

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, SEPTEMBER 13, 2016, 7:00 P.M.**

AGENDA

1. Call to Order
2. Public Hearing:
 - a. Special Ordinance Number 522 – FY2016 Budget Amendment
 - b. Special Ordinance Number 523 – FY2017 Budget Amendment
3. Adjournment

8/22/2016 1:14 PM

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 522**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND THE FISCAL YEAR 2016
ANNUAL OPERATING AND CAPITAL BUDGET FOR THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted Ordinance Number 515, the Fiscal Year 2016 Budget, to the Council of Brunswick, which adopted said Ordinance on June 9, 2015 with the concurrence of the Mayor; and

WHEREAS, the Mayor and City Council subsequently amended the Fiscal Year 2016 Budget by the adoption of Ordinance Number 520 on May 10, 2016; and

WHEREAS, the Mayor and City Council wish to amend the adopted Fiscal Year 2016 Budget,

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick:

SECTION I: that pursuant to the authority granted to it by Title 4 of the Annotated Code of Maryland and Section 16-3, Section 16-24, Section 16-38, Section 16-39B.1., and Section 16-39B.2 of the Charter of the City of Brunswick that the annual budget for the City of Brunswick, Maryland for Fiscal Year 2016 is hereby amended as attached hereto and incorporated herein, and

SECTION II: This Ordinance shall become effective on the 10th day, or September 23, 2016, following its enactment by the Council and its approval by the Mayor, or on the 10th day following its enactment by the Council over the veto by the Mayor.

PASSED this 13th day of September, 2016 by a vote of _____ for; _____ against, _____ abstaining; and _____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

City Administrator

By: _____
Mayor Pro Tem

APPROVED this 13th day of September, 2016.

ATTEST:

City Administrator

Jeffrey T. Snoots
Mayor

CITY OF BRUNSWICK

GENERAL FUND

REVENUES

Taxes
Licenses & Permits
Fines & Forfeitures
Intergovernmental
Franchise Fees
User Fees
Grants & Other Sources
Utility Revenues
Miscellaneous Revenue
OPERATING REVENUE SUBTOTAL

	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
\$ 2,521,600	\$ 388,200	\$ 2,909,800	
\$ -			
\$ 17,800	\$ 24,600	\$ 42,400	
\$ 1,080,200			
\$ 94,700	\$ 9,400	\$ 104,100	
\$ 156,000			
\$ 113,400	\$ (16,000)	\$ 97,400	
\$ 193,500	\$ 23,000	\$ 216,500	
\$ 202,500	\$ 13,400	\$ 215,900	
\$ 4,379,700	\$ 442,600	\$ 4,822,300	

Debt proceeds
Bonds/loans
Accumulated Reserves
BORROWING SUBTOTAL

\$ -		
\$ -		
\$ -		
\$ -	\$ -	\$ -

TOTAL GENERAL FUND REVENUES

\$ 4,379,700 \$ 442,600 \$ 4,822,300

EXPENDITURES

Mayor and Council
Financial Administration
Planning and Zoning
Police
Fire & Rescue Service
Public Works
Waste Collection and Disposal
Parks
Events
Economic Development
OPERATING EXPENSES SUBTOTAL
Capital outlay - Transfers Out
Debt service

\$ 107,200		
\$ 716,100	\$ (66,300)	\$ 649,800
\$ 239,800	\$ (28,500)	\$ 211,300
\$ 1,081,200	\$ (98,200)	\$ 983,000
\$ 32,100		
\$ 1,056,000	\$ (61,600)	\$ 994,400
\$ 328,500		
\$ 95,100	\$ 23,800	\$ 118,900
\$ 64,700	\$ (18,200)	\$ 46,500
\$ 121,200	\$ (36,000)	\$ 85,200
\$ 3,841,900	\$ (285,000)	\$ 3,556,900
\$ 485,500	\$ 524,900	\$ 1,010,400
\$ 52,300		\$ 52,300

TOTAL GENERAL FUND EXPENDITURES

\$ 4,379,700 \$ 239,900 \$ 4,619,600

REVENUES OVER (UNDER) EXPENDITURES

\$ - \$ 202,700 \$ 202,700

**CITY OF BRUNSWICK
CAPITAL PROJECT FUND**

REVENUES

General Fund Transfers In
Capital Grant Revenues and Other Sources
CAPITAL REVENUE SUBTOTAL

	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
\$	485,500	\$ 524,900	\$ 1,010,400
\$	262,300	\$ (149,100)	\$ 113,200
\$	747,800	\$ 375,800	\$ 1,123,600

Debt Proceeds
Bonds/Loans
Accumulated Reserves
BORROWING SUBTOTAL

\$	-		
\$	-		
\$	1,123,000	\$ (1,123,000)	\$ -
\$	1,123,000	\$ (1,123,000)	\$ -
\$	1,870,800	\$ (747,200)	\$ 1,123,600

TOTAL CAPITAL PROJECT FUND REVENUES

CAPITAL EXPENDITURES

General Government
<i>Building Improvements- General</i>
<i>Building Acquisition- 40 W Potomac Street</i>
<i>Park Improvements-General</i>
<i>New Accounting System</i>
<i>Dog Park (CP&P Grant)</i>
<i>Bike Path Amenities (Grant)</i>
<i>Splash Park (POS Grant 75%)</i>
<i>Little League (POS Grant 90%)</i>
<i>Mini-Golf (POS Grant 90%)</i>
<i>Caboose/WB Tower (Grant)</i>
<i>Building Improvements- Railroad (Grant)</i>
<i>Building Improvements- Campground Pavillions</i>
\$473,400
Police
<i>Vehicle - Annual Replacement</i>
<i>Equipment- Radios, Laptop</i>
\$149,600
Transportation Services (Public Works)
<i>Vehicle- Dump Truck (Plow & Spreader) & Van</i>
<i>Equipment- Milling Machine Head, Snow Blower</i>
<i>Street Improvements</i>
<i>Building Acquisition- 811 W Potomac Street</i>
<i>Building Improvements- Addition on PW Building</i>
\$1,197,800
Stormwater Management
<i>Stormwater System Improvements</i>
\$50,000
General Fund Reserves
<i>General Fund Reserve (annual accrual)</i>
\$0

\$	10,000		
\$	127,600	\$ (126,700)	\$ 900
\$	10,000		
\$	27,600	\$ (12,400)	\$ 15,200
\$	37,700	\$ (37,700)	\$ -
\$	25,000	\$ (5,000)	\$ 20,000
\$	37,500		
\$	65,000	\$ (65,000)	\$ -
\$	40,000	\$ (40,000)	\$ -
\$	50,000	\$ (15,000)	\$ 35,000
\$	43,000	\$ (21,100)	\$ 21,900
\$	-		
\$	118,100		
\$	31,500	\$ (11,800)	\$ 19,700
\$	61,000		
\$	29,800	\$ (8,000)	\$ 21,800
\$	810,000	\$ (345,000)	\$ 465,000
\$	297,000	\$ (19,500)	\$ 277,500
\$	-		
\$	50,000	\$ (40,000)	\$ 10,000
\$	-		
\$	1,870,800	\$ (747,200)	\$ 1,123,600

TOTAL CAPITAL PROJECT FUND EXPENDITURES

REVENUES OVER (UNDER) EXPENDITURES

\$	-	\$ -	\$ -
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General Fund Debt Service
<i>Copier Capital Lease</i>
<i>MDE Infrastructure Bond</i>
<i>2012 Tax-Exempt Infrastructure Bond</i>

\$	13,200		
\$	16,600		
\$	22,500		
\$	52,300	\$ -	\$ 52,300

TOTAL GENERAL FUND DEBT SERVICE

**CITY OF BRUNSWICK
ENTERPRISE FUND - WATER**

	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
OPERATING REVENUES			
Water	\$ 1,149,400	\$ 98,000	\$ 1,247,400
OPERATING REVENUE SUBTOTAL	\$ 1,149,400	\$ 98,000	\$ 1,247,400
ALLOCATION REVENUES			
Water	\$ 154,800	\$ 106,900	\$ 261,700
ALLOCATION REVENUE SUBTOTAL	\$ 154,800	\$ 106,900	\$ 261,700
MISCELLANEOUS REVENUE			
Miscellaneous Revenues	\$ 120,600		
VARIABLE REVENUE SUBTOTAL	\$ 120,600	\$ -	\$ 120,600
LONG TERM OBLIGATIONS			
Debt proceeds	\$ -		
Bonds/Loans	\$ -		
Accumulated Reserves	\$ 4,000	\$ (4,000)	
BORROWING SUBTOTAL	\$ 4,000	\$ (4,000)	\$ -
TOTAL ENTERPRISE FUND REVENUES	\$ 1,428,800	\$ 200,900	\$ 1,629,700
EXPENDITURES			
Water	\$ 935,000	\$ 200,900	\$ 1,135,900
Depreciation	\$ 112,800	\$ 80,000	\$ 192,800
Capital Outlay	\$ 272,800	\$ (80,000)	\$ 192,800
Debt Service	\$ 108,200		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,428,800	\$ 200,900	\$ 1,629,700
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ -	\$ -

CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER

	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
Operating Revenues			
Wastewater	\$ 1,204,700	\$ 129,000	\$ 1,333,700
OPERATING REVENUE SUBTOTAL	\$ 1,204,700	\$ 129,000	\$ 1,333,700
ALLOCATION REVENUES			
Wastewater	\$ 136,900	\$ 152,100	\$ 289,000
ALLOCATION REVENUE SUBTOTAL	\$ 136,900	\$ 152,100	\$ 289,000
MISCELLANEOUS REVENUE			
Miscellaneous Revenues	\$ 66,900		
VARIABLE REVENUE SUBTOTAL	\$ 66,900	\$ -	\$ 66,900
LONG TERM OBLIGATIONS			
Debt proceeds	\$ -		
Bonds/Loans	\$ 15,800	\$ (15,800)	
Accumulated Reserves	\$ -		
BORROWING SUBTOTAL	\$ 15,800	\$ (15,800)	\$ -
TOTAL ENTERPRISE FUND REVENUES	\$ 1,424,300	\$ 265,300	\$ 1,689,600
EXPENDITURES			
Wastewater	\$ 910,000	\$ (59,600)	\$ 850,400
Depreciation	\$ 189,500	\$ 419,800	\$ 609,300
Capital outlay	\$ 149,200	\$ (94,900)	\$ 54,300
Debt service	\$ 175,600		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,424,300	\$ 265,300	\$ 1,689,600
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ -	\$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2016			
Water Capital Projects	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
<i>Water Distribution Replacement</i>	\$ 93,300	\$ (16,800)	\$ 76,500
<i>Vehicles</i>	\$ -		
<i>Storage Tank Contract and Upgrade</i>	\$ 67,700	\$ (55,000)	\$ 12,700
<i>Meter Replacements</i>	\$ 30,000		
<i>Hydrant Replacement Project</i>	\$ 10,000		
<i>Distribution Equipment</i>	\$ 63,600		
<i>Treatment Equipment-Crane Hoist</i>	\$ 8,200	\$ (8,200)	\$ -
<i>\$192,800</i>			
Water Debt Service			
<i>Water Debt Principal</i>	\$ 66,500		
<i>Water Debt Interest</i>	\$ 41,700		
<i>\$108,200</i>			
Water Reserves			
<i>Water System Reserve (annual accrual)</i>	\$ 112,800	\$ 80,000	\$ 192,800
<i>\$192,800</i>			
Water Total	\$ 493,800	\$ -	\$ 493,800

Depreciation			
<i>Depreciation (calculated)</i>	\$ 563,900		
<i>FY 2016 Funded</i>	\$ (112,800)	(80,000)	\$ (192,800)
<i>Underfunded Depreciation</i>	\$ 451,100		\$ 371,100

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2016			
Wastewater Capital Projects	Current FY2016 Budget	Proposed Change	Proposed Amended Amount
<i>Vehicle- Used Truck</i>	\$ 10,000		
<i>Sludge Conveyor Rebuild</i>	\$ 85,200	\$ (74,000)	\$ 11,200
<i>I&I</i>	\$ -		
<i>UV Bulb Replacement</i>	\$ 18,000	\$ (14,900)	\$ 3,100
<i>WWTP Improvements</i>	\$ 36,000	\$ (6,000)	\$ 30,000
<i>\$54,300</i>			
Wastewater Debt Service			
<i>Wastewater Debt Principal</i>	\$ 125,200		
<i>Wastewater Debt Interest</i>	\$ 50,400		
<i>\$175,600</i>			
Wastewater Reserves			
<i>Wastewater System Reserve (annual accrual)</i>	\$ 189,500	\$ 419,800	\$ 609,300
<i>\$189,500</i>			
Wastewater Total	\$ 514,300	\$ 324,900	\$ 839,200

Depreciation			
<i>Depreciation (calculated)</i>	\$ 947,500		
<i>FY 2016 Funded</i>	\$ (189,500)	\$ (419,800)	\$ (609,300)
<i>Underfunded Depreciation</i>	\$ 758,000		\$ 338,200

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 523**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND THE FISCAL YEAR 2017
ANNUAL OPERATING AND CAPITAL BUDGET FOR THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted Ordinance Number 521, the Fiscal Year 2017 Budget, to the Council of Brunswick, which adopted said Ordinance on June 14, 2016 with the concurrence of the Mayor; and

WHEREAS, the Mayor and City Council wish to amend the adopted Fiscal Year 2017 Budget,

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick:

SECTION I: that pursuant to the authority granted to it by Title 4 of the Annotated Code of Maryland and Section 16-3, Section 16-24, Section 16-38, Section 16-39B.1., and Section 16-39B.2 of the Charter of the City of Brunswick that the annual budget for the City of Brunswick, Maryland for Fiscal Year 2017 is hereby amended as attached hereto and incorporated herein, and

SECTION II: This Ordinance shall become effective on the 10th day, or September 23, 2016, following its enactment by the Council and its approval by the Mayor, or on the 10th day following its enactment by the Council over the veto by the Mayor.

PASSED this 13th day of September, 2016 by a vote of _____ for; _____ against, _____ abstaining; and _____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

City Administrator

By: _____
Mayor Pro Tem

APPROVED this 13th day of September, 2016.

ATTEST:

City Administrator

Jeffrey T. Snoots
Mayor

**CITY OF BRUNSWICK
GENERAL FUND**

	FY2017 Budget	Proposed Change	Proposed Amended Amount
REVENUES			
Taxes	\$ 2,742,900		
Licenses & Permits	\$ -		
Fines & Forfeitures	\$ 17,800		
Intergovernmental	\$ 1,090,000		
Franchise Fees	\$ 94,700		
User Fees	\$ 110,500		
Grants & Other Sources	\$ 155,100		
Utility Revenues	\$ 193,500		
Miscellaneous Revenue	\$ 119,400		
OPERATING REVENUE SUBTOTAL	\$ 4,523,900	\$ -	\$ 4,523,900
BORROWING			
Debt proceeds	\$ -		
Bonds/loans	\$ -		
Accumulated Reserves	\$ -		
BORROWING SUBTOTAL	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUES	\$ 4,523,900	\$ -	\$ 4,523,900
EXPENDITURES			
Mayor and Council	\$ 107,300		
Financial Administration	\$ 732,800		
Planning and Zoning	\$ 260,500		
Police	\$ 1,262,800		
Fire & Rescue Service	\$ 42,100		
Public Works	\$ 1,205,700		
Waste Collection and Disposal	\$ 328,500		
Parks	\$ 125,000		
Events	\$ 64,700		
Economic Development	\$ 253,200		
OPERATING EXPENSES SUBTOTAL	\$ 4,382,600	\$ -	\$ 4,382,600
Capital outlay - Transfers Out	\$ 85,700		\$ 85,700
Debt service	\$ 55,600		\$ 55,600
TOTAL GENERAL FUND EXPENDITURES	\$ 4,523,900	\$ -	\$ 4,523,900
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -

CITY OF BRUNSWICK
CAPITAL PROJECT FUND

	FY2017 Budget	Proposed Change	Proposed Amended Amount
REVENUES			
General Fund Transfers In	\$ 85,700		
Capital Grant Revenues and Other Sources	\$ 191,600		
CAPITAL REVENUE SUBTOTAL	\$ 277,300	\$ -	\$ 277,300
Debt Proceeds	\$ -		
Bonds/Loans	\$ -		
Accumulated Reserves	\$ 1,128,200	\$ 351,000	\$ 1,479,200
BORROWING SUBTOTAL	\$ 1,128,200	\$ 351,000	\$ 1,479,200
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 1,405,500	\$ 351,000	\$ 1,756,500

CAPITAL EXPENDITURES

General Government			
<i>New Accounting System</i>	\$ 23,800		
<i>Building Improvements- General</i>	\$ 10,000		
<i>Building Acquisition- 40 W Potomac Street</i>	\$ 127,600		
<i>WB Tower Relocation</i>	\$ 20,000		
<i>Building Improvements- Train Station (Grant)</i>	\$ 21,800		
\$203,200			
Park Improvements			
<i>Mini Golf (POS Grant 90%)</i>	\$ 29,000		
<i>Dog Park (CP&P Grant)</i>	\$ 37,700		
<i>East Potomac St Basketball Court Rehab (POS Grant 90%)</i>	\$ 52,800		
<i>Little League (POS Grant 90%)</i>	\$ 65,000		
<i>Waste Receptacles</i>	\$ 10,000		
<i>Skatepark Improvements</i>	\$ 12,000		
\$206,500			
Police			
<i>Vehicle - Annual Replacement</i>	\$ 73,000		
<i>Equipment - Portable Radio, 3 Laptops, 5 Tasers</i>	\$ 18,500		
<i>Building Improvements- Roof & Step Rehab</i>	\$ 16,600		
\$108,100			
Public Works			
<i>Vehicle Replacement- Waste Removal</i>	\$ 24,000		
<i>Equipment- Track Skid Steer, Snow Blower, Asphalt Paver, Mower, Sweeper</i>	\$ 146,700		
<i>Street Improvements</i>	\$ 300,000	\$ 351,000	\$ 651,000
<i>Building Improvements- Addition on PW Building</i>	\$ 67,000		
<i>Property Improvements- 811 W Potomac Street</i>	\$ 300,000		
\$837,700			
Stormwater Management			
<i>Stormwater System Improvements</i>	\$ 50,000		
\$50,000			
General Fund Reserves			
<i>General Fund Reserve (annual accrual)</i>	\$ -		
\$0			
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 1,405,500	\$ 351,000	\$ 1,756,500

REVENUES OVER (UNDER) EXPENDITURES

\$ - \$ - \$ -

General Fund Debt Service			
<i>Copier Capital Lease</i>	\$ 13,200		
<i>MDE Infrastructure Bond</i>	\$ 16,700		
<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 25,700		
TOTAL GENERAL FUND DEBT SERVICE	\$ 55,600	\$ -	\$ 55,600

CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

	FY2017 Budget	Proposed Change	Proposed Amended Amount
OPERATING REVENUES			
Water	\$ 1,206,900		
OPERATING REVENUE SUBTOTAL	\$ 1,206,900	\$ -	\$ 1,206,900
ALLOCATION REVENUES			
Water	\$ 182,600		
ALLOCATION REVENUE SUBTOTAL	\$ 182,600	\$ -	\$ 182,600
MISCELLANEOUS REVENUE			
Miscellaneous Revenues	\$ 109,000		
VARIABLE REVENUE SUBTOTAL	\$ 109,000	\$ -	\$ 109,000
LONG TERM OBLIGATIONS			
Debt proceeds	\$ -		
Bonds/Loans	\$ -		
Accumulated Reserves	\$ 201,300	\$ 50,000	\$ 251,300
BORROWING SUBTOTAL	\$ 201,300	\$ 50,000	\$ 251,300
TOTAL ENTERPRISE FUND REVENUES	\$ 1,699,800	\$ 50,000	\$ 1,749,800
EXPENDITURES			
Water	\$ 994,600		
Depreciation	\$ 116,000		
Capital Outlay	\$ 469,500	\$ 50,000	\$ 519,500
Debt Service	\$ 119,700		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,699,800	\$ 50,000	\$ 1,749,800
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ -	\$ -

CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER

	Proposed FY2017 Budget	Proposed Change	Proposed Amended Amount
OPERATING REVENUES			
Wastewater	\$ 1,265,200		
OPERATING REVENUE SUBTOTAL	\$ 1,265,200	\$ -	\$ 1,265,200
ALLOCATION REVENUES			
Wastewater	\$ 196,400		
ALLOCATION REVENUE SUBTOTAL	\$ 196,400	\$ -	\$ 196,400
MISCELLANEOUS REVENUE			
Miscellaneous Revenues	\$ 53,800		
VARIABLE REVENUE SUBTOTAL	\$ 53,800	\$ -	\$ 53,800
LONG TERM OBLIGATIONS			
Debt proceeds	\$ -		
Bonds/Loans	\$ -		
Accumulated Reserves	\$ -		
BORROWING SUBTOTAL	\$ -	\$ -	\$ -
TOTAL ENTERPRISE FUND REVENUES	\$ 1,515,400	\$ -	\$ 1,515,400
EXPENDITURES			
Wastewater	\$ 856,800		
Depreciation	\$ 227,000		
Capital outlay	\$ 244,000		
Debt service	\$ 187,600		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,515,400	\$ -	\$ 1,515,400
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ -	\$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2017			
	FY2017 Budget	Proposed Change	Proposed Amended Amount
Water Capital Projects			
<i>Vehicle</i>	\$ 33,000		
<i>Storage Tank Contract and Upgrade</i>	\$ 67,700		
<i>Distribution Equipment-Flow Mtrs, Leak Detectors, Hydraulic Water Model, Auto Flusher</i>	\$ 66,900		
<i>Distribution Equipment-Mini Excavator</i>	\$ 75,000		
<i>Water Distribution Replacement</i>	\$ 130,700	\$ 50,000	\$ 180,700
<i>Meter Replacement Project</i>	\$ 30,000		
<i>Hydrant Replacement Project</i>	\$ 10,000		
<i>Treatment Equipment-Crane Hoist</i>	\$ 8,200		
<i>WTP Improvements</i>	\$ 48,000		
<i>\$519,500</i>			
Water Debt Service			
<i>Water Debt Principal</i>	\$ 79,600		
<i>Water Debt Interest</i>	\$ 40,100		
<i>\$119,700</i>			
Water Reserves			
<i>Water System Reserve (annual accrual)</i>	\$ 116,000		
<i>\$116,000</i>			
Water Total	\$ 705,200	\$ 50,000	\$ 755,200
Depreciation			
<i>Depreciation (calculated)</i>	\$ 579,700		
<i>FY 2016 Funded</i>	\$ (116,000)		
<i>Underfunded Depreciation</i>	\$ 463,700		

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2017			
	FY2017 Budget	Proposed Change	Proposed Amended Amount
Wastewater Capital Projects			
<i>Treatment Equipment-Distillation Equipment</i>	\$ 6,000		
<i>WWTP Improvements</i>	\$ 58,000		
<i>UV Bulb Replacement</i>	\$ 7,000		
<i>Sludge Conveyor Rebuild</i>	\$ 20,000		
<i>Vehicle Replacement- General Use</i>	\$ 10,000		
<i>Vehicle Replacement- Collection</i>	\$ 12,000		
<i>Collection Equipment-Inspection System</i>	\$ 26,000		
<i>I&I</i>	\$ 105,000		
	\$244,000		
Wastewater Debt Service			
<i>Wastewater Debt Principal</i>	\$ 141,100		
<i>Wastewater Debt Interest</i>	\$ 46,500		
	\$187,600		
Wastewater Reserves			
<i>Wastewater System Reserve (annual accrual)</i>	\$ 194,600		
<i>Wastewater System Reserve (one time accrual)</i>	\$ 32,400		
	\$227,000		
Wastewater Total	\$ 658,600	\$ -	\$ 658,600

Depreciation			
<i>Depreciation (calculated)</i>	\$ 973,000		
<i>FY 2016 Funded</i>	\$ (194,600)		
<i>Underfunded Depreciation</i>	\$ 778,400		

**MAYOR AND COUNCIL MEETING
TUESDAY, SEPTEMBER 13, 2016
IMMEDIATELY FOLLOWING PUBLIC HEARING**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. City Employee Appointments
 - b. Committee Appointments/Re-appointments
 - c. River's Edge Trail Update
 - d. State Highway Administration – Route 17 Update
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council – August 9, 2016
 - b. Mayor & Council Special Worksession - August 23, 2016
 - c. Closed – August 23, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Special Ordinance Number 522 – FY2016 Budget Amendment – second reading and vote
 - b. Special Ordinance Number 523– FY2017 Budget Amendment – second reading and vote
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Purchase Approval – Purchase Order #WW19 – Univar
 - b. Water & Sewer Tap Allocation – 550 Gum Springs Road
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - a. Mini-Golf Purchase Approval – vote anticipated
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

9/9/2016 3:07 PM

MAYOR AND COUNCIL MEETING
September 13, 2016

Suggested Motions

Agenda item 2a – City Employee Appointments

“I move to approve the appointment of the Directory of Utilities, the Director of Public Works, the Assistant Director of Public Works, and the Assistant Chief of Police.”

Agenda item 2b – Committee Appointments/Re-appointments

“I move to approve the appointment or re-appointment of the individuals listed on the attached sheet to various City commissions and committees.”

Agenda item 3a-3c – Approval of Minutes

“I move to approve the minutes from the Mayor and Council Meeting on August 9, 2016; the Mayor and Council Special Worksession on August 23, 2016; and the Closed Meeting on August 23, 2016.

Agenda item 5a – Special Ordinance Number 522

“I move to approve Special Ordinance Number 522, which amends the FY2016 budget.”

Agenda item 5b – Special Ordinance Number 523

“I move to approve Special Ordinance Number 523, which amends the FY2017 budget.”

Agenda item 7a – Consent Agenda

“I move to approve the Consent Agenda.”

Agenda item 9a – Mini-Golf Purchase Approval

“I move to award the mini-golf project to _____”

City of Brunswick
City Council Closed Meeting Announcement
Tuesday, August 23, 2016, 8:40 p.m.

The Brunswick City Council met in closed session on August 23, 2016 at 8:40 P.M. at City Hall to discuss personnel matters and to consider the acquisition of real property. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Snoots, Mayor Pro Tem White, Council Members Jones, Lashley, Ripley, and Smith were present. City Administrator Bob McGrory was also present for a portion of the closed session. All members present voted to close the meeting. The Council discussed the following items:

- Personnel matters – discussed the selection of Mayor Pro Tem, Committee appointments, and Department Head positions.
- Real property acquisition consideration – discussed legal actions and acquisition updates for a building purchase in question.

The Council voted unanimously to select the Mayor Pro Tem.

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, August 9, 2016, 7:00 P.M.

The August 9, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Director of Public Works; Patrick Hoffmaster, Director of Utilities, and Lauren Spring, Customer Support Specialist.

Mayor's Remarks

Mayor Tome recognized the Brunswick Little League Softball 10-11 State Championship Team.

Mayor Tome recognized the first responders from the Brunswick Fire and Ambulance Departments, as well as other units that supported the recent fire on East G Street.

Mayor Tome sought permission to move the approval of minutes up in the agenda. The Council agreed by consensus.

Approval of Minutes

- Mayor & Council – July 12, 2016

Ms. White moved to approve the minutes with corrections. Mr. Stull seconded the motion, which passed 6-0.

Mayor Tome thanked Brunswick residents for a 30% voter turnout at the recent election, and spoke about transition and finding common ground. She also thanked the City staff, especially all four department heads for their service under her leadership.

Outgoing Council Member Stull thanked various people for their years of service and assistance to him as he served for twenty years as a Council Member.

Clerk of the Court Sandra Dalton administered the Oath of Office to Mayor Elect Jeff Snoots.

Mayor Snoots administered the Oath of Office to Council Members Elect Vaughn Ripley, Tom Smith, and Angel White.

Mayor Snoots presented certificates of appreciation to past Council Members Ellis Burruss and Walt Stull, and past Mayor Karin Tome, on behalf of the Council.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Tim Wilson, Manchester Court; and Erica O'Leary, Peach Orchard Court.

Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance Number 522 – FY2016 Budget Amendment – first reading
- Special Ordinance Number 523 – FY2017 Budget Amendment – first reading

Mr. McGrory detailed the background of these special ordinances. A Public Hearing will be held in September.

Ms. White read Special Ordinance Number 522. Mayor Snoots read Special Ordinance Number 523.

Report of Officers – Council – Committees

Mr. McGrory discussed the recent election and recent website launch.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- Gum Springs Estates Lots 8-11 - Conditional Acceptance of Water and Sewer
- Gum Springs Estates Lots 8-11 – Partial Release of Roads, Curbs and Gutter
- Gum Springs Estates Lots 8-11 – Partial Release of Sediment Erosion Control
- 215 East A Street – Water and Sewer Tap Allocation Request
- 602 Gum Springs Road – Water and Sewer Tap Allocation Request
- Market Place at Brunswick Crossing (Weis) Public Works Agreement Package Sediment Erosion Control
- City Pay Scales
- Law Enforcement Investigation MOU
- Maryland Department of Transportation Grant Application
- Letter of Support – Hotel Rental Tax Rate

Mr. Lashley made a motion to move the Letter of Support – Hotel Rental Tax Rate item to New Business. Ms. White seconded the motion, which passed 5-0.

Ms. White made a motion to approve the Consent Agenda. Mr. Lashley seconded the motion, which passed 5-0.

New Business

- Letter of Support – Hotel Rental Tax Rate

After discussion, Ms. White made a motion to approve the Letter of Support. Mr. Ripley

seconded the motion, which passed 4-1, with Mr. Smith opposing.

- Special Election – December 6, 2016

Ms. White made a motion to set the Special Election date to December 6, 2016. Mr. Smith seconded the motion, which passed 5-0.

Mayor Snoots thanked residents for the voter turnout at the election. Volunteers were encouraged to contact the City if they want to work on a committee.

Adjournment

Ms. White moved to adjourn the meeting. Mr. Smith seconded the motion, which passed 5-0. The meeting was adjourned at 8:22 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Special Worksession Meeting Minutes
Tuesday, August 23, 2016, 7:00 P.M.

The August 23, 2016 City of Brunswick Mayor and Council special worksession meeting was called to order at 7:00 p.m. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Angel White, Mayor Pro Tem; Carroll Jones, Harry Lashley, Vaughn Ripley, and Tom Smith, Council Members; Bob McGrory, City Administrator; John Gerstner, Public Works Superintendent; and Carrie Myers, Office Manager.

Mayor's Remarks

Mayor Snoots discussed the purpose of tonight's meeting as mainly "housekeeping" issues. Mayor Snoots also discussed several calls received regarding sewer overflow situations recently due to heavy rainfall events.

Citizens' Forum (Petitions, Remonstrances, and Communications)

No comments received.

New Business

- Council member liaison positions/committees

Mayor Snoots requested and has received input from the Council Members as to which liaison positions they would like to hold. He will make those announcements in September.

- Finance Committee – goals/objectives
- Utilities Committee – goals/objectives

Mayor Snoots stated he is interested in beginning both of these committees again. He will serve on both, as well as appoint two Council Members, the City Administrator, and two or three City residents.

The goal of the finance committee is to aid in the preparation of the City's budget and Capital Improvement Plan (CIP.) The goal of the utilities committee is to discuss water, sewer, lights, streets, and sidewalks. Mr. Smith stated he has an interest in serving on both of these committees.

- Committee appointments/re-appointments

Council Members were provided a list of the current and past members of each City committee/commission. Mayor Snoots has contacted some so far, and City staff will be contacting the rest before the September appointments.

- Continuing City Ordinances review

Mayor Snoots stated his desire to continue with updating the City Code of Ordinances. Ms. White offered to review where the project left off and disseminate the progress to the other members of the Mayor and Council. A date will be set for future review.

- Consent Agenda

Mr. McGrory detailed the objective of the consent agenda portion of a Mayor and Council Meeting. Most Council Members agreed the consent agenda is warranted for straightforward items. Some members felt some items currently being included on the consent agenda are too involved and should be moved to old or new business.

Mr. McGrory stated that staff could read the Consent Agenda Summary into the record prior to a vote, so that the public would have some background as to what items are being covered under this portion. The Council agreed to this option by consensus.

- Smoke Testing

Mayor Snoots discussed smoke testing that was completed by Public Works two years prior. Data was collected, but never followed up on with resident communication. A lengthy discussion ensued between the Mayor and Council, Mr. McGrory, and Mr. Gerstner. It was decided to group the results into like problem groups and send out letters to residents in tiers. Staff will amend the proposed letter to give residents 30 days to contact City Hall about their property's individual challenge. Staff was directed to begin this process soon.

Adjournment

Mr. Smith moved to adjourn the meeting to closed session. Ms. White seconded the motion, which passed 5-0. The meeting was adjourned at 7:58 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

**Department of Public Works
Mayor & Council Monthly Report for Aug. 2016**

Water Line Repairs and Maintenance

Leak Repairs @, N. Maple in the 200, 300, & 600 Blocks, Dayton Ave, between D & E street, Cemetery Circle, Installed new service line @ 204 Central Ave., Put out deployers

Sewer Line Repairs

Sewer back-up @ 5 Gum Spring Rd, Sewer odor @ 54 Concord Dr., Camera sewer line @ 710 Park Ave., Located manhole and uncovered @ 10th Ave

Water Valve Maintenance

Located and dug up two water boots

Fire Hydrant Maintenance

N/A

Street Repair and Maintenance

Hot mix in Boiler Alley

CIP Projects

N/A

Storm Drain Maintenance

Extendent Storm Drain @ 113 East H St.

Miscellaneous Tasks and Maintenance

Marked Miss Utility Tickets, Inspections on side-walks, drive way aprons, water, & sewers

Painting @ City Hall, Working on Ramps @ Skate Park, Clean Up after storm, Installed

Handicap Signs

Construction and Contractor Support

Water Meters

Safety

AUGUST 2016 WATER METER/ SAFETY REPORT

Meters:

Settlements – 31
Replacements – 8
Repairs – 7
High Bill Investigations – 8
New Meter Installs – 15
Meter Inspections – 18
U&O Inspections – 18

Safety:

Updated Personal Protective Equipment (PPE) inventory with new safety glasses and gloves.

Sent out gas monitor to National Safety Supply for professional re-calibration and inspection.

Completed monthly fire extinguisher inspection.



Brunswick Police Department Monthly Report

Reporting Month and Year: August 2016

Traffic Enforcement Activity

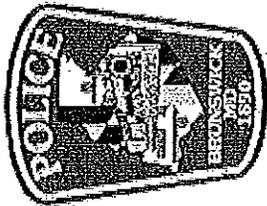
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	56	270	31	309
Maryland State SEROS:	18	92	10	48
Warning Citations:	130	633	64	581
Parking Citations:	41	178	13	187

Parking Enforcement Revenue

	Month	YTD	PY Month	PY YTD
Fines Collected:	_____	_____	_____	_____
Meter Collections:	_____	_____	_____	_____

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	904	5978	1040	9375
Homicide	0	0	0	0
Rape	0	1	1	1
Robbery	0	0	1	2
Assault	2	67	12	88
B&E	0	13	6	15
Theft	5	34	18	51
Auto Theft	3	3	0	3
Motor Vehicle Accidents	10	76	5	40



Brunswick Police Department

Listing of Arrests

August 1, 2016 to September 30, 2016

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016005929	08/03/2016	17:57	EXCEEDING MAX SPEED	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016006218	08/14/2016	23:55	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016006250	08/15/2016	21:13	DRIVING ON SUSPENDED OUT OF STATE LICENSE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016005959	08/15/2016	22:55	CDS, POSS W/I TO DIST. HEROIN	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2016006272	08/16/2016	18:29	THEFT (POSSESSION OF STOLEN PROPERTY)	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2016005986	08/16/2016	19:15	CDS, POSS W/I TO DIST. MARIJUANA	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016006282	08/16/2016	21:57	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	JUVENILE	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016006293	08/17/2016	13:28	FUGITIVE ARREST	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016006369	08/20/2016	17:21	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016006410	08/21/2016	21:00	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016006503	08/24/2016	18:56	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016006538	08/26/2016	00:09	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016005584	08/30/2016	19:34	CDS, POSSESSION OF CONTROLLED PARAPHERNALIA	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST

Total Number of Arrests: 13



Brunswick Police Department
Call Type Counts Listing
August 1, 2016 to August 31, 2016

Call Type	Counts
911 TO TEXT HANGUP OR OPEN EVENT	1
ALCOHOL COMPLAINTS - ALL	1
ANIMAL COMPLAINTS	6
ANIMAL LOCKED IN VEHICLE	2
ASSAULT - REPORT ONLY	1
ASSAULT IN PROGRESS - ALERT TONE	1
ASSIST FIRE DEPARTMENT	15
ASSIST OTHER AGENCY - SPECIFY	1
ASSIST OTHER PD (SHERIFF)	13
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	13
CARDIAC ARREST	2
CHILD / JUVENILE ABUSE	1
COMMERCIAL	12
COURT - BPD	6
COURT PAPERWORK	3
DECEASED PERSON	2
DESTRUCTION OF PROPERTY / VANDALISM	8
DISABLED VEHICLE	4
DISORDERLY CONDUCT - INTOXICATED SUBJECT	2
DISTURBANCE - ALL GATHERINGS	7
DOMESTIC	4
DOMESTIC ESCORT TO RETRIEVE PROPERTY	3
DOMESTIC IN PROGRESS - ALERT TONE	4
EMERGENCY EVALUATION	2
ESCORT (MSP)	1
EVICTON	1
EXTRA DUTY	1
FOLLOW UP - ALL TYPES	23
FOUND PROPERTY	1
FRAUD	3
FUNERAL ESCORT	2
HARRASSMENT	8



Brunswick Police Department
Call Type Counts Listing
August 1, 2016 to August 31, 2016

Call Type	Counts
HIT AND RUN PROPERTY DAMAGE	4
INDECENT EXPOSURE	1
JUVENILE COMPLAINT	2
MENTAL PERSON	2
MISSING PERSON	2
MUNICIPAL INFRACTION	1
NARCOTICS - FCPD SEND TWO CARS	3
NOISE COMPLAINT	1
NOTIFICATIONS	4
OPEN DOOR	3
OPEN OR 911 HANG-UP	37
PARKING VIOLATIONS	24
PATROL CHECK (BRUNSWICK)	314
POLICE INFORMATION	1
POLICE TRAINING / EDUCATION	2
PROPERTY DAMAGE ACCIDENT	6
RELAY OR 10-5	4
REPO / TOW AWAY	4
REQUEST OFFICER	88
RESIDENTIAL	8
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	5
SCHOOL	2
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	49
SPECIAL ASSIGNMENTS	15
SUBJECT STOP	1
SUICIDE - ATTEMPTED ALSO	2
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	8
SUSPICIOUS PERSON	5
SUSPICIOUS VEHICLE	7
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	7
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	5
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	1



*Brunswick Police Department
Call Type Counts Listing
August 1, 2016 to August 31, 2016*

<i>Call Type</i>	<i>Counts</i>
TRESPASSING	4
VEHICLE STOP (BRUNSWICK)	94
VEHICLE THEFT / UNAUTHORIZED USE	3
VERBAL DISPUTE - NON DOMESTIC	3
WALKING PATROL	20
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	6

Total Number of Calls: 904

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Total Influent Flow --- 17.65 Million Gallons
Total Effluent Flow --- 16.34 Million Gallons

Rain ---4.90 INCHES

Sludge to Landfill ---106.7 TONS

Submitted By --- Patrick Hoffmaster
Date 9/7/16

We seen several days of high flows into the WWTP this month from all the rain I & I

Brunswick WWTP Operations & Projects August 2016

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Staff serviced the polymer mixing machine
- 5) Staff worked on SBR foam project
- 6) Staff trouble shot and replaced a sump pump in the motive pump tunnel
- 7) Staff re-packed sludge and supernate pumps
- 8) Staff serviced the conveyor system in the head works building
- 9) Staff scrubbed and cleaned the UV channel
- 10) Staff and contractor installed the belt press proxy switch
- 11) Staff worked on trouble shooting and replacing two roof top exhaust vent motors with assistance from the WTP
- 12) Staff trimmed the pine tree in front of the Potomac street pumping station with assistance from the WTP
- 13, ASSIST PUBLIC WORKS WITH WASTEWATER MANHOLE OVERFLOW.

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.55</u>	*M.G. <u>0.11</u> M.G.
Water pumped from Potomac River.....	<u>15.08</u>	M.G. <u>0.49</u> M.G.
Total.....	<u>18.63</u>	M.G. <u>0.6</u> M.G.
Finished water pump from Plant...	<u>15.62</u>	M.G. <u>0.50</u> M.G.

Submitted By Patrick Hoffner
Date 9-9-16

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE --August 2016

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received chemical deliveries of Caustic, Acid, Del-pac, Hypo-chlorite, Carbon and Potassium Permanganate
- 4) Drained and cleaned both sedimentation basins
- 5) Alban serviced The generators at The WTP and Reservoir
- 6) Hach performed the annual service on all Hach lab equipment
- 7) Staff replaced the back flow preventer on the service line for the filter sweeps and chemical feed lines
- 8) Staff Installed a chlorine diffuser and opened a hydrant on I street in order to improve water quality after several complaints came in from a homeowner
- 9) Staff climbed and inspected the 1 million gallon water storage tank
- 10) Staff removed and cleaned the flow controllers for all 3 filters



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

August Planning/Code Staff Report Mayor and Council 9-13-2016

Planning

- Staff recorded Section III A Brunswick Crossing plat no. 52.
- Staff met with Contractors on for Gum Springs Estates, A St. and C St.
- Staff worked with economic development coordinator on business development.
- Staff recorded plat for Weis Market.
- Staff finalized PWA for Weis Market.
- Staff met with property owners on Gum Spring Road.
- Staff worked with Habitat on Park Ave. project.
- 36 Zoning Certificates issued August
- 14 U&O's issued June
- No BoA meeting in August and no meeting is scheduled for September.
- No Planning Commission meeting in August and meeting is scheduled for September 26, 2016.

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
195	<u>16-195</u>	25-472721	8-1-16	1615	J Dockery/Vivint Solar	615	5th Ave	Solar Panels
196	<u>16-196</u>	25-490843	8-3-16	1680	Eric Moore	602	Gum Spring Rd	SFD
197	<u>16-197</u>	25-591969	8-3-16	37 KK	Renee Decker/Frederick Fence	1129	Long Farm Cir	Fence
198	<u>16-198</u>	25-589903	8-3-16	7 KK	Palmer / Frederick Fence	1148	Dargon Quarry Ln	Fence
199	<u>16-199</u>	25-589882	8-3-16	25 D	Diallo/ Frederick Fence	1300	Lander Creek Dr	Fence
200	<u>16-200</u>	25-590975	8-3-16	45 NN	Painter/ Frederick Fence	713	Potomac View Pkwy	Fence
201	<u>16-201</u>	25-491165	8-3-16	1 GG	Johnson/ Frederick Fence	1421	Hope Farm Ct	Fence
202	<u>16-202</u>	25-487303	8-3-16	1489	Ratliff/ Solar City	814	5th Ave	Solar Panels
203	<u>16-203</u>	25-	8-3-16	87 KK	Duncan/ Solar City	1149	Dargon Quarry	Solar Panels

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
	<u>203</u>	589894					Ln	
204	<u>16-204</u>	25-484169	8-3-16	1458	Hahnel/ Emerald Landscaping	109	E. G St.	Retaining Wall
205	<u>16-205</u>	25-591997	8-3-16	56 PP	Ryan	402	Potomac View Pkwy	Deck
206	<u>16-206</u>	25-593019	8-3-16	48 RR	Ryan	417	Wills Creek Dr	TH
207	<u>16-207</u>	25-593018	8-3-16	47 RR	Ryan	415	Wills Creek Drive	TH
208	<u>16-208</u>	25-593017	8-3-16	46 RR	Ryan	413	Wills Creek Dr.	TH
209	<u>16-209</u>	25-592763	8-3-16	30 RR	Ryan	1258	Drydock St	TH
210	<u>16-210</u>	25-592762	8-3-16	29 RR	Ryan	1260	Drydock St	TH
211	<u>16-211</u>	25-592761	8-3-16	28 RR	Ryan	1262	Drydock St	TH
212	<u>16-212</u>	25-591988	8-3-16	11 RR	Ryan	509	Potomac View Pkwy	SFD
213	<u>16-213</u>	25-592005	8-3-16	7 RR	Ryan	501	Potomac View Pkwy	SFD
214	<u>16-214</u>	25-591933	8-3-16	4 D	Ryan	1417	Village Green Way	SFD
215	<u>16-215</u>	25-589872	8-3-16	1 D	Ryan	1423	Village Green Way	SFD
216	<u>16-216</u>	25-592760	8-3-16	27 RR	Ryan	1264	Drydock Ct	TH
217	<u>16-217</u>	25-471806	8-4-16	912	Brunswick Mainstreet	102	W Potomac	Event Temp Use RR Days
218	<u>16-218</u>	25-485025	8-8-16	1013	Gabrielle Hazell	512	east A	Renovations
219	<u>16-219</u>	25-479025	8-15-16	1363	Brooks Wood/Leslie Runyon - Sign Art	92	Souder Rd	Signage Rite Aid
220	<u>16-220</u>	25-479629	8-16-16	365	Branda Fauble	7	Peach Orchard	Signage
221	<u>16-221</u>	25-491025	8-17-16	8 FF	Lewis/Heather Porcella	1301	Hope Farm Ct	Wall and Fire Pit
222	<u>16-222</u>	25-592003	8-18-16	5 RR	John Trainor/Discount Sports	413	Potomac View Pkwy	Home Occ/Res Prof Office
223	<u>16-223</u>	25-490568	8-19-16	311	Tony Baffoe	113	Galyn Drive	Daycare
224	<u>16-224</u>	25-480201	8-23-2016	1621	Bonnie Young--Vivint solar	616	Fifth ave.	Solar Panels
225	<u>16-225</u>	25-487532	8-24-16	311	John Bonan--Vivint solar	14	Evan Ct.	Solar Panels
226	<u>16-226</u>	25-492382	8-25-16	50 FF	Brendan Casey	1205	Moore Spring Ct.	Deck

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
227	<u>16-227</u>	25-487516	8-25-16	311	Tyrus Changuris/Frederick Fence	11	Evan Ct	Fence
228	<u>16-228</u>	25-468619	8-29-16	972	Chris Seal/Frederick Fence	307	E. Potomac St.	Fence
229	<u>16-229</u>	25-590392	8-29-16	96 FF	Michael & Jenifer Kozicki	1131	Dargon Quarry Ln	Deck
230	<u>16-230</u>	25-465040	8-31-16	1516	Nick Bird/Vivint Solar	411	E. D St	Solar panels

U&O Log 2016

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
52	16-52	8-3-16	1420	Village Green Way	Ryan	142079	8-3-16
53	16-53	8-5-16	1306	Moore Spring Ct	Ryan	142478	8-5-16
54	16-54	8-5-16	723	Potomac View Pky	Ryan	142036	8-5-16
55	16-55	8-5-16	725	Potomac View Pkwy	Ryan	142037	8-5-16
56	16-56	8-5-16	19	W C St	Habitat Humanity	131907	8-5-16
57	16-57	8-8-16	17	W Potomac	Roots & River Yoga	145352	8-8-16
58	16-58	8-8-16	402	Potomac View Pkwy	Ryan	142076	8-8-16
59	16-59	8-8-16	727	Potomac View Pkwy.	Ryan	142038	8-8-16
60	16-60	8-8-16	729	Potomac View Pkwy.	Ryan	142039	8-8-16
61	16-61	8-9-16	400	Potomac View Pkwy	Ryan	141922	8-9-16
62	16-62	8-9-16	411	Potomac View Pkwy	Ryan	141924	8-9-16
63	16-63	8-16-16	731	Potomac View Pkwy	Ryan	142040	8-16-16
64	16-64	8-16-16	1419	Scheer St	Ryan	143597	8-16-16
65	16-65	8-17-17	1000	Potomac View Pkwy	Ryan	131864	8-17-16

MONTHLY CODE ENFORCEMENT REPORT

Violations	August 2016	YTD January-August 2016	Past January-August 2015
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WARNINGS

Vehicles/ Vehicle repair	0/2	6/2	15/2
Property trash/ Unsec. prop.	3/0	35/0	35/0
Property Repair/Property	8/2	12/6	4/7
Overgrowth /Unsanitary Dwell.	15/1	84/2	53/2
Vac. prop.trash/ Unsec.vac	0/0	8/4	7/5
S.walk repair/ S.Walk Trash	0/0	0/3	2/0
Littering	0	6	3
Vacant Overgrowth	0	17	38
Animal Waste / Snow and Ice	0/0	0/122	1/272
Livestock	0	0	3
Trash Cans /Signs	0/1	6/6	4/3
Warning Totals	32	319	456

CITATIONS

Vehicles/ Vehicle repair	0/0	1/0	0/0
Property trash/ Unsec. prop.	0/0	1/0	2/0
Property Repair/ Property	1/0	2/2	2/23
Overgrowth/ Unsanitary Dwell.	3/0	13/0	2/2
Vac. prop. trash,/ Unsec. vac.	0/0	2/0	3/7
S walk repair/ S walk trash	0/0	0/0	10/0
Littering	0	0	0
Vacant Overgrowth	0	3	6
Animal Waste/ Snow and Ice	0/0	3/3	0/4
Livestock	0	0	0
Trash Cans	2	2	0
Signs	0	0	2

Citation Totals	6	32	63
Complaints	18	86	44

**Mayor & Council Meeting
Consent Agenda Summary
September 13, 2016**

The Council is being asked to consider the following item as the Consent Agenda:

a. Purchase Approval – Purchase Order #WW19 – Univar

The Waste Water Treatment Plant routinely purchases chemicals from Univar. This purchase order is for two orders of 50,000 pounds of caustic soda.

b. Water & Sewer Tap Allocation Request – 550 Gum Springs Road

Staff recommends allocation of one sanitary sewer tap and one water tap with conditions noted in staff report.

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR:
UNIVAR

DATE: 8-3-16

P.O. NO.: tw19

SHIP TO:
WWTP

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

- 1. Direct all payment inquiries to 301-834-7500.
- 2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
- 3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
- 4. Prepay all freight shipments.
- 5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

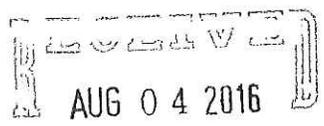
QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
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BLANKET P.O. FOR CAUSTIC SODA ORDER
FOR THE WWTP BUDGET YEAR 2017

ORDER #1
50,000 LBS OF 50% CAUSTIC SODA \$13,000
0.276 PER/LB OR 552.00 TN

ORDER #2
50,000 LBS OF 50% CAUSTIC SODA \$13,000
0.276 PER/LB OR 552.00 TN

WWTP. ACC# 60-533-60-7501



BY:

SHIPPING

TOTAL

\$ 27,600

Approved by:

Patricia Haskins



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

**Mayor & Council
550 Gum Springs Road
Water & Sewer Tap Allocation Request
Staff Report
September 13, 2016**

BACKGROUND:

On March 9, 2004, the City adopted the Water & Sewer Rules & Regulations and on April 27, 2004, Council approved Water & Sewer Allocation Policy.

This request is for allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap to serve 550 Gum Spring Road (Tax Map 202, Parcel 1692).

ANALYSIS:

The Tap Allocation process was established to ensure that taps are used within the appropriate time period to the maximum extent possible and to preclude the potential hoarding of taps. This process requires that a Tap Allocation Request with Fee be filed and approved by Mayor & Council.

Once the Tap Application is approved, the Applicant must pay the capacity fees for the water and sewer taps within 30 days of approval. A Zoning Certificate Application Package with Fee, an Entrance Permit Package with Fee, a Modified Public Works Agreement and fee, the purchase of the water meter and payment of the lateral inspections fees will follow.

This application has come before Mayor & Council to approve purchase of the requested taps. Originally this parcel was five (5) separate lots or portions of lots. The approval of water and sewer taps is for the existing barn to be converted into the primary dwelling and make the referenced parcel one lot of record. Improvements within the property and right-of-way are to be submitted for detailed review and approval prior to issuance of zoning certificate.

This request is for a Water & Sanitary Sewer tap for 550 Gum Spring Road. The primary structure on the property will be a single family dwelling. All work for connections to City infrastructure will be regulated by the Modified Public Works Agreement. The Allocation Pool has one thousand, two hundred and eighteen (1,218) remaining sanitary sewer taps remaining from the 2016 Tap Allocation Report.

RECOMMENDATION:

Staff recommends allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap in accordance with the City Tap Allocation Policy and the City Water & Sewer Rules and Regulations, with the following conditions:

1. Capacity fees in the amount of \$7,102.00 must be paid prior to issuance of the zoning certificate.
2. Improvements to the public right-of-way are conditions of approval.
3. The Applicant will submit a Zoning Certificate, purchase the water meter, impact fees and pay all fees and post applicable guarantees for the proposed construction.
4. Sanitary sewer and water lateral connection to be inspected at the Applicant's expense in accordance with the City Tap Allocation Regulations.
5. No work is to be conducted within a Right-of-Way without Public Works approval and inspection.
6. All applicable certificates, permits, and agreements are obtained, associated fees are paid, and any required surety is in place.

Carrie Myers

From: Mini-Golf, Inc. [info@minigolfinc.com]
Sent: Thursday, July 28, 2016 11:37 AM
To: Carrie Myers
Subject: Miniature Golf Bid from Mini-Golf, Inc.
Attachments: BrunswickLayout.pdf; 2TierGreen.jpg; StraddleTheMiddle.jpg; ElevatedFairway-Side.jpg; Loop-D-Loop.JPG; PlayTheBreak.jpg; ElevatedGreen.JPG; BankShot.jpg; Up&Under.JPG; ElevatedDoubleCup.jpg

Categories: Already read - needs action soon

To the City of Brunswick, MD Miniature Golf Project:

This is our bid for the design and production of 9 pre-fabricated miniature golf holes.

Attached are 2 scale layouts (pdf file)... 1 with the dimensions of each modular section of each miniature golf hole and the other layout has suggested landscaping. Please keep in mind that we do not do any site work.

Also attached are the names of each hole and everything that you would be getting with the miniature golf course (pdf file). I have also attached a picture of each hole (jpg files).

The cost of the 9 hole miniature golf course and everything listed is \$14,400. The price of freight to your location is \$1,250. **The total is \$15,650.**

On the day of installation, I, Joseph J. Buckshon owner of Mini-Golf, Inc., will personally supervise your 6 common laborers who will be installing the miniature golf course. The only tools that you will need are 2 or 3 screw guns.

The entire miniature golf course will be completely carpeted and finished here and after 4 or 5 hours of work at your location, you will be able to play miniature golf.

All we require is that the ground prep be ready before we get there. Most of our clients put down 2" of a crushed stone or gravel approximately 1/2" in size as a base for each hole. The base must be level. Please keep in mind that we do not do any site work.

Our courses are built using #1 grade pressure treated lumber. This lumber is treated to prevent termite infestation, rot and decay. 2 x 4's are spaced every 12 inches underneath the entire golf course. Then pressure treated plywood is nailed down over the 2 x 4's.

We then glue down a high quality action back carpet made of olefin fiber which holds up real well both outdoors.

The #1 grade pressure treated 2 x 2 rails are applied to help keep the golf balls on the course.

We also apply a high quality water repellent product that is semi-transparent cedar stain in color over the pressure treated wood. This blocks UV graying of the wood, prevents water damage, provides mildew resistant coating and makes the wood look beautiful.

The following are a few improvements we have made to our courses in the last few years:

1. We use #1 grade pressure treated wood throughout the miniature golf course.
2. We use an excellent grade of action back multi-directional carpet. We upgraded from Tee Times to Fairway which lasts longer.
3. We use stainless steel nails which are very expensive but will never rust on the aluminum stair-nosing around the tee area.
4. We also apply a high quality water repellent product that is semi-transparent cedar stain in color over the pressure treated wood. This blocks UV graying of the wood, prevents water damage, provides mildew resistant coating and makes the wood look beautiful. I feel this is our biggest improvement and if you reapply the cedar stain every year or 2 the wood stays beautiful.
5. We use a stud underneath the framework every 12" to make our courses more sturdy.
6. We use a nice smooth spun aluminum cup.

We incorporated December 16, 1981. Since that time, we have designed and built over 2,000 miniature golf courses worldwide!

The following are a few references that you can feel free to contact:

1. Into the Woods Mini-Golf & Gardens; Bugs & Blooms LLC
1028 Gratiot Street
Copper Harbor, MI 49918
Contact Name: Staci Gibson
Contact Number: 906-289-4370

2. City of Chambersburg
Chambersburg, PA
Contact Name: Guy Shaul
Contact Number: 717-261-3275 ext 7402

3. Parma Recreational Department
Parma, OH
Contact Name: Sherry Fortuna
Contact Number: 440-885-8147

Please keep in mind, everything is custom made, we can make 9 larger holes or 9 smaller holes and adjust the price accordingly. We also have many holes to choose from. We e-mailed all the hole choices to Carrie Myers for review.

What we normally do is get the dimensions that you have available for miniature golf and do a layout to scale for you based on your holes choices. We then price it accordingly.

We only assumed where to start hole #1 because it was not indicated on the drawing. The layouts are very easy to revise so just let us know where you would like us to start hole #1.

Please don't hesitate to contact us with any questions Monday to Friday 8:00 am to 4:30 pm at the

office at: 570-489-8623 or you can reach me anytime on my cell at: 570-479-2352.

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Sincerely,
Joseph J. Buckshon
President
MINI-GOLF, INC.

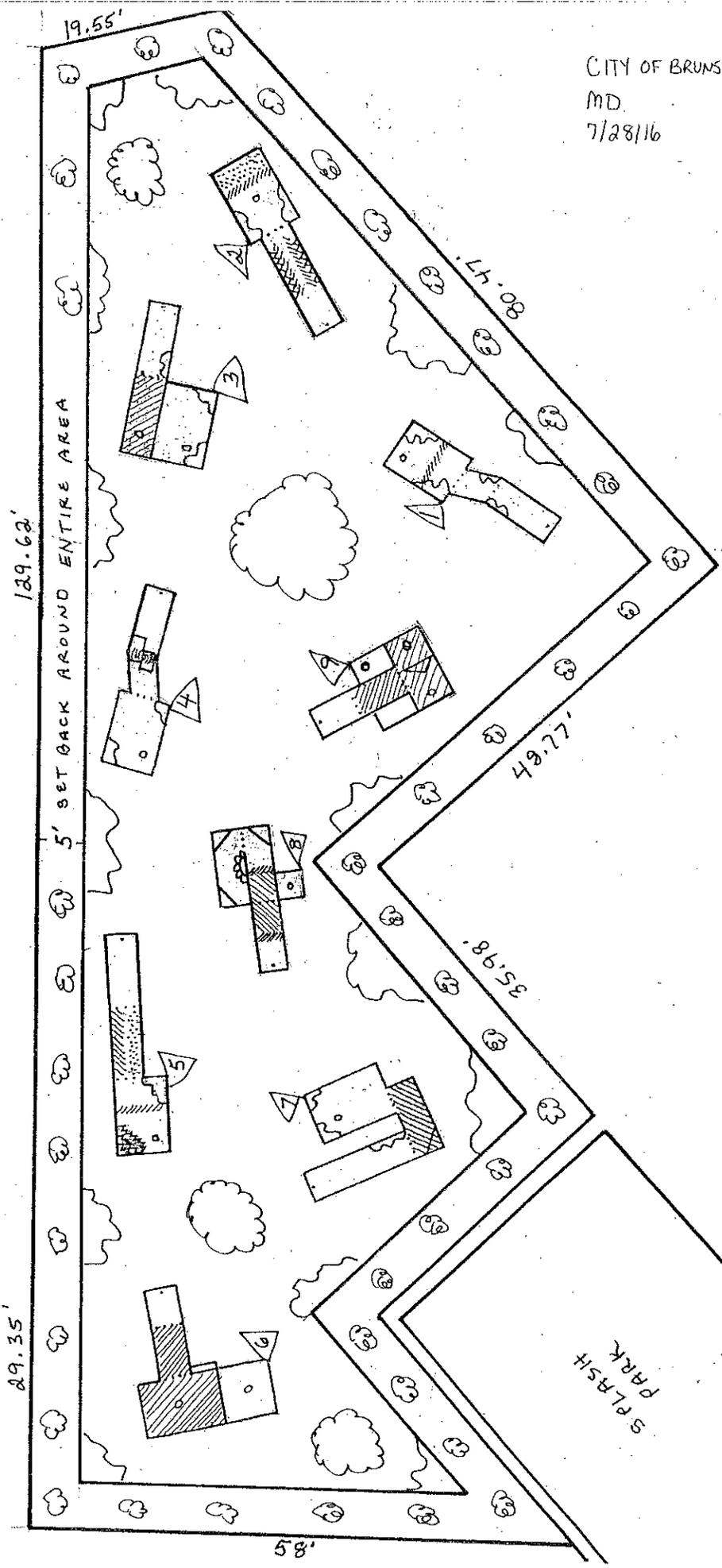
Office Number: (570) 489-8623
Fax Number: (570) 383-9970
E-Mail Address: info@minigolfinc.com

CITY OF BRUNSWICK
MD.
7/28/16

158.97' TOTAL

129.62'

5' SET BACK AROUND ENTIRE AREA



S. PLSH
PARK



CITY OF BRUNSWICK
MD
7/28/16

OBSTACLES

1. TWO TIER GREEN
 2. STRADDLE THE MIDDLE
 3. ELEVATED FAIRWAY - SIDE
 4. LOOP-D-LOOP
 5. PLAY THE BREAK
 6. ELEVATED GREEN
 7. BANK SHOT
 8. UP & UNDER
 9. ELEVATED DOUBLE CUP
- KII
- 9 ATTRACTIVE NUMBERED HOLE MARKERS
 - 9 SCORE STANDS WITH PODIUM-TYPE LEDGE
 - 40 LEFT & RIGHT COMBINATION PUTTERS (25% JUNIOR PUTTERS INCL.)
 - 60 GOLF BALLS (4 ASSORTED COLORS)
 - 1,500 SCORE CARDS (4 PLAYERS PER CARD)
 - 5 GROSS PENCILS (TO KEEP SCORE)



Kreg Krupa
Account Executive

Adventure Golf Services

PO Box 6319
Traverse City, MI 49689
P: (231) 922-8166
F: (231) 922-0153
kreg@adventureandfun.com

July 8, 2016

Carrie Myers
Office Manager
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716

Dear Carrie,

Adventure Golf Services is pleased to present this proposal and purchase agreement for a SplitShot Front Nine miniature golf course package. The proposed products and services would be subject to the following terms and conditions:

Primary Supplier: Adventure Golf Services ("AGS")

Purchaser: City of Brunswick

Items	Costs
SplitShot – Front Nine	\$ 19,380
Package Total:	\$ 19,380

Shipping /Freight & Handling: The purchaser is responsible for all related shipping costs. AGS will coordinate the shipment to the final destination. The shipping costs are estimated to be \$1,784 and subject to change based upon time of order and actual charges.

Installation: Installation is not included in the agreement. Purchaser is responsible for installation. Product comes with a detailed set up manual. AGS is available for over the phone consultation as needed and can provide a quote for an AGS Installation team upon request.

Payment Terms:

- 50% deposit of product due at time of order and acceptance of proposal
- 50% final deposit plus all related shipping charges are due prior to shipping

Payments shall be sent via Express mail or by bank wire as listed below. Express payments are sent to the address below. All wire payments are to be wired to AGS using the routing and account # below.

Express Mail To:

Adventure Golf Services
1742 Barlow St.
Traverse City, MI 49686

Wiring:

Chemical Bank
625 S Garfield Ave
Traverse City, MI 49684
Phone: 231.922.1438

Routing Number: 072410013

Final Account: Miniature Golf Services
Final Account Number: Checking Acct. Number: 5021399

If this proposal letter is satisfactory to the purchaser, please sign proposal and provide to AGS along with the deposit amount. The proposal letter will expire on 8/1/16, unless prior to that time, AGS has received copy of this letter signed by the purchaser. An extension for the expiration date is available upon request.

We appreciate your interest in AGS and look forward to working with you in the near future. Should you have any questions, please do not hesitate to email / call me at 231-922-8166.

Cordially,

Kreg Krupa
Senior Account Executive
Adventure Golf Services, Inc.

City of Brunswick

Miniature Golf Services by Arne Lundmark,
Inc. d.b.a. Adventure Golf Services Inc.

Kreg Krupa

Name

Senior Account Executive

Title

Date

Date

