

STRATEGIC PLANNING SESSION, WORK SESSION, AND SPECIAL SESSION
(13TH VOTING SESSION) – May 18, 2021

STRATEGIC PLANNING SESSION – May 18, 2021

A Strategic Planning Session was held at 9:00 a.m. on Tuesday, May 18, 2021 at the BuroBox, 60 W. Washington Street, Hagerstown, Maryland.

The following people were present: Mayor Emily Keller, Councilmember Kristin B. Aleshire, Councilmember Robert E. Bruchey, II, Councilmember Tiara Burnett, Councilmember Tekesha Martinez, Councilmember Shelley McIntire, City Administrator Scott A. Nicewarner, Michelle Hepburn, Chief Financial Officer, Brooke Garver, Accounting and Budget Manager, Don Francis, Director of Human Resources, Eric Deike, Director of Public Works, Jonathan Kerns, Community Development Manager, James Snyder, IT Director, Police Chief Paul “Joey” Kifer, Kathleen Maher, Director of Planning and Code Administration, Jill Thompson, Director of Community and Economic Development, Nancy Hausrath, Director of Utilities, Fire Chief Steven Lohr, Rodney Tissue, Director of Parks and Engineering, Jennifer Keefer, City Attorney, Eric Hastings, TV Production/Web Coordinator, Wes Decker, Communications Manager, and Donna K. Spickler, City Clerk.

The group reviewed the results of the recently completed community survey. Mayor Keller pointed out the mailed in results showed most people feel safe or somewhat safe in Hagerstown, most have a park close to their home, and they are proud of their neighborhoods. The four major issues noted were blight, drug use, homelessness, and trash.

Mr. Nicewarner noted one thing staff is reviewing is whether \$ 5,000 to \$ 10,000 grants for renovations in targeted neighborhoods would qualify for American Rescue Plan Act (ARPA) funds.

Councilmember Aleshire stated it may be time to revisit the City Center plan. He is not sure the remaining items on the list of catalyst projects are where the City is focused now. Review of the plan would not necessarily have to be completed by Urban Partners.

Mr. Nicewarner thinks the business community will ask the City to move things forward as the multi-use center is developed.

Goals from each Mayor and City Councilmember are as follows:

1. Councilmember Bruchey:
 - a. Increased incentives for Economic Development
 - b. Public Safety – eliminate the illusion of unsafe areas, recruitment and retention of officers
 - c. Expand focus outside of downtown

2. Councilmember Burnett:
 - a. Community Involvement
 - b. Trash Clean up events
 - c. Repair of pavilion at Wheaton Park
 - d. Address blight
 - e. Rental assistance and utilities
 - f. Partnership with homeless assistance organizations
 - g. Caretakers house at Wheaton Park

3. Councilmember Martinez
 - a. Support local artists and their brands
 - b. Build community
 - c. Collaboration with small businesses and youth
 - d. Learn trade partnerships with youth
 - e. Jonathan Street revitalization

4. Councilmember Aleshire: noted that all departments have goals and objectives and the Mayor and City Council help carry out those goals and objectives
 - a. Splash pad
 - b. Indoor turf facility
 - c. Parking deck
 - d. Supermarket downtown
 - e. Budget stability
 - f. Fair funding for fire
 - g. Update the City Center Plan
 - h. Increase Invest Hagerstown incentive program
 - i. Aggressive annexation plan
 - j. Public housing plan
 - k. White elephant program to address large, old, vacant buildings

5. Councilmember McIntire:
 - a. Develop a friendly mission statement
 - b. Want to hear from residents 25 and younger
 - c. Downtown market
 - d. Diversity celebration
 - e. Youth Violence Awareness program
 - f. Neighborhood Clean Up
 - g. Amphitheater
 - h. Marketing plan and promotion of Hagerstown
 - i. Address issues at Sheetz store on Washington Street

6. Mayor Keller
 - a. Purchase Springworks building and City park trailer park
 - b. Amphitheater
 - c. Promote and market Hagerstown

- d. Text updates about events
- e. Tax differential
- f. Fair fire funding
- g. Remove blight
- h. Employee pay – increase police even more
- i. Community clean up events
- j. Painting of buildings – i.e. pop-up shops
- k. Downtown Frederick type project – or Philadelphia neon light project
- l. Neighborhood pride
- m. Neighborhood ambassadors
- n. Splash pad
- o. Additional murals
- p. Public art wall for graffiti
- q. Neon mural
- r. Homelessness
- s. Public restrooms and mobile showers
- t. Public community meetings in neighborhoods
- u. Solutions based community approach

Mr. Nicewarner stated staff shares a lot of the same concerns.

The lists can be combined for common themes and then the Mayor and City Council can prioritize their goals. Some of the items may be eligible for ARPA funding as those regulations are geared more to spending the funds in the community.

Senator Paul Corderman and Delegate Brenda Thiam joined the group in the afternoon. Survey results were reviewed with them.

Senator Corderman is focused on bringing resources to the City of Hagerstown from the State. He has discussed blight removal options with other elected officials. He agrees the tax differential needs to be discussed with the Washington County Commissioners. He wants to identify ways he and Delegate Thiam can assist and partner with the City.

Delegate Thiam is supportive of any initiative that benefits Hagerstown citizens. Hagerstown's quality of life makes it worth living here.

Senator Corderman is hoping a Western Maryland Task Force will be formed to bring resources to Garrett, Allegany and Washington County.

This portion of the meeting adjourned at 1:08 p.m.

SPECIAL SESSION (13TH VOTING SESSION) AND WORK SESSION – May 18,
2021

Mayor E. Keller called this Work Session and Special Session (13th Voting Session) of the Mayor and City Council to order at 4:00 p.m., Tuesday, May 18, 2021 in the Council Chamber at City Hall. Participating with the Mayor were Councilmembers K. B. Aleshire, R. E. Bruchey, II, T. Burnett, T. Martinez, and S. McIntire, City Administrator Scott A. Nicewarner, and City Clerk D. K. Spickler.

SPECIAL SESSION (13th Voting Session) – May 18, 2021

On a motion duly made by Councilmember T. Martinez and seconded by Councilmember T. Burnett, the Mayor and City Council unanimously agreed by meet in Special Session at 4:01 p.m.

Mayor Keller read a proclamation ending the Civil Emergency in the City of Hagerstown that was declared on March 16, 2020 in response to the COVID-19 pandemic.

Approval of an Ordinance: Tax Rates Beginning July 1, 2021

Action: On a motion duly made by Councilmember R. E. Bruchey, II and seconded by Councilmember S. McIntire, the Mayor and City Council unanimously agreed by voice vote to approve an ordinance to establish the City's tax rates for the fiscal year July 1, 2021 through June 30, 2022 on the basis of \$1.002 per \$100 of assessed value of all real property excluding properties designated as Apartments which will be \$1.032 per \$100 of assessed value and \$2.505 per \$100 of assessed value of all business personal property within the City of Hagerstown. These rates are the same as current FY21 rates.

Approval of an Ordinance: Budget FY 2021/22

Action: On a motion duly made by Councilmember R. E. Bruchey, II and seconded by Councilmember T. Martinez, the Mayor and City Council unanimously agreed by voice vote to approve an ordinance to adopt the City's budget for fiscal year July 1, 2021 through June 30, 2022 in the total amount of \$ 142,035,625.

Introduction of an Ordinance: Acquisition of 441 South Potomac Street

Action: On a motion duly made by Councilmember S. McIntire and seconded by Councilmember T. Burnett, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance authorizing the purchase of property located at 441 South Potomac Street for \$ 162,000.00. The property contains approximately 1.08 acres, which shall be subdivided

from the Larger CMD Parcel. The Mayor and City Council wish to acquire the property for the purpose of building a headquarters for the City's Fire Department and a fire station.

Approval of a Resolution: Authorizing Application for Main Street Improvement Program Grant from Maryland's Department of Housing and Community Development

Action: On a motion duly made by Councilmember R. E. Bruchey, II and seconded by Councilmember S. McIntire, the Mayor and City Council unanimously agreed by voice vote to approve a resolution for the City of Hagerstown to apply for a Main Street Improvement Program grant through Maryland's Department of Housing and Community Development in the amount of \$ 35,310, with a \$ 5,000 matching contribution from the Main Street Hagerstown line item in the General Fund. The funding will be used for replacement pole banners, landscaping and maintenance of landscaping at Public Square, and holiday decorations.

Approval of FY20 Payment for 911 Funding to Washington County Government

Action: Councilmember S. McIntire made a motion to direct staff to release payment to Washington County of \$ 405,630 for FY20 funding of the 911 Center and wages until an agreement can be finalized and completed. Councilmember T. Martinez seconded the motion.

Discussion: Councilmember McIntire asked if a date for the next joint meeting with the County Commissioners has been set. She also asked if the City has been included in the Emergency Services Advisory Council (ESAC). Mr. Nicewarner stated nothing has been scheduled at this time.

Councilmember R. E. Bruchey, II understands the reasoning behind the initial request and submission by the City many years ago in order to pay beyond what City taxpayers currently pay toward the 911 Center because City employees were being transferred to the combined center. It was a benefit for both parties. He thinks the City has reached the apex (\$ 4 million) and should not have to pay any additional funding. Hopefully, this payment will start the conversations, as was requested 8 months ago. He is also hopeful that an agreement for additional payment or a tax set off can be reached. There will be a written agreement before he agrees to any more payments

Mayor Keller pointed out the City still owes the payment for FY21.

Motion carried 4-1 with Councilmember K. B. Aleshire voting No.

The Special Session was closed at 4:10 p.m.

Proclamation

Mayor Keller read a proclamation naming May 16-22, 2021 as Emergency Medical Services (EMS) Week in Hagerstown, Maryland. Deputy Chief Robert Mauk and Lt. Hartman accepted the proclamation.

Phase II Facility Concept Study (MUSEF) Presentation

Al Tyler (remotely), Maryland Stadium Authority, and Chris Krupinski (remotely), Rummell, Klepper & Kahl Civil Engineering, Inc. (RKK) were present to review the Maryland Stadium Authority's (MSA) Phase II Facility Concept Study for the Multi-Use Sports and Event Facility (MUSEF) in Hagerstown. The report is now available on the MSA's website at www.mdstad.com.

Phase I was released in May, 2019. Phase II is a market analysis and it includes four different concepts from RKK. Mr. Tyler stated they are excited to be working with the stakeholders in Hagerstown. This is an interesting situation for the MSA, as the legislation was approved before the report was finished.

Mr. Tyler stated the report is based on a 5,000 seat stadium, oriented downtown at Baltimore Street and Summit Avenue. It will house baseball as well as other rectangular sports. Part of their work was geotechnical and due diligence work. The primary driver of the four concepts is the need to remove rock for the required elevation.

Councilmember Bruchey asked if the turf will be grass or artificial. Mr. Tyler indicated that would be determined by the stakeholder who is operating the facility. A final determination has not been made.

Councilmember Aleshire pointed out the dynamics of this project have changed in terms of ownership. The City of Hagerstown has a much more limited role associated with that process. This is really in the hands of private parties and the State at this point. The obligation for the City is for a few key components, such as infrastructure with the project (utilities) and partnering efforts for the proposed parking deck and assuring timing for these components is concurrent with the construction of the MUSEF. He is concerned about the relocation or incorporation of the \$ 4 million investment in the Cultural Trail. The Trail currently is located on the properties slated for the MUSEF. He wants to make sure the trail is preserved in the physical concept and the implementation.

Mayor Keller stated preservation of the Trail is included in all the design concepts. Mr. Tyler assured the group the Trail will be preserved.

Mayor Keller thanked Mr. Tyler and Mr. Krupinski for this update. She suggested having another Work Session discussion after the Councilmembers have had time to

review the report, as they only had access to the report minutes before this meeting started.

Mr. Tyler stated work on construction design will begin soon.

Mr. Nicewarner thanked Mr. Tyler and Gary McGuigy for working with him and Rodney Tissue, City Engineer, throughout this process. He is looking forward to this project moving to the next stage.

Preliminary Agenda Review

Mayor Keller announced that Citizen Comments for the May 25, 2021 Regular Session will be welcome either in person or by submitting comments by email to councilcomments@hagerstownmd.org. If by email, the submitters name, address, and a summary of the comments will be announced during the Citizen Comments portion of the meeting. The email will not be read in its entirety but it will be included in the public record for the meeting and may be viewed by the public at any time.

Mayor Keller announced that a 6:00 p.m. Executive Session will be added to the May 25, 2021 agenda.

Consent Agenda

- A. Department of Community and Economic Development:
 - 1. Open Container Exemptions – Imagine Hagerstown Music Events
 - 2. Open Container Exemption Revised – Augustoberfest (change of location)

- B. Finance:
 - 1. Billing Operations – Postage and Bill Processing – Arista Information Systems (Duluth, GA) \$ 192,000.00

- C. Fire:
 - 1. Equipment Necessary to Outfit Pumper – Multiple Vendors- Not to Exceed \$ 100,000.00

- D. Human Resources:
 - 1. Specific Stop Loss Insurance – Tokio Marine HCC (Wakefield, MA) \$ 332,398.00
 - 2. City Sponsored Life Insurance – Hartford Life and Accident Insurance Company (Hartford, CT) \$ 33,950.00
 - 3. Dental Insurance Administration – United Concordia (UCCI) (Hunt Valley, MD) \$ 43,372.00
 - 4. Administration of Medical Coverage – Untied HealthCare (Chicago, IL) \$ 321,617.00
 - 5. Employee Assistance Plan Annual Premium – ComPsych (Chicago, IL) \$ 9,936.00

6. Excess Workers' Compensation Liability Insurance – Safety National Casualty Corporation (St. Louis, MO) \$ 174,609.00
 7. Workers' Compensation Security Deposit Bond – continuous bond – Safety National Casualty Corporation (St. Louis, MD) \$ 38,100.00
 8. Workers' Compensation Self-Insurance TPA Services – PMA Management Corporation (Blue Bell, PA) \$ 20,000.00
- E. Information Technology:
1. Arrowhive Units – Software House International, Inc. (Philadelphia, PA) \$ 13,738.80
- F. Utilities:
1. Electric – Software Support and Maintenance – Milsoft Utility Solutions (Abilene, TX) \$ 69,740.00
 2. Electric – Contract to Provide Linework Services – Everhart & Hoover Power Line Construction, Inc. (Hustontown, PA) \$ 150,000.00
 3. Electric – Blanket Contract for Substation Testing and Maintenance Services – TRC Companies (Lancaster, PA) \$ 110,000.00
 4. Electric – Consulting Services - GDS Associates (Marietta, GA) \$ 50,000.00
 5. Electric – Distribution Transformers of Various Types, Voltages, and Sizes – National Transformer Sales (Raleigh, NC) \$ 80,000.00
 6. Electric – Blanket Order to Provide Services for Distribution Transformer, Substation Class Voltage Regulator, and Switchgear Repair and Refurbishment – Southeastern Transformer Co. (Dunn, NC) \$ 45,000.00
 7. Electric – Emergency Purchase - Substation Transformer Bushings – Arista, Inc. (Glenview, IL) \$ 27,354.00
 8. Water – Ductile Iron Pipe – Core & Main LP (Martinsburg, WV) \$ 25,870.00
 9. Wastewater – Emergency Repairs for Muffin Monster – JWC Environmental (Santa Ana, CA) \$ 18,058.77

This completed the Preliminary Agenda Review. There were no questions about any items. All items, unless noted, are scheduled for approval on May 25, 2021.

Stormwater Protection Program – MKS Business Park

Rodney Tissue, City Engineer, was present to discuss the Stormwater Protection Program and the acquisition of a stormwater management facility in MKS Business Park.

For years, the two remaining developers of the MKS business park (adjacent Eastern Boulevard) requested that the City take over maintenance of the development's large stormwater management pond as their corporation will cease to exist someday. Generally the City does not accept stormwater facilities for maintenance and their request was denied. However, with the new NPDES MS4 stormwater permit from the Maryland Department of the Environment (MDE) that require the City to treat or remove 20% of all the unmanaged impervious areas in the City (396 acres), staff reconsidered their request as they are looking for innovative, cost-effective ways to meet the State water-quality

requirements. Built around 1990, this facility only provides flood control but no runoff quality improvements. Retrofitting the facility to treat the runoff from the 20.5 acres of impervious surfaces is one of 16 ideas in the Stormwater Protection Program's Restoration Plan that staff will endeavor to implement over the next few years to meet permit requirements.

To be able to make this recommendation, the consultant performed a field inspection of the structure utilizing NRCS-MD Code No. 378 Pond Standards and specifications and other pertinent MDE standards. The structure has a history of issues with the outlet structure and the consultant, MDE, and staff agrees that the dam embankment should be redesigned and reconstructed. MDE regulates this structure as a dam and they would review and approve the reconstruction.

Retrofitting existing stormwater facilities to provide water quality treatment appears to be a cost effective way to meet MDE permit requirements. The consultant evaluated the feasibility of retrofitting the existing facility to provide water quality treatment and determined the City could obtain 20.5 acres of credit if the pond is retrofitted using modern water-quality design techniques.

The consultant estimated the cost of the dam replacement and water quality retrofit at \$ 400,000. In the Restoration Plan, there is \$ 100,000 for design, permitting, and contingencies which yields a per-acre credit of under \$ 25,000 per acre, far less than the MDE rule-of-thumb benchmark of \$ 50,000 per acre.

Accepting the donation means the City will maintain the reconstructed facility going forward. This includes occasional mowing of the area at the outlet structure and occasional maintenance of the water quality features. Based on current maintenance contracts, staff estimate the annual cost at less than \$ 5,000.

It was the general consensus to move forward with accepting the stormwater management facility.

Story Walk Proposal for City Park

Rodney Tissue, City Engineer, and Jenny Bakos, Executive Director of Washington County Free Library, were present to discuss a proposal for City Park.

In February, staff was approached by staff from the Washington County Free Library, Fletcher Branch, about creating a Story Walk trail. This is an innovative way for children (and adults) to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are inserted into display boards, which are installed along an outdoor path. As you follow the trail, you're directed to the next page in the story.

Story Walk trails have been installed in 50 states and 13 countries.

After several discussions, the project details appear to be as follows:

1. Recommended trail location is in City Park
2. Councilmember McIntire has secured a grant for funding the display boards. The only cost to the City will be labor to install the display boards. Installation will be in late June.
3. A Memorandum of Understanding will be drafted that will provide a record of agreed upon responsibilities.

Ms. Bakos stated a Story Walk provides a fun and fit way for families to enjoy reading together while having a great time outside. Follow along with the story as you walk through the book together. Take time to talk with your child about what is happening in the story at each stop. There will be 17 to 18 panels for each story. The story will be changed every couple of months. The first book might be one written by a City resident that takes place in City Park.

Councilmember McIntire stated she asked Meritus Health to consider sponsoring this initiative. They agreed and noted this fits well with the Bold Goals initiative. They are providing \$ 10,000 for the program.

It was the general consensus to move forward with a Story Walk at City Park.

Invest Hagerstown City Center Redevelopment Grant Application: 49 & 37 Jonathan Street

Jill Thompson, Director of Community and Economic Development (DCED), was present to review an Invest Hagerstown City Center Redevelopment Grant Application.

The application is City Sprouts, LLC, Amir Shirazi for the property at 49 and 37 Jonathan Street. The requested grant amount is up to \$ 230,000 in the City Center Redevelopment Grant program. The estimated total project costs are \$ 689,900. The project is estimated to start on April 1, 2021 and be completed by September 30, 2021. The Revenue Committee Recommended a completion deadline of July 1, 2022. The project is renovation of vacant property to create 8 residential units and 2 commercial units. The number of new jobs within 2 years of project completion is 6.

Mayor Keller passed this building yesterday and is excited about the potential of this project.

It was the general consensus to include approval of the grant request on the May 25, 2021 Regular Session agenda.

Invest Hagerstown Program Update

Jill Thompson, Director of Community and Economic Development, was present to review the Invest Hagerstown Financial Summary for FY20, FY21, and FY22. The summary includes expected demand on the program for FY22 based on applications that have either been received or are expected.

A total of \$ 819,000 is available in Fiscal year 2022 (July 1, 2021 to June 30, 2022).

Invest Hagerstown is an umbrella name for five incentives to support private sector improvements city wide and downtown. There are also components for rental rehabilitation, downtown facades, and homeownership. The homeownership program provides support for down payment assistance.

FY20 Funds were expended as follows:

1. City Center Redevelopment	\$ 448,103 (2.5 projects)
2. City Wide Redevelopment	\$ 165,000 (8 projects)
3. Homeownership	\$ 164,500 (22 homeowners)
4. Rental Property Rehabilitation	\$ 7,500 (1 project)
5. Façade	\$ 14,897 (3 projects)
Total	\$ 800,000

These figures are not reconciled with Finance yet and they do not include updates from incomplete projects. In FY20, \$ 800,000 was leveraged to create over \$ 9.2 million in private investment.

The only amount committed for FY21 is just under \$ 410,000 for City Center Redevelopment projects. If the previous agenda item is approved, that would increase the total by \$ 230,000. DCED staff is seeing an increase in the number of applications.

Ms. Thompson is seeking direction on funding levels for FY22. The demand on the program is significant in the City Center. There could be requests for more than \$ 1 million. Expectations for the City Wide Grant program is \$ 75,000. The homeownership program is popular and there could be requests for more than \$ 100,000. An allocation of \$ 160,000 would support 20 to 25 homeowners.

Mayor Keller noted the rental property rehabilitation program has not been utilized by many people. Ms. Thompson stated there is still interest in that program.

Councilmember Aleshire stated there is a difference between receiving interest and pushing the interest. The majority of housing in the City is rental stock. He struggles to understand why this program isn't used. He wonders if the amount is too low or if landlords aren't willing to deal with the conditions. He is interested in knowing what the hurdles may be. He wants that program to be just as popular so it helps increase the value of rental housing. Part of the reason for increasing the tax rate for apartments was to provide incentives for landlords to improve their properties. If \$ 7,500 is not enough, he suggested increasing it to \$ 10,000. He stated everyone paying in to this should have the opportunity to apply for the funding. He hopes eventually this component isn't needed. He wants to make sure the funding is marketed equally across the City.

Councilmember Bruchey wondered if additional advertisement and marketing of the rental rehab component would draw interest. The low interest may be because landlords

were not able to do any renovations during the pandemic because of the eviction moratorium.

Councilmember Aleshire stated he is willing to increase the amount if it creates more interest for the homeownership program.

It was the general consensus to keep the amounts as presented at this time.

Councilmember Aleshire wants the program to be as flexible as possible. He supports allowing staff to increase the levels if needed, within reason.

Ms. Thompson then reviewed the guidelines which are as follows:

1. Ability to Approve Applications before Property Acquisition – Consideration to allow an Invest Hagerstown and a Partners in Economic Progress (PEP) application from an applicant who is not the current owner, but an intended buyer of a property, to be approved prior to building settlement. In such a situation, consider requiring the applicant to supply a copy of the Purchase Contract, and requiring settlement to occur within 60 days of the Approval Date. If settlement does not occur within 60 days, the approval is withdrawn/forfeited.

Ms. Thompson recommends implementing this guideline which will encourage the momentum for upper floor housing.

2. Review of Limitation of City Center Redevelopment Grants and City Wide Redevelopment Grants to Commercial and Mixed-Use Project only – Does the Mayor and City Council desire to keep the program limited to only commercial and mixed-use projects?
If consideration is given to 100% residential projects, recommendation may be 100% Residential project – eligible for City Center Redevelopment Grant if ?10+ market-rate units, or 100% Residential project - eligible for City Wide Redevelopment Grant – if?6+ market-rate units
For reference, eligible projects under the Partners in Economic Progress program include commercial projects (minimum \$ 250,000 investment); mixed-use projects (minimum \$ 200,000 investment); and residential projects (minimum \$100,000 investment)

Councilmember Aleshire asked how this is different from student housing. Ms. Thompson indicated student housing is typically through the Community Legacy Program. If the Community Legacy program continues, it will take care of the need for funding for student housing. She asked if the funding should be rolled into the Invest Hagerstown Program is the Community Legacy grant ends.

Michelle Hepburn, Chief Financial Officer, stated 170 W. Washington Street needed a residential component for Invest Hagerstown and they applied for Student Housing funds.

Jonathan Kerns, Community Development Manager, stated that properties would have been ineligible for Invest Hagerstown without the residential components.

Councilmember Bruchey mentioned an example is the Holly Building project on W. Washington Street with the intent to include modernized housing.

Councilmember Aleshire does not think the City has reached critical mass for the first floor commercial spaces being completed.

It was the general consensus to not implement this change and to have staff continue to bring this type of request to the Mayor and City Council on a case by case basis.

3. Clarification that Project Costs may include Soft Costs – Recommendation that the City provide clarification that project costs may include architectural and engineering fees in addition to the construction improvement costs. Property acquisition costs remain ineligible.

It was the consensus to implement this guideline.

4. Clarification that the same Project Costs are eligible when Layering Programs – Recommendation that the City provides clarification that the same project costs are eligible for the match requirement when layering programs versus a requirement of unique costs for the match requirement for each layer. The exception may be when required by state or federal guidelines for state-funded or federally-funded programs.

This guideline will be implemented.

5. Clarification of Applications from Different Entities/LLCs with Same Ownership Individual(s) – in the case where different entities/LLCs with the same ownership individuals(s) will be occupying different spaces within the same property, can each entity apply for the City Wide Redevelopment Grant for tenant fit out expenses that meet the requirements of the program? Guidelines already currently state: More than one grant application may be accepted for the same property when being used for separate businesses and separate projects with separate scopes of work. Only one City Center Redevelopment Grant will be awarded per property. The question is eligibility if the property and each of the separate businesses are owned by the same ownership individual(s) under different entities/LLCs.

This guideline will be implemented.

Scott A. Nicewarner, City Administrator, announced Music on the Square will be held on Friday, May 22, 2021 with the Anita Thomas Quartet providing the entertainment from 5:30 p.m. to 7:30 p.m.

MAYOR AND COUNCIL COMMENTS

Councilmember S. McIntire congratulated Amaia Molyneaux for being selected as a finalist for the in the State Boys and Girls Club Youth of the Year contest. She wished her good luck.

Councilmember T. Martinez congratulated Lillian for her success with her own jewelry line. She read a poem written by Olivia.

Councilmember T. Burnett thanked Kia Phillips' six year old daughter who had an idea to help homeless people by providing them with lunches. Councilmember Burnett provided her with street guide pamphlets to hand out. She will be talking with Danielle Myers, resident of Bethel Gardens, who wants to hold a block party in memory of Tutti, a young girl who was murdered last year. She asked for information about the process for block parties. She congratulated Hagerstown Community College and High School graduates on their accomplishments.

Councilmember R. E. Bruchey, II had no additional comments.

Councilmember K. B. Aleshire was not present for comments.

Mayor E. Keller received a request for a letter in support of the two SFY 2022 IHE Annual Grant proposals for The Hub@USMH. The Council agreed to send the requested letter. Mayor Keller thanked staff for working with her to set up the Goal Setting meeting earlier today. Sunday's graduation parade was fun and a great event. She thanked everyone who helped make that happen.

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 5:22 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: June 22, 2021