ms. Anderson stated the City's website has been updated and redesigned to be more appealing to users. There are twice as many people using mobile devices to access the City's website than a desktop computer. The old website was very departmentalized which could be difficult for users to navigate. The new website makes it easier for users to find the information they are looking for. Staff from multiple departments has been

working for more than a year to redesign the website. Further enhancements are planned as well.

A transparency module will soon be launched which will provide citizens with point and click, drill-down capability to see how the City of Hagerstown is spending taxpayer money.

Mayor Gysberts noted the new website is very engaging and interesting.

Contracted Snow Operations

Eric Deike, Director of Public Works, discussed the possibility of a contract for snow services. The contract would apply the same rates and conditions to any contractor providing snow operation services to the City of Hagerstown. Staff is not seeking to bring back each individual contractor for approval but to simply utilize this contract with each company.

Snow operations for the City of Hagerstown have generally been completed by the City's own work force of employees and equipment. Exceptions have been the removal of snow from the downtown at a time when the City was unable to complete this work themselves. In recent history, the City work force plowed and removed snow with no assistance from contractors including the snowstorm of December 2009, the double blizzard of February 2010 and the massive storm in January 2016.

What was needed to accomplish this work was use of employees from departments other than Public Works including Parks, Water and Wastewater.

These storms also indicted the limits on what the City can provide for itself. The City has grown geographically over the years physically stretching the boundaries of the City. Areas such as Collegiate Acres, Hager's Crossing, All Star Court and Greenwich Park are on the furthest edges of the City making it increasingly difficult to plow these streets in a timely manner.

This proposal is to supplement the work force of the City and not replace it. Under extreme circumstances such as the January 2016 monster snowstorm, the additional help would have made a difference by allowing the City's work force to focus on the core of the city. It would also be helpful by already contracting with vendors who know the routes and areas to address.

The proposed contract language has been borrowed from Washington County Government including the pay rates. Each contractor would receive a flat rate for having the piece of equipment followed by payment for actual hours used. A contract was presented to the Mayor and City Council for their review. The contract was reviewed and modified by the city attorneys.

Currently, there are no objections to this plan from AFSMCE.

With the Council's approval, staff will seek out contractors willing to provide snow operation services. The contracts would be signed and the areas of work agreed upon. For now, those areas would include the developments listed earlier. Additional areas and contractors could be added should the City annex other parcels where new developments are built or there is a need for additional contractors.

An evaluation of this program and contracts would be completed after the winter season. The contracts would be modified as necessary or possibly eliminated if the program did not provide the level of service staff hopes it will.

A retainer fee of \$ 500.00 per vehicle per term is the starting point. Rates vary per vehicle after that. Estimated costs indicated savings based on the fact that a new salt spreader and plow would cost at least \$ 150,000.00 and a backhoe more than \$ 125,000.00.

Staff believes it is time to supplement snow removal services with contractors. Snow operation services should only be required, on average, ten times per snow season. The City is limited in expanding its resources such as labor and equipment for such a limited operation. Supplementing the City's work force with contractors for snow operations seems to have enough merit to try.

The contracts will only be in effect for single seasonal periods. Changes can be made as necessary for the following winter season.

Councilmember Aleshire stated many municipalities use this type of plan for snow removal, making them first in line for the contractor's services.

It was the general consensus to support this plan for contractors for snow removal.

Bulk Diesel and Gasoline Bids and Bulk Salt Purchase

Eric Deike, Director of Public Works, discussed the bulk purchases for diesel, gasoline, and salt.

Mr. Deike reported that Global Ventures was awarded the salt contract, based on a bid completed with the Washington County Government, for the City earlier this year. The County, after repeated, unsuccessful attempts to have salt delivered, has cancelled their contract with Global Ventures. Based on this fact, and the probability of a price change in the bid price, the City will be ending its contract with Global Ventures as well. The next lowest bidder is Eastern Salt. It is anticipated that Washington County, the Board of Education, and the City of Hagerstown will award the bulk salt bid to Eastern Salt.

The bulk diesel and gasoline purchase, which was approved for two separate vendors, was approved by the Mayor and City Council on October 25, 2016. Washington County's purchasing agent planned to recommend the two separate vendors for approval by the Washington County Commissioners.

The bid included two options. The first option is the standard practice, with separate pricing for each contract. The second option asked bidders to include pricing for both contracts together. The County Commissioners chose to award the bid to a single contractor, A. C. & T. Co., Inc., which is a local business.

The cost to the City to accept the bid with the single vendor is estimated to be an additional \$ 3,000.00. Because the pricing from the separate vendors is based on a bulk amount, the cost would likely increase significantly.

Councilmember Metzner stated it appears the City has no choice but to accept the bid of A. C. & T., Co. Inc. He noted giving local preference to vendors could eventually cause other vendors to stop placing bids.

Councilmember Aleshire stated he struggled with this practice while he was a County Commissioner. If organizations are going to give local preference to vendors, it must be written in their purchasing policy.

Approval of the new contract will be included on the November 22, 2016 agenda.

Update on Downtown Movement Pop-Up Shops

Amanda Whitmore, Downtown Coordinator, Lauren Metz, Community Events Coordinator, Rori Daughtridge and Lindsey Seifert, Downtown Movement, were present to provide an update on the Downtown Movement's Holiday Pop-up Shop Event.

The Downtown Movement will be hosting the Holiday Pop-Up Shop Event at the Farmer's Market and City Center on November 18, 19, and 26, 2016.

In City Center, eight vacant storefronts will be filled with local shops. Vacant storefronts along West Franklin Street, North and South Potomac Streets, and West Washington Street will be cleaned, decorated and filled with favorite shops from past Pop-Up shops. These shops will be open November 18 during the tree lighting in the square from 4:00 p.m. to 8:00 p.m. and both Saturdays from 11:00 a.m. to 6:00 p.m.

Local artists, farmers, and entrepreneurs will fill the City's Farmers Market both Saturdays from 8:00 a.m. to 3:00 p.m. The Downtown Movement has been busy sprucing up the booths, painting a mural, and creating signage.

The Downtown Movement has successfully produced several Pop-Up events since 2014. These Pop-Up shops occurred in City Center during Blues Fest weekend and over

the holidays. Four Pop-Up vendors turned into permanent businesses in downtown Hagerstown as a result of these events.

Ms. Daughtridg thanked everyone for the good collaboration between the City and volunteers. Supporting the vendors at the Farmers' Market has been a mission for the Downtown Movement.

Mayor Gysberts stated the work of the Downtown Movement, volunteers, and vendors is an excellent example of positive synergy.

Update on Historic City Farmers' Market

Lauren Metz, Community Events Coordinator, was present to provide an update on the progress of the Historic City Farmers' Market in support of Catalyst Project #7: Expanded Operations of the City Farmers' Market.

Identified as one of eight catalyst projects by the ten-year Community's City Center Plan, the goal of Catalyst Project #7 is to expand the hours of the Historic City Farmers' Market, increase the number of vendors at the market, and rebrand the market to capture a portion of the estimated \$ 13 million of unmet demand for specialty foods in the retail market.

Following the August 2, 2016 Work Session discussion of the Farmers' Market, staff has taken a number of additional actions to further catalyst Project #7 including:

1. Increasing the number of vendors by 6, for a grand total of seventeen vendors. There is enough space remaining in the market to comfortably accommodate an additional twelve vendors.
2. Rebranding the market – new this year, a part of the Main Street Hagerstown and Downtown Movement's Holiday Pop-Up Shop Event will take place in the City Farmers' Market. Throughout and following the Pop-Up event, staff will work with Pop-Up shop owners about their interest in vendor space in the market. The partnership with the Downtown Movement has also lead to many physical improvements to the Farmers' Market.
3. Improved Lines of Communication with Current and Prospective Vendors – staff has implemented monthly vendor meetings and an anonymous vendor suggestion box to increase two-way communication between Farmers' Market vendors and city staff. Through the creation of an open-door policy, overall attitudes of Farmers' Market vendors have improved and many vendors are now referring business associates to sell in the market.
4. Hours of Operations – Feedback from both current and prospective vendors prompted City staff to review the effectiveness of the current hours of operations for the Market.

In addition to the actions listed above, staff has identified several key opportunities to advance the overall goal of Catalyst Project #7:

1. Leveraging Local Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC) , or Senior Farmers' Market Nutrition Program (SFMNP) buying power to catalyze local foods.
2. Establishing lines of communication between downtown residents and city staff to better align market offerings and events with local community needs and preferences.
3. Refining Market Offerings, Advertising, and Signage

Mayor Gysberts stated it seems there is an attitude that the City Farmers' Market is competition for the other farmers markets in the County. Ms. Metz state this is a concern staff is addressing. A meeting is being scheduled with Councilmember Aleshire to discuss this concern.

Councilmember Aleshire stated it is important to have regular discussions at the end of each season about attendance and peak times.

Mayor Gysberts noted there is potential for the Farmers' Market to be an incubator for businesses. Communication with current vendors has improved and he thanked staff for their efforts.

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

Jill Frick, Director of Community and Economic Development, and Kathleen Maher, Director of Planning and Code Administration, provided an Action Report on the community's progress in implementation of the Community's City Center Plan. This Action Report reflects 2016 year-to-date progress.

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. Staff will be meeting with Maryland Commerce staff to determine innovative ideas to market this amenity.
2. The Urban Improvement Project – The City is working in partnerships 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): The City and Bowman Development are in the exploratory phase on the Class A Office Building

project. On July 15, 2016, the City applied for a \$ 750,000 grant from the Maryland Strategic Demolition Fund program to assist with pre-development activities for this project. No word yet on awards.

2. Expansion of Attendance/Programming at Maryland Theatre (Catalyst #2): The Theatre's State bond award of \$ 175,000 was matched with local Hotel Tax funding. In July, the Theatre worked on Stage Safety upgrades. The dressing room remodeling is complete. Updated stage lighting is complete. 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. The City of Hagerstown and Washington County Board of Commissioners each contributed \$ 500,000.00 towards the architectural 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 is fully leased with eight USMH students. On July 15, 2016, the City applied for a \$ 200,000 Community Legacy grant to assist with development of a second Student Housing project. No word yet on awards.
5. Hagerstown Cultural Trail (Catalyst #5):
 - a. 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. Lights have been energized. The decorative crosswalks and pedestrian detection/beacon systems are installed. The security cameras are being installed and will be operational this month. Trash cans, a few benches, and dog mitt stations are ordered. Utilizing a grant from the Maryland Heritage Area Authority, entrance signs will be installed this month, and the wayfinding signs will be installed this winter. Granite insets for installation in early spring have been ordered. This winter/spring, the City will fabricate shade structures and install interactive history displays, etc. Staff is suggesting a ribbon cutting on Saturday, June 10, 2017.

- a. 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. Inspections of licensed vacant structures are ongoing to ensure protection of the neighborhoods and first responders from exterior blight and unsafe interior conditions.
- b. Home-Ownership Program: 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.
- c. Down Payment Assistance Program: On July 15, 2016, the City applied for a \$ 125,000 Community Legacy grant to replenish the Down Payment Assistance program. No word yet on awards.

Councilmember Munson noted without staff's efforts Hagerstown would not be a Gigabit City. He thanked all involved, especially Scott Nicewarner, Director of Technology and Support Services. Mr. Nicewarner pointed out Antietam Cable has taken a significant risk by installing the service in the City.

Mayor Gysberts stated he believes Antietam Cable's actions show confidence in what the City is trying to accomplish with the City Center Plan.

Councilmember Brubaker is glad people are using the trail already. It has to have a good reputation from the beginning.

The Mayor and City Council thanked staff for their work on the Catalyst Projects.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator, thanked staff for their work in bringing the projects to the Mayor and City Council for consideration.

MAYOR AND COUNCIL COMMENTS

Councilmember M. E. Brubaker hopes the next administration does not change the process for the work on the City Center Plan. Everyone must work together to improve Hagerstown.

105TH SPECIAL SESSION, WORK SESSION AND EXECUTIVE SESSION NOVEMBER 15,
2016

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

Councilmember K. B. Aleshire had no additional comments.

Councilmember D. F. Munson agreed with Councilmember Brubaker that the City Center Plan must continue.

Councilmember P. M. Nigh has been asked when the informational/educational process will begin for the new trash regulations. Bulk trash is becoming more of a problem.

Councilmember L. C. Metzner was honored to represent the Mayor and City Council at the wreath laying in remembrance of Veterans Day at the Washington County Court House and other locations on November 11, 2016.

Mayor D. S. Gysberts had no additional comments.

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 6:57 p.m.

Respectfully submitted,

Donna K. Spickler
City Clerk

Approved: December 20, 2016