

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, MAY 25, 2021, 6:00PM**

1. FY2022 Budget
2. DHCD Mitigation Suggestions – Railroad Square Project
*(This item is to discuss the City’s mitigation response to DHCD – public suggestions for mitigation can be made directly to DHCD through the following link:
<https://dhcd.maryland.gov/Pages/CulturalResourceReview/default.aspx>)*

**MAYOR AND COUNCIL MEETING
TUESDAY, MAY 25, 2021, IMMEDIATELY FOLLOWING**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR’S REMARKS**
3. **CITIZENS’ FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
4. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Special Ordinance 574 – FY2022 Enterprise Budget – first reading
 - b. Special Ordinance 575 – FY2022 General Fund & CIP Budget – first reading
 - c. Resolution 2021-04 – FY2022 Water & Sewer Rates – first reading
 - d. Resolution 2021-05 – FY2022 Rosemont Water & Sewer Rates – first reading
5. **COUNCIL MEMBER REPORTS**
6. **CONSENT AGENDA**
 - a. Purchase Order #PW-4937 Approval – CJ Miller - Ashphalt Overlay - \$340,491
 - b. Purchase Order #PW-4938 Approval – Gabe’s Services - North Virginia/Florida Avenue Water Line - \$281,261
 - c. Purchase Order #AD-2021-102 Approval – CJ Miller - Sports Complex Dirt Hauling - \$217,730
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - a. DHCD Mitigation Suggestions – Railroad Square Project – vote anticipated
 - b. Downtown Property Acquisition/Sale Contract – vote anticipated
 - c. Donation Request – Rivers Edge Endurance Challenge – vote anticipated
 - d. Event Application Requests – vote anticipated
 1. Brunswick Green Team - Bonyard Days
 2. Rick Michael Way Block Party
 3. Celebrate our Rosies!
 - e. Heritage Museum Bid Opening
9. **ADJOURNMENT**

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 574**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO ENACT THE FISCAL YEAR 2022 ANNUAL ENTERPRISE FUND BUDGET FOR THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, pursuant to the Annotated Code of Maryland, Local Government Environment Article, Title 9, the City Charter of Brunswick, Section 16-3 and Section 16-39, and the City Code, Article 2, Title 1, authorizes the Mayor and Council to enact the annual Enterprise budget for the City of Brunswick, and;

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted to the City Council of Brunswick an annual Enterprise Fund budget for Fiscal Year 2022, and;

WHEREAS, the budget was considered and discussed publicly by the Mayor and Council on May 25, 2021 and approved by the Council with the concurrence of the Mayor at its regular public meeting held June 8, 2021 which was properly advertised and conducted, and;

NOW THEREFORE BE IT ENACTED by the Mayor and Council of Brunswick, the Fiscal Year 2022 Enterprise Budget which is incorporated by attachment.

This Ordinance shall become effective on the 1st day of July, 2021 following its enactment by the Council and its approval by the Mayor.

PASSED this 8th day of June, 2021 by a vote of ___ for; ___ against; ___ abstaining; and ___ absent.

ATTEST: COUNCIL OF THE CITY OF BRUNSWICK

David B. Dunn City Administrator	By: _____ Name: John Dayton Title: Mayor Pro Tem
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APPROVED this 8th day of June, 2021.

ATTEST:

David B. Dunn City Administrator	Nathan Brown, Mayor Date: _____
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CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

FY2022 Budget

OPERATING REVENUES

Water - Service Charges	\$ 1,800,000
OPERATING REVENUE SUBTOTAL	\$ 1,800,000

ALLOCATION REVENUES

Water - Connection Related	\$ 346,775
ALLOCATION REVENUE SUBTOTAL	\$ 346,775

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 106,600
MDE Grants	\$ 500,000
Proceeds from New Debt	\$ 1,500,000
VARIABLE REVENUE SUBTOTAL	\$ 2,106,600

TOTAL ENTERPRISE FUND REVENUES \$ **4,253,375**

EXPENDITURES

Water - Operating	\$ 1,355,600
Depreciation	\$ 141,700
Capital Outlay	\$ 2,626,075
Debt Service	\$ 130,000

TOTAL ENTERPRISE FUND EXPENDITURES \$ **4,253,375**

REVENUES OVER (UNDER) EXPENSES \$ -

Enterprise Capital	
CITY OF BRUNSWICK	
ENTERPRISE FUND - WATER	
Fiscal Year 2022	
	FY2022 Budget
Water Capital Projects	
<i>FY22 Capital-Equipment</i>	\$ 209,075
<i>Yourtee Springs Improvements</i>	\$ 1,500,000
<i>Water Tower Improvements</i>	\$ 105,000
<i>1.25M Gal Ground Storage Tank</i>	\$ 500,000
<i>Line Replacements</i>	\$ 124,000
<i>RF Water Meter Replacement</i>	\$ 40,000
<i>Sub-Meter Purchases</i>	\$ 2,000
<i>Hydrant Replacement Project</i>	\$ 36,000
<i>Capital Equipment</i>	\$ 110,000
	\$2,626,075
Water Debt Service	
<i>Water Debt Principal</i>	
<i>Water Debt Interest</i>	\$ 130,000
	\$130,000
Water Reserves	
<i>WF System Reserve (annual accrual)</i>	\$ 141,700
<i>WF System Reserve (one time accrual)</i>	
	\$141,700
Water Total	\$ 2,897,775
Depreciation	
<i>Depreciation (calculated)</i>	\$ 708,500
<i>FY 2021 Funded</i>	\$ (141,700)
<i>Underfunded Depreciation</i>	\$ 566,800

**CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER**

FY2022 Budget

OPERATING REVENUES

Wastewater - Service Charges	\$ 1,600,000
OPERATING REVENUE SUBTOTAL	\$ 1,600,000

ALLOCATION REVENUES

Wastewater - Connection Related	\$ 410,775
ALLOCATION REVENUE SUBTOTAL	\$ 410,775

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 97,400
Proceeds from New Debt	\$ -
VARIABLE REVENUE SUBTOTAL	\$ 97,400

TOTAL ENTERPRISE FUND REVENUES \$ **2,108,175**

EXPENDITURES

Wastewater - Operating	\$ 1,397,200
Depreciation	\$ 222,200
Capital outlay	\$ 378,775
Debt service	\$ 110,000
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 2,108,175

REVENUES OVER (UNDER) EXPENSES \$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2022	
	FY2022 Budget
Wastewater Capital Projects	
<i>FY21 Capital Equipment</i>	\$ 88,275
<i>SBR Motive Pump Rebuild</i>	\$ 28,000
<i>Portable Sewer Meter</i>	\$ 12,000
<i>SBR Ammonia&Nitrate Probe Upgrade</i>	\$ 50,000
<i>Automatic Caustic Feed PH Probe</i>	\$ 25,000
<i>Bar Screen Conical Blade & Motor</i>	\$ 12,500
<i>WWTP Bldg/Elec Sys Rehab</i>	\$ 25,000
<i>New Chemical Delivery Gate</i>	\$ 18,000
<i>Line Replacements</i>	\$ 20,000
<i>Inflow and Infiltration</i>	\$ 100,000
	\$378,775
Wastewater Debt Service	
<i>Wastewater Debt Principal</i>	\$ -
<i>Wastewater Debt Interest</i>	\$ 110,000
	\$110,000
Wastewater Reserves	
<i>WW System Reserve (annual accrual)</i>	\$ 222,200
<i>WW System Reserve (one time accrual)</i>	
	\$222,200
Wastewater Total	\$ 710,975

Depreciation	
<i>Depreciation (calculated)</i>	\$ 1,111,000
<i>FY 2021 Funded</i>	\$ (222,200)
<i>Underfunded Depreciation</i>	\$ 888,800

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 575**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO ENACT
THE FISCAL YEAR 2022 GENERAL OPERATING FUND AND CAPITAL FUND
BUDGETS FOR THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, pursuant to the Annotated Code of Maryland, Local Government Environment Article, Title 9, the City Charter of Brunswick, Section 16-3 and Section 16-39, and the City Code Article 2 Title 1, authorizes the Mayor and Council to enact the annual General and Capital Funds budget for the City of Brunswick, and;

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted to the City Council of Brunswick an annual budgets for Fiscal Year 2022, and;

WHEREAS, the budget was considered and discussed publicly by the Mayor and Council on May 25, 2021 and approved by the Council with the concurrence of the Mayor at its regular public meeting held June 8, 2021 which was properly advertised and conducted, and;

NOW THEREFORE BE IT ENACTED by the Mayor and Council of Brunswick, the Fiscal Year 2022 General Fund and Capital Fund Budgets which is incorporated by attachment.

This Ordinance shall become effective on the 1st day, of July 2021 following its enactment by the Council and approval by the Mayor.

PASSED this 8th day of June, 2021 by a vote of ___ for; ___ against; ___ abstaining; and ___ absent.

ATTEST: COUNCIL OF THE CITY OF BRUNSWICK

_____	By: _____
David B. Dunn	Name: John Dayton
City Administrator	Title: Mayor Pro Tem

APPROVED this 8th day of June, 2021.

ATTEST:

_____	_____
David B. Dunn	Nathan Brown, Mayor
City Administrator	Date: _____

**CITY OF BRUNSWICK
GENERAL FUND**

FY2022 Budget

REVENUES

Taxes	\$	4,395,014
Licenses, Permits, & Franchise Fees	\$	121,000
Intergovernmental	\$	1,386,994
Grants & Other Sources	\$	187,100
User Fees	\$	157,700
Utility Revenues	\$	300,000
Fines & Forfeitures	\$	14,500
Vehicle Equipment Sale proceeds	\$	3,000
Miscellaneous Revenue	\$	323,500
Long Term Debt Proceeds	\$	-
OPERATING REVENUE SUBTOTAL	\$	6,888,808

Bonds/Loans	\$	-
Accumulated Reserves	\$	-
BORROWING SUBTOTAL	\$	-
TOTAL GENERAL FUND REVENUES	\$	6,888,808

EXPENDITURES

Mayor and Council	\$	91,000
Financial Administration	\$	920,000
Planning and Zoning	\$	462,400
Police	\$	1,904,200
Fire & Rescue Service	\$	43,000
Public Works	\$	1,714,800
Waste Collection and Disposal	\$	360,000
Parks	\$	116,700
Events	\$	109,700
Pool	\$	90,500
Campground	\$	26,300
Berlin Cemetery	\$	5,000
Economic Development	\$	6,500
Economic Development Commission	\$	-
MainStreet Program	\$	103,900
Contributions & Donations	\$	147,300
OPERATING EXPENSES SUBTOTAL	\$	6,101,300
Capital outlay - Transfers Out	\$	476,508
Debt service	\$	311,000
TOTAL GENERAL FUND EXPENDITURES	\$	6,888,808

REVENUES OVER (UNDER) EXPENDITURES \$ -

General Capital

**CITY OF BRUNSWICK
CAPITAL PROJECT FUND**

FY2022 Budget

REVENUES

General Fund Transfers In	\$	476,508
Capital Grant Revenues and Other Sources	\$	1,183,280
CAPITAL REVENUE SUBTOTAL	\$	1,659,788
Debt Proceeds	\$	-
Bonds/Loans	\$	-
Accumulated Reserves	\$	320,792
BORROWING SUBTOTAL	\$	320,792
TOTAL CAPITAL PROJECT FUND REVENUES	\$	1,980,580

CAPITAL EXPENDITURES

Finance & Administration		
	Software Upgrade	\$ -
	\$0.00	
Police		
	Property Improvements - 811 W Potomac Street	\$ 250,000
	Capital Vehicles + Equipment	\$ 112,000
	\$362,000	
Public Works		
	Capital Equipment	\$ 43,000
	Capital Vehicles	\$ 45,000
	Building Improvements	\$ 10,000
	StormWater Management Project	\$ 15,000
	Street Improvements	\$ 300,000
	Property Improvements - 811 W Potomac Street	\$ 250,000
	MS4 Implementation Project	\$ 100,000
	Kaplon Bldg.-W Potomac Impr-CDBG Exp	\$ 500,000
	\$1,263,000	
Park Improvements		
	Park Improvement Projects	\$ 150,000
	East Potomac St Park & Bsktball Rehab (POS Grant 90%)	\$ 50,000
	LL Fields Complex(POS Grant)	\$ 80,580
	City Park Playground	\$ 75,000
	\$355,580	
General Fund Reserves		
	General Fund Reserve (annual accrual)	\$ -
	\$0	
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$	1,980,580

REVENUES OVER (UNDER) EXPENDITURES \$ -

General Fund Debt Service		
	Copier Capital Lease	\$ 11,000
	Document System lease	\$ 6,100
	Audio/Video Capital Lease	\$ 3,000
	Vehicle Leases	\$ 164,400
	IT Infrastructure Capital Lease	\$ 42,000
	Security System Lease	\$ 4,500
	Infrastructure Bond	\$ 80,000
TOTAL GENERAL FUND DEBT SERVICE	\$	311,000

RESOLUTION No. 2021-04

A RESOLUTION TO ESTABLISH FISCAL YEAR 2022 WATER AND SEWER SERVICE RATES WITHIN THE SERVICE AREA OF THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, the Mayor and Council pursuant to the powers granted to them by the Annotated Code of Maryland, Local Government Environment Article Title 9-723 and the Charter of Brunswick, Section 16-70 and 16-73, deem it necessary to establish the manner and amount of current charges for water and sewer service within the service area of the City of Brunswick, Maryland, and;

WHEREAS, the City of Brunswick's Fiscal Year 2022 Water and Sewer Service Rates are incorporated and attached herein, and;

NOW THEREFORE BE IT RESOLVED, the Fiscal Year 2022 rates to be charged for water and sewer service to owners of real property within the service area of the City of Brunswick, Maryland, served by public water and sewer shall be effective July 1, 2021, as indicated on rate schedule incorporated and attached herein.

INTRODUCED at a regular public meeting of the Mayor and Council of Brunswick on May 25, 2021.

PASSED this 8th day of June, 2021, by a vote of ___ for; ___ against, ___ abstaining and ___ absent.

ATTEST:

**COUNCIL OF THE CITY OF
BRUNSWICK**

David B. Dunn
City Administrator

By: _____
Name: John Dayton
Title: Mayor Pro tem

APPROVED this 8th day of June, 2021.

ATTEST:

David B. Dunn
City Administrator

Nathan Brown, Mayor

Date: _____

FY 2021 Water Enterprise Fund							
Water Base Rate Increase				In-town	In-town	Out of town	Out of town
				Increase	Yearly Total	Qt. Increase	Yearly Total
		Current Quarterly Rate		\$57.00		\$77.00	
		Quarterly Increase		\$1.14	2%	\$1.54	2%
				\$58.14		\$78.54	\$78.54
		Total Increase - Base Rate		\$3,493		\$275	
Water Excess Increase							
Tier 1		In-Town	Out	In-town Qt.	In-town	Out of town	Out of town
				Increase	New Rate	Qt. Increase	Total
		Current Rate		\$8.00		\$9.25	
		Quarterly Increase		\$0.16	2%	\$0.19	2%
				\$8.16		\$9.44	
Use	Average	Users					
0 - 4,000	>4000	581	46				
4,001 - 6,000	5,000	347	22	\$56	\$222	\$4	\$16
6,001 - 8,000	7,000	389	29	\$187	\$747	\$16	\$64
8,001 - 10,000	9,000	425	25	\$340	\$1,360	\$23	\$93
Users < 10K	57%	1742	122				
Total Increase in Revenue - Tier 1				\$582		\$43	\$173
Tier 2		In-Town	Out	In-town Qt.	In-town	Out of town	Out of town
				Increase	New Rate	Qt. Increase	Total
		Current Rate		\$12.70		\$14.00	
		Quarterly Increase		\$0.25	2%	\$0.28	2%
				\$12.95		\$14.28	
Use	Average	Users	Users				
10,001 - 12,000	11,000	360	21	\$640	\$2,560	\$41	\$165
12,001 - 14,000	13,000	284	11	\$649	\$2,597	\$28	\$111
14,001 - 16,000	15,000	200	5	\$559	\$2,235	\$15	\$62
16,001 - 18,000	17,000	147	8	\$485	\$1,942	\$29	\$116
18,001 - 20,000	19,000	102	5	\$389	\$1,554	\$21	\$84
20,001 - 22,000	21,000	60	2	\$259	\$1,036	\$10	\$38
Users 10K - 22K	38%	1153	52				
Total Increase in Revenue - Tier 2				\$2,981		\$144	\$576
Tier 3		In-Town	Out	In-town Qt.	In-town	Out of town	Out of town
				Increase	New Rate	Qt. Increase	Total
		Current Rate		\$14.25		\$16.00	
		Quarterly Increase		\$0.29	2%	\$0.32	2%
		New Rate		\$14.54		\$16.32	
Use	Average	Users	Users				
22,001 - 24,000	23,000	39	0	\$211	\$845	\$0	\$0
24,001 - 26,000	25,000	29	0	\$174	\$694	\$0	\$0
26,001 - 28,000	27,000	23	1	\$151	\$603	\$7	\$29
28,001 - 30,000	29,000	7	0	\$50	\$200	\$0	\$0
30,001 - 32,000	31,000	15	1	\$115	\$462	\$9	\$35
32,001 - 34,000	33,000	4	0	\$33	\$132	\$0	\$0
34,001 - 36,000	35,000	10	0	\$88	\$353	\$0	\$0
36,001 - 38,000	37,000	2	0	\$19	\$75	\$0	\$0
38,001 - 40,000	39,000	3	1	\$30	\$120	\$11	\$45
>40,000	>40,000	37	2	\$380	\$1,518	\$19	\$77
Users > 22K	6%	169	5				
Total Increase in Revenue - Tier 3				\$1,251	\$5,002	\$46	\$186
Totals - Residential		In-Town	Out	In-town Qt.	In-town	Out of town	Out of town
add 37 for FY22	Total Users	3064	179	Increase	FY Increase	Qt. Increase	Total
Total Increases in Revenue				\$8,307	\$33,228	\$509	\$2,035
				Total Increase		\$35,263	

FY2022 Sewer Enterprise Fund

Sewer Base Rate Increase

	Increase	Increase
Current Quarterly Rate	\$57.70	
Quarterly Increase	\$1.15	2%
Total	\$58.85	
Total Yearly Increase - Base Rate	\$3,530	\$14,120

Sewer Excess Increase

Tier 1

			Increase	New Rate
			Current Rate	\$8.22
			Quarterly Increase	\$0.16
			New Rate	\$8.38
Use	Average	Users		
0 - 4,000	4000	581	\$95	\$382
4,001 - 6,000	5,000	347	\$57	\$228
6,001 - 8,000	7,000	389	\$192	\$767
8,001 - 10,000	9,000	425	\$349	\$1,397
Users < 10K	57%	1,741		
Total Increase in Revenue - Tier 1			\$694	\$2,774

Tier 2

			Increase	New Rate
			Current Rate	\$16.70
			Quarterly Increase	\$0.33
			New Rate	\$17.03
Use	Average	Users		
10,001 - 12,000	11,000	360	\$841	\$3,362
12,001 - 14,000	13,000	284	\$852	\$3,409
14,001 - 16,000	15,000	200	\$735	\$2,939
16,001 - 18,000	17,000	147	\$1,905	\$7,618
18,001 - 20,000	19,000	102	\$1,523	\$6,090
20,001 - 22,000	21,000	60	\$1,020	\$4,080
Users 10K - 22K	38%	1,151		
Total Increase in Revenue - Tier 2			\$6,875	\$27,498

Tier 3

			Increase	New Rate
			Current Rate	\$19.35
			Quarterly Increase	\$0.39
			New Rate	\$19.74
Use	Average	Users		
22,001 - 24,000	23,000	39	\$287	\$1,147
24,001 - 26,000	25,000	29	\$232	\$926
26,001 - 28,000	27,000	23	\$200	\$801
28,001 - 30,000	29,000	7	\$68	\$271
30,001 - 32,000	31,000	15	\$157	\$627
32,001 - 34,000	33,000	4	\$39	\$157
34,001 - 36,000	35,000	10	\$114	\$456
36,001 - 38,000	37,000	2	\$26	\$102
38,001 - 40,000	40,000	3	\$42	\$167
>40,000	60,000	37	\$802	\$3,207
Users > 22K	5%	167		
Total Increase in Revenue - Tier 3			\$1,966	\$7,862

Total

Total	3059	Increase	FY Total
		\$13,064	\$52,255

RESOLUTION No. 2021-05

A RESOLUTION TO ESTABLISH CURRENT WATER SERVICE RATES WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF ROSEMONT, MARYLAND WITHIN THE SERVICE AREA OF THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, the City of Brunswick's Fiscal Year 2022 Water and Sewer Service Rates are incorporated and attached, and;

NOW THEREFORE BE IT RESOLVED, the rates to be charged for public water service, effective with the billing beginning October 1, 2020, to owners of real property served within the corporate boundaries of the Village of Rosemont, Maryland shall be equivalent to Frederick County's tier one per 1,000 gallons consumption rate of **\$4.92**.

INTRODUCED at a regular public meeting of the Mayor and Council of Brunswick on May 25, 2021.

PASSED this 8th day of June, 2021, by a vote of ___ for; ___ against, ___ abstaining and ___ absent.

INTRODUCED at a regular meeting of the Mayor and Council of Brunswick on _____, 2020.

PASSED this ___ day of _____, 2020, by a vote of ___ for; ___ against, ___ abstaining and ___ absent.

ATTEST:

**COUNCIL OF THE CITY OF
BRUNSWICK**

David B. Dunn
City Administrator

By: _____
Name: John Dayton
Title: Mayor Pro tem

APPROVED this ___ day of _____, 2020.

ATTEST:

David B. Dunn
City Administrator

Nathan Brown
Mayor
Date: _____

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

PURCHASE ORDER

VENDOR: *CJ Miller*

DATE: *5-20-2021*

P.O. NO.: *PW-4937*

SHIP TO: *PW*

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

30-530-12-8311

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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*Asphalt Overlay.
see attached paperwork*

SHIPPING *N/A*

TOTAL *340,491.00*

Approved by: *[Signature]*



C J MILLER LLC

Excavating • Paving • Utilities

MAIN OFFICE

3514 Basler Road • Hampstead, Maryland 21074-1299
Phone (410) 239-8006 FAX (410) 239-8732



Construction Services Proposal

May 3, 2021

City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716

Attn.: John Gerstner, Super DPW

Project: 2021 Brunswick Street Paving

We are pleased to offer pricing for the above referenced project in accordance with the field measurements, specifications, and scope in this proposal.

We will furnish all labor, equipment, tools, and materials as needed to complete the following scope of work in a timely manner in accordance with Local, County, and State specifications (as dated at the time of this proposal), as well as any special conditions or requirements contained herein.

1.	2nd Ave. (K to H)	2520 SY	\$ 50,412.00
	Scope:	a. 2" Milling	2520 SY
		b. Paving Fabric	2520 SY
		c. 2" 64-22 12.5mm Surface Overlay	310 TN
2.	2nd Ave. (D to D)	650 SY	\$ 15,255.00
	Scope:	a. 2" Milling	650 SY
		b. Paving Fabric	650 SY
		c. 2" 64-22 12.5mm Surface Overlay	80 TN
3.	2nd Ave. (East A to D)	1910 SY	\$ 37,641.00
	Scope:	a. 2" Milling	1910 SY
		b. Paving Fabric	1910 SY
		c. 2" 64-22 12.5mm Surface Overlay	220 TN

Finksburg Plant
Phone (410) 833-3780
FAX (410) 833-4858

Westminster Plant
Phone (410) 848-4898
FAX (410) 848-8887

Woodsboro Plant
Phone (301) 845-8784
FAX (301) 845-2658

4.	5th Ave. (H to F)	1190 SY	\$ 24,849.00
	Scope:	a. 2" Milling	1190 SY
		b. Paving Fabric	1190 SY
		c. 2" 64-22 12.5mm Surface Overlay	140 TN
5.	Campbell Alley @ 2nd Ave.	80 SY	\$ 3,048.00
	Scope:	a. 2" Milling	80 SY
		b. Paving Fabric	80 SY
		c. 2" 64-22 12.5mm Surface Overlay	10 TN
6.	Delaware Ave. (W. Potomac to Walnut)	1240 SY	\$ 25,254.00
	Scope:	a. 2" Milling	1240 SY
		b. Paving Fabric	1240 SY
		c. 2" 64-22 12.5mm Surface Overlay	140 TN
7.	W. B St. (Maple to Circle)	770 SY	\$ 18,059.00
	Scope:	a. 2" Milling	770 SY
		b. Paving Fabric	770 SY
		c. 2" 64-22 12.5mm Surface Overlay	100 TN
		d. Asphalt Curb	110 LF
8.	C St. @ 2nd Ave.	210 SY	\$ 10,804.00
	Scope:	a. 6" Milling	210 SY
		b. 4" 19mm Base Asphalt	50 TN
		c. Paving Fabric	210 SY
		d. 2" 64-22 12.5mm Surface Overlay	25 TN
9.	Brunswick St. extended	3020 SY	\$ 97,023.00
	Scope:	a. 4" Milling	3020 SY
		b. 2" 19mm Base Asphalt	350 TN
		c. Paving Fabric	3020 SY
		d. 2" 64-22 12.5mm Surface Overlay	350 TN
10.	S. Virginia Ave. Parking Lot	130 SY	\$ 5,395.00
	Scope:	a. 4" 19mm Base Asphalt	30 TN
		b. 2" 64-22 12.5mm Surface	15 TN
11.	7th Ave. (off Potomac)	520 SY	\$ 23,460.00
	Scope:	a. Remove existing paving	280 SY
		b. Excavate & Place 6" GAB widening	60 TN
		c. 4" 19mm Base Asphalt	120 TN
		c. 2" 64-22 12.5mm Surface	60 TN
12.	N. Virginia Ave.	1540 SY	\$ 45,234.00
	Scope:	a. 4" Milling	1540 SY
		b. 2" 19mm Base Asphalt	180 TN
		c. 2" 64-22 12.5mm Surface Overlay	180 TN

13.	W. B Street (Circle to Delaware)	1680 SY	\$ 74,007.00
	Scope:		
	a. 8" Milling	1680 SY	
	b. 2" GAB Stone	200 TN	
	c. 2" 19mm Base Asphalt	200 TN	
	d. Heavy Duty Paving Fabric	1680 SY	
	e. 2" 76-22 12.5mm Surface Overlay	200 TN	
14.	W. B Street (Delaware to Central)	5020 SY	\$198,836.00
	Scope:		
	a. 8" Milling	5020 SY	
	b. 2" GAB Stone	600 TN	
	c. 2" 19mm Base Asphalt	600 TN	
	d. Heavy Duty Paving Fabric	5020 SY	
	e. 2" 76-22 12.5mm Surface Overlay	600 TN	
15.	Coal Burner Alley	300 SY	\$ 12,124.00
	Scope:		
	a. 4" Milling	300 SY	
	b. 2" 19mm Base Asphalt	40 TN	
	c. 2" 64-22 12.5mm Surface Overlay	40 TN	
16.	Eel Town Alley	270 SY	\$ 11,042.00
	Scope:		
	a. 4" Milling	270 SY	
	b. 2" 19mm Base Asphalt	35 TN	
	c. 2" 64-22 12.5mm Surface Overlay	35 TN	
17.	Orrison Alley	470 SY	\$ 15,932.00
	Scope:		
	a. 4" Milling	470 SY	
	b. 2" 19mm Base Asphalt	55 TN	
	c. 2" 64-22 12.5mm Surface Overlay	55 TN	
18.	Lloyds Circle Lane (D to C)	410 SY	\$ 10,839.00
	Scope:		
	a. 2" Milling	410 SY	
	b. Paving Fabric	410 SY	
	c. 2" 64-22 12.5mm Surface Overlay	50 TN	
19.	Lloyds Circle Lane (E to D)	420 SY	\$ 19,954.00
	Scope:		
	a. 6" Milling	420 SY	
	b. 4" 19mm Base Asphalt	100 TN	
	c. 2" 64-22 12.5mm Surface	50 TN	
20.	Caboose Alley	1210 SY	\$ 28,854.00
	Scope:		
	a. 4" Milling - Patch	120 SY	
	b. 4" 19mm Base Asphalt Patch	30 TN	
	c. 2" Milling	1210 SY	
	d. Paving Fabric	1210 SY	
	e. 2" 64-22 12.5mm Surface	140 TN	

21.	<u>Central Ave.</u>	1280 SY	\$ 31,478.00
	Scope:		
	a. 2" Milling	1280 SY	
	b. Paving Fabric	1280 SY	
	c. 2" 64-22 12.5mm Surface Overlay	160 TN	
	d. Asphalt Curb	400 LF	
22.	<u>Allgire Alley</u>	580 SY	\$ 13,995.00
	Scope:		
	a. 6" Milling - patch	20 SY	
	b. 4" 19mm Base Asphalt - patch	5 TN	
	c. 2" Milling	580 SY	
	d. Paving Fabric	580 SY	
	e. 2" 64-22 12.5mm Surface	70 TN	
23.	<u>West C St.</u>	980 SY	\$ 20,389.00
	Scope:		
	a. 2" Milling	980 SY	
	b. Paving Fabric	980 SY	
	c. 2" 64-22 12.5mm Surface Overlay	110 TN	
24.	<u>Steam Engine Alley</u>	400 SY	\$ 18,295.00
	Scope:		
	a. 6" Milling	400 SY	
	b. 4" 19mm Base Asphalt	100 TN	
	c. 2" 64-22 12.5mm Surface	50 TN	

Project Notes: Blacktop prices are subject to an escalation clause based on the price of liquid asphalt, which is presently \$476.67 per ton (April 2021).

Payment terms: Net 30 days, 5% retention

- Non-payment of any past due amounts will be sufficient justification to stop work on this project. As provided in this Proposal, if the Owner does not pay CJ Miller, LLC within seven days from the time payment should have been made; CJ Miller, LLC may, without prejudice to other available remedies, and upon seven additional days written notice to the Owner, stop all work on this project until payment of the amount owed has been received. Furthermore, the Owner will be subject to 1:) cost of shutdown, delay, and start-up, 2:) filing of mechanics liens on said property and, 3:) submit promissory note(s) for the balance of all unpaid work as outlined and subject to the fulfillment of this Proposal

Thank you for the opportunity to provide pricing for this project. This proposal amount will be honored for 30 (thirty) days after this date. Please contact me if you have any questions.

Sincerely,

Jay Plummer

May 3, 2021

Jay Plummer
Senior Estimator
jplummer@cjmillerc.com

Accepted: _____

Title: _____

Date: _____

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

PURCHASE ORDER

VENDOR: *Haber Service*

DATE: *5-20-2021*

P.O. NO.: *PW-4938*

SHIP TO: *PW*

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

20-532-23-8006

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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*North Virginia & T. Brooke Ave
water line replacement
See attached paperwork*

SHIPPING *N/A*

TOTAL *\$ 281,261.⁰⁰*

Approved by: *[Signature]*



CLARK | AZAR & ASSOCIATES

May 11, 2021

Contract No. 335.021

Mr. David Dunn
City Administrator
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716

Re: Recommendation of Award for Contract 335.021
Florida Avenue and Virginia Avenue Water Line
Project

Dear Mr. Dunn,

Clark | Azar & Associates, Inc. (CAA) has completed its review of the bids for the referenced contract.

Bids were requested from three contractors and two bids were submitted.

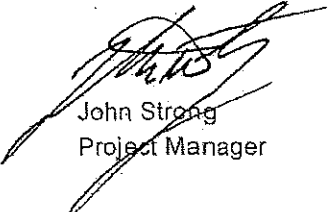
<u>Company Name</u>	<u>Bid Amount</u>
Gabe's Services, Inc.	\$281,261.00
W. F Delauter and Son, Inc	\$318,074.87

The bidders were evaluated based upon work conducted in the past and the pricing supplied per the bid sheet. Please find the bid sheets attached and a comparison sheet. Both contractors have similar experience. It should be noted that both contractors were concerned about the amount of traffic control required and W.F Delauter and Son gave no pricing and excluded it from their proposal.

Based upon the information supplied and discussion with the low bidder we recommend award to Gabe's Services, Inc.

Additionally, we recommend addressing unforeseen conditions that can arise during construction, we recommend establishing a contingency budget of 5% (\$14,063.00) for this purpose. This amount should be separate in addition to the contract award amount.

If we can be of further assistance, please feel free to contact me.


John Strong
Project Manager

Clark | Azar & Associates, Inc.
20440 Century Boulevard, Suite 220
Germantown, MD 20874
(301) 528-2010
www.clarkazar.com

Contractor: GABE'S SERVICES INC.

Florida Avenue and Virginia Avenue Water Line Replacement Project

Florida Avenue and Virginia Avenue water Line Replacement Project

Clark / Azar & Associates, Inc.
20440 Century Boulevard
Suite 220
Germantown, MD 20874

Project No: 335 021
Contract No: 335 021

BID UNIT PRICES

Item No.	Item Description	Unit	Quantity	Unit Price	Cost
1	Mobilization/ Demobilization	LS	1	\$2,687.00	\$2,687.00
2	Survey Stakeout	LS	1	\$4,860.00	\$4,860.00
3	Inlet Protection	LS	1	\$810.00	\$810.00
4	Test Pits	LS	1	\$4,763.00	\$4,763.00
5	Sawcut Roadways, Sidewalks, Curb & Gutter	LF	2356	\$3.60	\$8,248.00
6	8" Class 52 DIP	LF	827	\$86.00	\$71,122.00
7	Pressure Relief Vault	EA	0	\$0.00	\$0.00
8	Pressure Relief Valve with 2" bypass	EA	0	\$0.00	\$0.00
9	8" Gate Valve	EA	4	\$1,857.00	\$7,428.00
10	8" x 8" Tee	EA	1	\$765.00	\$765.00
11	8" Tapping Sleeve	EA	2	\$10,675.00	\$21,350.00
12	8" - 11.25" Horizontal Bend/ Buttress	EA	1	\$635.00	\$635.00
13	8" - 45" Horizontal Bend/ Buttress	EA	2	\$645.00	\$1,290.00
14	Concrete Anchor	EA	7	\$2,352.00	\$16,464.00
15	3/4" Copper House Connections	LF	306	\$58.00	\$17,864.00
16	1- 1/2" Copper House Connections	LF	30	\$104.00	\$3,120.00
17	4' Permanent Asphalt Patch per Plan Detail	SY	480	\$66.00	\$31,680.00

Please note: The permanent asphalt patch detail per plan shows a 8' minimum width, our price is based on 4' wide only as per item #16. No mill and overlay is expected.

18	Curb Removal and Replacement per Plan Detail	LF	78	\$55.00	\$4,180.00
19	Concrete Encasement of Water Line	CY	0	\$0.00	\$0.00
20	3/4" Water House Connection and Crook per detail 110.1 Single Family	EA	17	\$1,240.00	\$21,080.00
21	3/4" Water House Connection and Crook per detail 110.1 Double Family	EA	1	\$2,340.00	\$2,340.00
22	Disposal of all Spoils	LS	1	\$3,548.00	\$3,548.00

Please note: All spoils are understood to be dumped at City of Brunswick dump site located off 13th Avenue at no cost to the Contractor.

23	Pipe Bedding and Replacement of Excavated Material	LS	1	\$6,175.00	\$6,175.00
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Please note: 12" sand bedding is included for copper service, 6" of CR-6 stone under DIP where rock is encountered is included for this item only. It is understood that if aggregate or borrow material is needed, that will be paid for using contingent items 29 and 30.

24	Soil Testing per Frederick County Standards	LS	1	\$9,375.00	\$9,375.00
25	Rock Hammering Estimated Fee	LS	10	\$150.00	\$1,500.00
26	Traffic Control	LS	1	\$5,410.00	\$5,410.00

Please note: Traffic Control price is based on the ability to close off work areas (except local traffic, school buses and emergency vehicles) block by block

27	Fire Hydrant, 6" service line and 6" valve	LS	1	\$10,236.00	\$10,236.00
28	Sidewalk Curb and Gutter Replacement	SY	34	\$425.00	\$14,450.00
29	Site stabilization	LS	1	\$2,050.00	\$2,050.00

Base Bid Items 1 through 29 \$273,448.00

CONTINGENCY UNIT PRICES

Item No.	Item Description	Unit	Quantity	Unit Price	Cost
29	Select Backfill / Offsite Disposal of Unsuitable Material	CY	50	\$42.00	\$2,100.00
30	Borrow Backfill / Offsite Disposal of Unsuitable Material	CY	50	\$22.00	\$1,100.00
31	Temporary Seed and Mulch	SY	30	\$2.10	\$63.00
33	Crew Stand by time due to Rock	Hourly	10	\$455.00	\$4,550.00

Contingency Items 30 through 33 \$7,813.00

TOTAL ALL SECTIONS (Bond is Excluded) \$281,261.00

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

PURCHASE ORDER

VENDOR: CJ Miller

DATE: 5/26/2021

P.O. NO.: AD-2021-102

SHIP TO:

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
1	Sports Complex Dirt Hauling from Othello Park		\$ 217,730	

SHIPPING

TOTAL \$ 217,730

Approved by:



C J MILLER LLC

Excavating • Paving • Utilities

MAIN OFFICE

3514 Basler Road • Hampstead, Maryland 21074-1299
Phone (410) 239-8006 FAX (410) 239-8732



Construction Services Proposal

May 20, 2021

City of Brunswick
Planning & Zoning Administrator
601 E. Potomac Street
Brunswick, MD 21716

Project: Brunswick Sports Plex Earthwork

Attn.: Bruce Dell

We are pleased to offer our site infrastructure services for the above referenced project in accordance with the drawings and scope as listed below.

The plan sets used in the preparation of this proposal were City of Brunswick Sports Complex (24 Sheets), dated July 2020. Plans by Clark Azar & Associates.

We will furnish all Labor, Equipment, Tools, and Materials as needed to complete this work in a timely manner in accordance with any special conditions or requirements contained herein this Proposal.

Othello Park Stockpile Work:

Preliminary Items:

1	ls	Mobilization
1	ls	Facilities
1	ls	Traffic controls for our work

Sediment & Erosion Controls:

1	ea	Stab. Construction Entrance
1000	lf	Silt Fence
4,000	sy	Temp. Seed & Mulch disturbed areas
1	ls	Maintenance (while onsite) and removal

Finksburg Plant
Phone (410) 833-3780
FAX (410) 833-4858

Westminster Plant
Phone (410) 848-4898
FAX (410) 848-8887

Woodsboro Plant
Phone (301) 845-8784
FAX (301) 845-2658

Temporary Haul Road to Stockpile (Classified):

1000 cy Strip 12" Topsoil & stockpile for respread
3700 sy Install 6" CR6 Stone Haul Road on filter fabric (1,250 tons)
3700 sy Remove Temp. Haul Road and haul stone to Sports Plex
1000 cy Respread Topsoil

Haul Dirt to Sports Plex:

6000 cy Haul Dirt from Othello Park stockpile to Sports Plex

*** Note: 6000 cy is an estimate. Hauling and placing of dirt will be billed at \$10.00/cy based on 12 cy per truck load.**

Othello Park Price Breakdown:

1- Mobilization, traffic controls, and facilities	\$ 9,000.00
2- Sediment controls	\$ 8,470.00
3- Install Haul Road to Stockpile	\$ 49,655.00
4- Haul Dirt to Sports Plex	<u>\$ 60,000.00</u>
Total Othello Park Bid =	\$127,125.00

Brunswick Sports Plex Work:

Preliminary Items:

1 ls Mobilization
1 ls Stakeout & GPS model
1 ls Facilities

Site Prep:

1 ls Clear & Grub (trees & shrubs to be hauled to Pleasants pile)
1040 sy Remove existing paving

Sediment & Erosion Controls:

1	ea	Stab. Construction Entrance
880	lf	Super Silt Fence
10,000	sy	Temp. Seed & Mulch
1	ls	Maintenance (while onsite) and removal

Earthwork (Classified):

900	cy	Strip 6" Topsoil & stockpile for respread
1000	cy	Cut to fill for R.O.W. and back roads
1	ls	Move and compact concrete rubble in deep fill areas
5800	sy	Rough Grade
900	cy	Respread 4" Topsoil
1000	tn	Stockpile or place Othello haul road stone

* Note: Price does not include handling of existing mulch in dump area.

Sports Plex Price Breakdown:

1- Mobilization, stakeout, and site preparation	\$ 24,239.00
2- Site Prep	\$ 7,536.00
3- Sediment controls	\$ 27,460.00
4- Earthwork and grading	<u>\$ 31,370.00</u>
Total Sports Plex Price =	\$ 90,605.00

Note: This breakdown is provided for bid comparison only and is not meant to be used to split apart our package price in any way without revisiting our Proposal.

Standard Unit Prices:

- Haul & Place dirt from Othello Park Stockpile	\$ 10/CY
- Import & Place fill (not from Othello)	\$ 22/CY
- Silt Fence	\$ 2.00/LF
- Super Silt Fence	\$ 10/LF
- Furnish and install stone backfill for utility trenches	\$ 42/TON
- Furnish and install additional # 2 stone for construction entrance	\$ 32/TON
- Place CR6 Stone (no filter fabric)	\$ 24/TN
- Install filter fabric	\$4.00/SY
- Additional mobilizations (earthwork, utilities, paving)	\$7,500/EA
- Soil Cement: based on full loads, 25-ton load minimums	\$ 350/TON

Project Notes: Please see the following pages for exclusions and qualifications to our Proposal (other than stated in previous notes).

The prevailing base index price for fuel will be the price specified for Diesel Fuel currently posted at www.roads.maryland.gov (Business Center / Contracts, Bids, and Proposals). A historical database is maintained by the Administration.

This Proposal is based on all work beginning prior to **June, 2021**.

Exclusions:

- Wage rates
- Minority participation
- Bonds
- Permits (ie: grading, utility, retaining walls, etc.)
- Inspection fees
- Geotech
- Storm Drain work
- Vent pipes.
- Asphalt Paving
- Concrete work.
- Site Amenities
- Fencing, backstops
- Bio-retention areas
- Retaining Wall
- As-builts
- Any type of engineered sheeting or shoring for any mass excavation or any trench excavation, if required, due to proximity to adjacent structures or depth of excavation
- Any and all work or costs associated with any railroad property or crossings on this property including but not limited to railroad protective insurance, railroad personnel / signalman, etc. specifically excluded from this Contract
- Bracing or support of any telephone poles
- Relocation or removal of underground or overhead utilities (except as noted) including those to be abandoned by others
- Removal of any scattered debris that may be located throughout the site
- Electric, Gas, Cable TV, Telephone, or excavation work or backfill for these utilities
- Utility crossings, or excavation or backfill for crossings or duct bank installation
- Any work associated with toxic or hazardous materials, or any contaminated soils, if encountered on project
- Soils testing or Concrete testing
- Prime coat
- Rock (including excavation, breaking up, or removal and replacement with suitable soils)
- Undercut or removal off-site and replacement with suitable soils
- Sinkhole remediation
- Handling of hazardous materials or abatement of any kind.
- Handling or removal off-site of other trades spoils (ie: footer, plumber, etc.)

- Mechanical or chemical manipulation of soils to obtain compaction (ie: discing, cement, etc.)
- Basement, footer, or underground plumbing excavation or backfill
- Vapor barrier or Stone fill under building slabs
- Landscaping, or hand-raking of soils or topsoil
- Temporary or permanent street lighting
- Permanent traffic or handicap signs, wheel stops, pavement markings, or bollards
- Temporary or permanent fencing (except sediment control fencing)
- Tree protection fence or signs or any work associated with forest conservation or reforestation
- Fine grading or stone sub-base for/or backfill for any sidewalks / concrete ramps / or any other trades scope of work (other than common area sidewalks)
- Sidewalks (in front of houses), dumpster pads, loading docks, or concrete work of any kind except curb and gutter
- Rebar or any dowels in curb (if required)
- Curb under-drains (if required)
- Driveways, driveways aprons, or driveway culverts
- Sod, or erosion control matting
- Permanent seeding or mulching of site
- Lot grading, clearing, or individual lot sediment controls
- Cathodic protection for water services (if required)
- Any Security needed due to vandalism, theft, etc.
- 100% drainage where grades are shown on plans at less than 1% slope
- **Any other exclusions as noted or work not mentioned previously in this Proposal**

Qualifications

- This project's price is based on all work beginning within 3 (three) months from the date of this Proposal. Due to the volatile pricing in the current construction market on materials, fuel, etc., any escalations in the market passed on to us, will have to be passed on to the Owner
- **Due to the current and unexpected volatility in construction materials, we will only be able to hold the material pricing contained in this proposal for 15 days. We expect above average lead times on many materials due to lack of raw materials and the rate of production at the present time. We will supply lead times on materials after they have been approved and placed on order. Any additional costs accrued due to these or any other circumstances will be passed on to the owner after we have finalized a contract and a material purchase time-line**
- Non-payment of any past due amounts will be sufficient justification to stop work on this project. As provided in this Proposal, if the Owner does not pay CJ Miller, LLC within seven days from the time payment should have been made; CJ Miller, LLC may, without prejudice to other available remedies, and upon seven additional days written notice to the Owner, stop all work on this project until payment of the amount owed has been received. Furthermore, the Owner will be subject to 1) cost of shutdown, delay, and start-up, 2) filing of mechanics liens on said property and, 3) submit promissory note(s) for the balance of all unpaid work as outlined and subject to the fulfillment of this Proposal. Interest of 5% will be charged after 90 days.

- We have priced this project to take place in 1 (one) phase. If, thru no fault of C J Miller, LLC the project is broken into additional phases than we reserve the right to adjust accordingly
- Non-payment of any past due amounts will be sufficient justification to stop work on this project. As provided in this Proposal, if the Owner does not pay CJ Miller, LLC within seven days from the time payment should have been made; CJ Miller, LLC may, without prejudice to other available remedies, and upon seven additional days written notice to the Owner, stop all work on this project until payment of the amount owed has been received. Furthermore, the Owner will be subject to 1) cost of shutdown, delay, and start-up, 2) filing of mechanics liens on said property and, 3) submit promissory note(s) for the balance of all unpaid work as outlined and subject to the fulfillment of this Proposal
- If this project is worked during the course of the winter, any winter conditions (ie: snow or frost removal, chemical additives, blankets, etc.) will be considered extra work and added to the cost of this Proposal
- We will not be held responsible for any liability or loss of production for any maintenance of traffic subcontractors (ie: flaggers, etc.) when they are not under our contract
- All items relating to ADA requirements to be constructed in strict accordance with the plans
- Not responsible for settlement of utility trenches by others
- Grading is to be within +\ 0.2 of a foot one time only
- Temporary seeding of sediment controls devices one time only
- Site is priced to balance – we have not included any haul-off of waste or haul-on of borrow material
- Soils to be worked if they are within +\ - 3% of the optimum moisture or considered extra work
- Ponds are to be converted within 1 (one) year or additional charges may apply
- Utility trenches to be backfilled with on-site materials except as modified below
- PVC sewer has stone bedding included per code (except AA County – revise this qualification if in this County) – DIP sewer has does not have any stone included
- PVC water has stone bedding included per code – DIP water does not have any stone included
- RCCP storm drain has no stone included as it is not required (change this for PG County)
- HDPE storm drain has 4” stone bedding only and on-site soils are assumed to be suitable for use as remainder of backfill
- Any additional stone if needed due to on-site soils being unsuitable for backfill material for any utility trenches will billed at a rate of **\$42/ton**
- We have included the use of one (1) 3” pump maximum for use as dewatering
- We are assuming that all topsoil can be lost on-site or used in non-structural fills
- If others are to perform seeding operations than we will not be responsible for having to re-grade areas due to washouts or cleaning of excess sediment at erosion control devices
- We are not responsible for marking of private on-site utilities or damage claims resulting from hitting any un-marked private utilities (Miss Utility only marks public utilities)
- After building pad or lots are graded then the pad or lots must be certified immediately
- If the Stakeout is done by others than any hold-ups caused by delay in stakeout will be billed as an extra

- We will not be responsible for documentation of any MDE Notice of Intent Permits (if applicable)
- We will not be responsible for any expenses or wait time on relocation of utilities
- If we are awarded the project, then all Contract verbiage, scope, etc. will be reviewed and subject to negotiation at that time. We are not guaranteeing that we will agree with all language in the Contract at this time
- Any charges assessed by Miss Utility (or any entity they use for marking) for any initial marking fees or any re-marking fees will be considered extra work and the costs will be forwarded on to the Owner as a change order to the Contract
- **Any other qualifications as noted previously in this Proposal**

We propose to furnish material, equipment, and labor, complete in accordance with the above specifications, for **the Lump Sum Amount of \$217,730.00 (Two hundred seventeen thousand seven hundred thirty dollars and zero cents).**

Payment terms: Net 30 days, 5% retention

Thank you for the opportunity to provide pricing for this project. This proposal amount will be honored for 30 (thirty) days after this date. Please contact me if you have any questions.

Sincerely,

Jay Plummer

May 20, 2021

Senior Estimator
jplummer@cjmillerllc.com

Accepted: _____

Title: _____

Date: _____

Potential Mitigation Projects and Strategies for RR Square

Contribute to a private historic structure improvement fund.

Hire Consultant: Pictures of buildings to be removed or remodeled (interior and exterior photo documentation prior to redevelopment); use to create storyboards.

Reuse building and stone materials elsewhere in the Conservation District.

Wayside signage for the Conservation Area; photos/waysides to depict what the City looked like historically between the tracks and around the project site.

Towpath Connection improvements story boards referencing Brunswick between the tracks.

Towpath Gateway Arch—use salvaged stone for base (if feasible).

Story boards and renovation funds for WB Tower RR Park.

C&O Canal Towpath Wayside Exhibit (Refurbished Mule & Barge display).

Upgrade Train Station to Visitor's Center.



March 30, 2021

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

Proposal to provide Real Estate Brokerage services.

Dear Mrs. Myers:

The purpose of this letter is to propose a fee structure and outline of how AushCo Realty, LLC ("AushCo") plans to work with the City of Brunswick ("City") in its endeavor of acquiring commercial property.

1. **Effective Date:** the date upon which all parties have signed this agreement.
2. **Term:** twelve (12) months from the Effective Date
3. **The Work:** The relationship between AushCo and the City of Brunswick shall be in the form of a typical consultative brokerage agreement whereby AushCo works closely with City staff and legal counsel to determine the best price and terms by which to offer and negotiate to pursue or sell real property. An outline of the proposed working relationship and compensation is further defined below.
4. **Property Purchase:**
 - A. Scope of Services:
 - 1) Market analysis and opinion of value will be delivered when the time is appropriate.
 - 2) AushCo will be the liaison between the City, the seller and the seller's representatives.
 - 3) Assist in touring the property, gathering pertinent information from the Sellers and other sources as applicable and available.
 - 4) Create the initial Letter of Intent to purchase the property to include pertinent terms such as price, deposit, study period, settlement, deliverables, etc.
 - 5) Work with the City's attorney to create or review the seller created Purchase and Sale Agreement and negotiate same until fully executed.
 - 6) Assist in due diligence as requested by the City.
 - 7) Review settlement statements for approval by the City's attorney and staff.

8) Attend settlement.

- B. Buyers Representation Fee Structure: A Buyers Representation Fee of 3% ("Fee") of the purchase price excluding settlement costs shall be paid to AushCo. AushCo will use its best efforts to negotiate that the seller of the property pay the 3% however in the event that the seller refuses to pay the Fee or any portion thereof the City will be responsible for payment of the Fee such that AushCo shall collect a total of 3%. By way of example if the seller agrees to pay 3% the City of Brunswick has no financial obligation to AushCo. If the seller agrees to pay 2% the City shall pay the 1% difference. The Fee shall be earned and payable upon settlement however any portion that the City of Brunswick shall be responsible to pay such payment shall be deferred to the earlier of 365 days from the date it settled on and took legal possession of the Property or upon settlement when the City of Brunswick sells the Property. If the effort to purchase the Property is not successful, no Fee is due.

5. **Property Sale (Listing):**

A. Scope of Services:

- 1) Market analysis and opinion of value will be delivered when prior to listing and advertising the property.
- 2) Draft for City review a formal Listing Agreement, separate from this Proposal, between AushCo and City which shall have a term of twelve (12) months.
- 3) AushCo will be the liaison between the City, the buyer's and the buyer's representatives in the event buyer is represented by a real estate professional.
- 4) Put together marketing brochure, sign on property and list the property on the following multiple list services:
 - i. CoStar
 - ii. LoopNet
 - iii. Bright MLS
 - iv. CREXi.
- 5) Accompany property tours with prospective purchasers and share pertinent information as necessary.
- 6) Negotiate the terms of a Letter of Intent to purchase the property to include pertinent terms such as price, deposit, study period, settlement, deliverables, etc.
- 7) Work with the City's attorney to create or review the seller created Purchase and Sale Agreement and negotiate same until fully executed.
- 8) Assist in due diligence as requested by the City.
- 9) Review settlement statements for approval by the City's attorney and staff.
- 10) Attend settlement.

B. Listing Fee Structure:

- i. If the property is sold to a known buyer with whom the City has been in communications, whose name is _____ (the "Assumed Buyer") and the Assumed Buyer is not represented by any other licensed real estate professional the Listing Fee Structure shall be equal to 1% of the sale price. If the Assumed Buyer is represented by a licensed real estate professional the Listing Fee Structure shall be equal to 4% of the sale price.

- ii. If the property is sold to someone other than the Assumed Buyer the Listing Fee Structure shall be equal to 5% of the sale price.

Thank you for the opportunity to discuss the acquisition of these Properties and to submit this proposal for services. I can be reached for further discussions, questions, or clarifications at justin@ausenco.com or 301-401-1263.

Sincerely,



Justin E. Ausherman
President

Agreed and Accepted by:
City of Brunswick

By: _____

Name: _____

Date: _____

Carrie Myers

From: Vaughn Ripley
Sent: Monday, May 17, 2021 7:55 AM
To: Carrie Myers; Nathan Brown; David Dunn
Subject: Fwd: Donations/Sponsorship Sought

Categories: Meetings

Can we get this on the agenda for a \$500 donation and vote?

Vaughn Ripley
Council Member - City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
Phone 301-834-7500
Fax 301-694-6040
www.BrunswickMD.gov

From: Kevin Ropp <klropp@gmail.com>
Sent: Thursday, May 13, 2021, 10:01
To: John Dayton; Vaughn Ripley
Cc: Warner Zumbach; Dewey Gibson
Subject: Donations/Sponsorship Sought

Good morning Gentleman,

On behalf of the River's Edge Endurance Challenge, the annual Fall trail run through Brunswick's River's Edge Trails, I'm reaching out to you to see if the City of Brunswick would be interested in making a \$250 or \$500 donation or becoming a sponsor for our event?

Our first year, this event attracted more than 100 runners to Brunswick. Unfortunately, last year Covid-19 prompted us to run our event virtually but this year, we are hoping to come back stronger than ever with a goal of 125 competitors, or more. In the past two years, our race has generated more than \$10,000 for the Brunswick High School Track and Field program, the beneficiary through the BHS Athletic Boosters of all monies from our event.

We would welcome the City of Brunswick's sponsorship of our event. In addition, within the next few weeks, we'll be submitting our Event Application for Council review.

If you have any questions, please don't hesitate to email me or call me at 202.365.1164.

Kind Regards,

Kevin Ropp

Race Director
River's Edge Endurance Challenge



THE CITY OF BRUNSWICK MARYLAND

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


Application for Licenses/Permit for Events

Organization Name:	Brunswick Green Team	
Contact Name:	Erin Caines	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:		
Email:	erin@cainescpa.com	
Cell Phone:	315-430-0795	

Name and Description of Event:	"Boneyard Days" - people are invited to bring unwanted items in good condition to the park for others to freely take (thus reducing how many usable items are thrown away)	
Date of Event:	June 12, 2021	
Event Time:	Set-Up Time: 9 AM	Event Start Time: 10 AM
	Event Stop Time: 2PM	Event Tear Down Time: 2:15 PM
Location of Event: Identify streets, alleys, sidewalks, etc.	We'd like to use Railroad Square park and sections of the parking lot for people to unload and set up their items.	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No <input checked="" type="checkbox"/>
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/>	No _____
	We're looking to set up a couple of tables for items to go on.	

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____ We may want to tape a small sign paper sign at the entrance of the parking lot indicating that the event is here		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <input checked="" type="checkbox"/>		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes _____	No <input checked="" type="checkbox"/>		
Number of people expected to attend?	Less than 50 <input checked="" type="checkbox"/>	51-100 _____	101-150 _____	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?	I do not believe security is required			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <p><input checked="" type="checkbox"/> Other <u>If you have any folding tables or chairs we could use, that would be very helpful :)</u></p>			

Signature of Applicant: 	Date: 5/13/2021
--	------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	
Name of Event:	
Organization Name:	

Date Application Rec'd:	
Date Application Routed to Departments:	
PW Comments:	
PD Comments:	
P&Z Comments:	
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

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

Zoning Certificate Application

Applicant Name: Maya Zambrano-Lee

Phone Number: 240-938-8620

Email Address: maya.celeste@yahoo.com

Name of Property Owner:

Property Address:

Mailing Address:

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- _____ **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

Please check if a separate list of requested resources is attached.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions:

Cc: DPW _____ Police: _____ Other: _____



THE CITY OF BRUNSWICK MARYLAND

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

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the Boneyard Day event, scheduled for June 12, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	Maya Zambrano-Lee	Date:	May 13, 2021
Authorized Signature:			
Address:	406 W Potomac St, Brunswick MD 21716		
Phone Number:	240-938-8620		
Witness:		Date:	

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Monday, May 17, 2021 2:30 PM
To: Lauren Spring
Subject: RE: 2021-06-12 Boneyard Day

Follow Up Flag: Follow up
Flag Status: Flagged

PD is ok with this.

Capt. Kevin Grunwell #0148

Brunswick Police Department
20 East A Street
Brunswick, MD 21716
301-834-9101 x101 (o)
240-656-5959 (m)

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Monday, May 17, 2021 12:26 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-06-12 Boneyard Day

[EXTERNAL EMAIL]

All,

Please see the attached event app. Please email me back with comments/approvals at your earliest convenience. Thanks!

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

From: CCG <erin@cainescpa.com>
Sent: Sunday, May 16, 2021 11:47 PM
To: Lauren Spring <LSpring@Brunswickmd.gov>
Cc: Grayscale2 <Grayscale2@protonmail.com>; Maya Zambrano-Lee <maya.celeste@yahoo.com>; Carrie Myers <assistant@brunswickmd.gov>
Subject: RE: Boneyard Day Update

Lauren Spring

From: Heather Gottke
Sent: Monday, May 17, 2021 12:39 PM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021-06-12 Boneyard Day

Follow Up Flag: Follow up
Flag Status: Flagged

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Monday, May 17, 2021 12:26 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-06-12 Boneyard Day

All,

Please see the attached event app. Please email me back with comments/approvals at your earliest convenience. Thanks!

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Cc: Grayscale2 <Grayscale2@protonmail.com>; Maya Zambrano-Lee <maya.celeste@yahoo.com>; Carrie Myers <assistant@brunswickmd.gov>
Subject: RE: Boneyard Day Update

Hi Lauren,

Please find our event application attached. Let me know if you have any questions, concerns, or I have filled out something incorrectly.

Lauren Spring

From: Public Works
Sent: Monday, May 17, 2021 1:06 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-06-12 Boneyard Day

Follow Up Flag: Follow up
Flag Status: Flagged

DPW is good with this.

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Lauren Spring
Sent: Monday, May 17, 2021 12:26 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-06-12 Boneyard Day

All,

Please see the attached event app. Please email me back with comments/approvals at your earliest convenience. Thanks!

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Sent: Sunday, May 16, 2021 11:47 PM
To: Lauren Spring <LSpring@Brunswickmd.gov>
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Subject: RE: Boneyard Day Update

Hi Lauren,

Please find our event application attached. Let me know if you have any questions, concerns, or I have filled out something incorrectly.



THE CITY OF BRUNSWICK MARYLAND

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

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. **"Event"** is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. **"Block Party"** is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. **"Parade"** is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. **"Race"** is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement **may** include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a “public street”, publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user’s application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users’ responsibilities
- c. If the City feels that a group’s event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

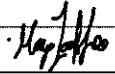
19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City’s Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: 	Date: 5/13/2021
Applicant Name (Printed): Maya Zambrano-Lee	



THE CITY OF BRUNSWICK MARYLAND

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

Application for Licenses/Permit for Events

Organization Name:	
Contact Name:	Vaughn Ripley
Is Organization a Non-Profit:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address:	7 Rick Michael Way East Brunswick, MD 21758
Email:	Vaughnripley@gmail.com
Cell Phone:	703-638-2792

Name and Description of Event:	Block Party	
Date of Event:	May 29, 2021	
Event Time:	Set-Up Time: 1 p.m.	Event Start Time: 2 p.m.
	Event Stop Time: 5 p.m.	Event Tear Down Time: 6 p.m.
Location of Event: Identify streets, alleys, sidewalks, etc.	Rick Michael Way East	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Live Band(s) <input checked="" type="checkbox"/> Radio <input type="checkbox"/> DJ <input checked="" type="checkbox"/> Other <input type="checkbox"/>
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Tents and tables

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes _____	No <input checked="" type="checkbox"/>		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <input checked="" type="checkbox"/>		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes _____	No <input checked="" type="checkbox"/>		
Number of people expected to attend?	Less than 50 <input checked="" type="checkbox"/>	51-100 _____	101-150 _____	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?	We will provide our own security			
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ _____ <input type="checkbox"/> Other _____ _____ 			

Signature of Applicant: <i>Vanigha F. Ripley</i>	Date: <i>5/10/21</i>
---	-----------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Salmon Market Block Party
Name of Event:	Saturday, May 29 2021
Organization Name:	Vaughn Ripley / Individual

Date Application Rec'd:	5/11/2021
Date Application Routed to Departments:	5/12/2021
PW Comments:	Approved
PD Comments:	Approved
P&Z Comments:	Approved
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

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

Zoning Certificate Application

Applicant Name: _____

Phone Number: _____

Email Address: _____

Name of Property Owner: _____

Property Address: _____

Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- _____ **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*

Please check if a separate list of requested resources is attached.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions:

Cc: DPW _____ Police: _____ Other: _____



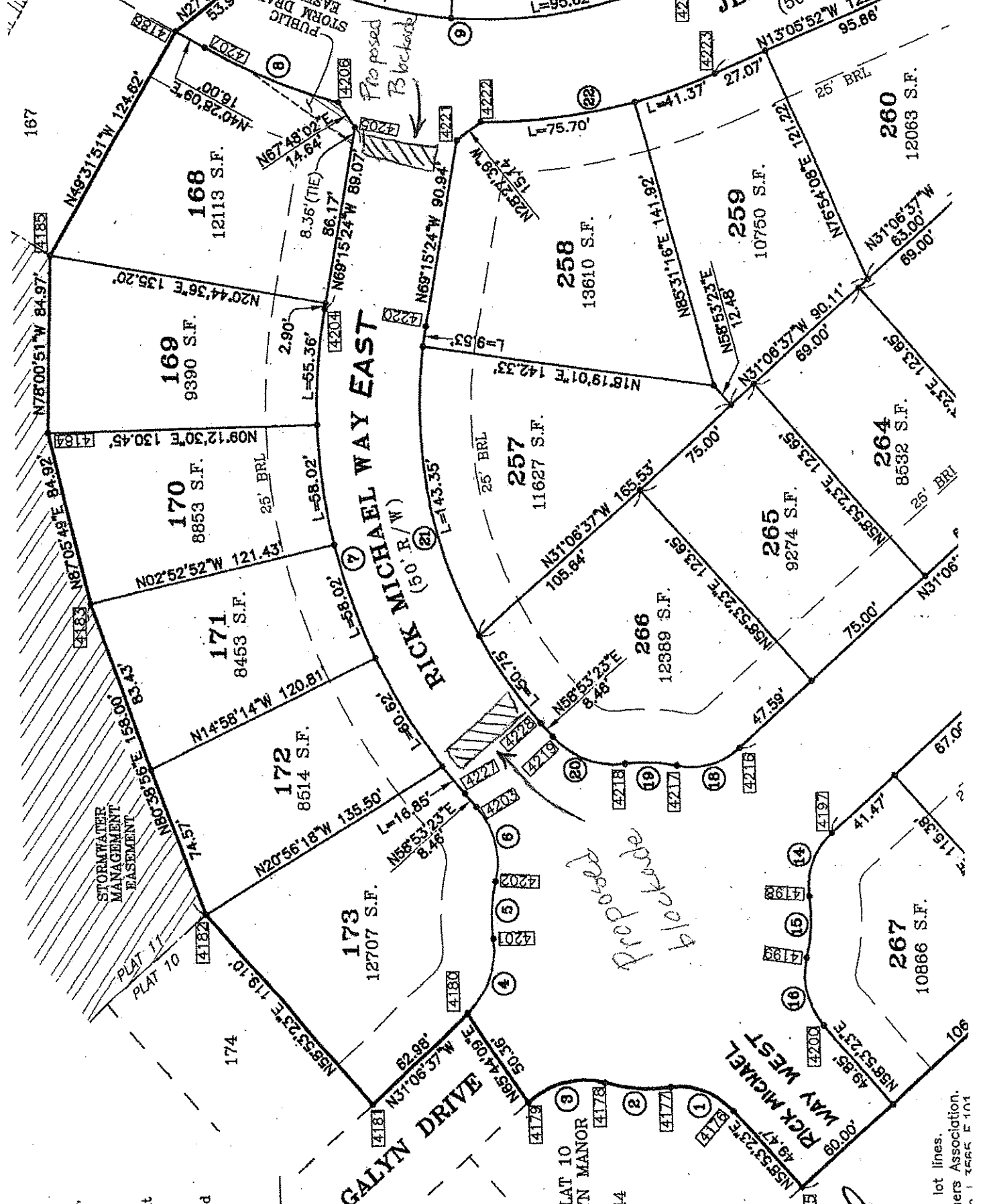
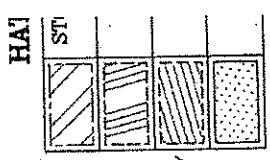
THE
CITY OF BRUNSWICK
MARYLAND

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

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the Rick Michael Way East Block Party scheduled for May 29, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	Vaughn Ripley	Date:	5/10/21
Authorized Signature:	Vaughn Ripley		
Address:	07 Rick Michael Way, Brunswick MD 21758		
Phone Number:	703-638-2712		
Witness:		Date:	



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15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Vaughn F. Ripley</i>	Date: <i>May 10, 2021</i>
Applicant Name (Printed): <i>Vaughn Ripley</i>	

Lauren Spring

From: Vaughn Ripley
Sent: Tuesday, May 11, 2021 11:35 AM
To: Lauren Spring
Subject: Re: Event application

two (one on each end of Rick Michael), and perhaps four cones so we can allow local traffic as needed?

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, May 11, 2021 11:33 AM
To: Vaughn Ripley <VRipley@Brunswickmd.gov>
Subject: RE: Event application

Can you specify how many barricades you need?

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

From: Vaughn Ripley <VRipley@Brunswickmd.gov>
Sent: Tuesday, May 11, 2021 11:30 AM
To: Lauren Spring <LSpring@Brunswickmd.gov>
Cc: Carrie Myers <assistant@brunswickmd.gov>
Subject: Re: Event application

Thanks! Here's my application. I apologize for the tardiness...

-V

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, May 11, 2021 8:08 AM
To: Vaughn Ripley <VRipley@Brunswickmd.gov>
Cc: Carrie Myers <assistant@brunswickmd.gov>
Subject: RE: Event application

If the alcohol is on your property, then just check "no".

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716

(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

From: Vaughn Ripley <VRipley@Brunswickmd.gov>
Sent: Monday, May 10, 2021 7:56 PM
To: Lauren Spring <LSpring@Brunswickmd.gov>
Cc: Carrie Myers <assistant@brunswickmd.gov>
Subject: Re: Event application

Q4U:

Do we need a liquor permit for BYOB on our property? In other words, should I just check "No" to "will there be alcohol?"

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Monday, May 10, 2021 4:02 PM
To: Vaughn Ripley <VRipley@Brunswickmd.gov>
Cc: Carrie Myers <assistant@brunswickmd.gov>
Subject: RE: Event application

Hey Vaughn,

You just need to complete an event application asap and get it back to me. 😊

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

From: Vaughn Ripley <VRipley@Brunswickmd.gov>
Sent: Monday, May 10, 2021 10:50 AM
To: Carrie Myers <assistant@brunswickmd.gov>; Lauren Spring <LSpring@Brunswickmd.gov>
Subject: Event application

Hi Carrie and Lauren,

Senator Hough and I are planning a block party for Saturday, May 29th on my street (Rick Michael Way). Do we just need to fill out an event application? Also, do I need every neighbor on the street to approve the idea?

Thanks,
V

Vaughn Ripley
Council Member - City of Brunswick

1 West Potomac Street
Brunswick, MD 21716
Phone 301-834-7500
Fax 301-694-6040
www.BrunswickMD.gov

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Wednesday, May 12, 2021 11:21 AM
To: Lauren Spring; Public Works; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-05-29 Block Party - Event App

BPD has no issues with this.

kevin

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Wednesday, May 12, 2021 9:31 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-05-29 Block Party - Event App
Importance: High

[EXTERNAL EMAIL]

Please approve the attached event app.

All the are requesting are some barricades and traffic cones.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Public Works
Sent: Wednesday, May 12, 2021 11:00 AM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-05-29 Block Party - Event App

DPW is ok.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Wednesday, May 12, 2021 9:31 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-05-29 Block Party - Event App
Importance: High

Please approve the attached event app.

All the are requesting are some barricades and traffic cones.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Heather Gottke
Sent: Wednesday, May 12, 2021 10:22 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021-05-29 Block Party - Event App

P&Z approved. Thanks!

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Wednesday, May 12, 2021 9:31 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-05-29 Block Party - Event App
Importance: High

Please approve the attached event app.

All the are requesting are some barricades and traffic cones.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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THE CITY OF BRUNSWICK MARYLAND

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

Application for Licenses/Permit for Events

Organization Name:	none - individual resident	
Contact Name:	Karin Tome	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:	206 4 th Avenue	
	Brunswick, MD 21716	
Email:	ktomester@gmail.com	
Cell Phone:	301-788-6035	

Name and Description of Event:	Celebrate our Rosies!	
Date of Event:	Sept. 3 rd , 2021	
Event Time:	Set-Up Time: 10:00 am	Event Start Time: 11:30 am
	Event Stop Time: 1:30	Event Tear Down Time: 2:30
Location of Event: Identify streets, alleys, sidewalks, etc.	Square Corner Park - will need stage area	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No <input checked="" type="checkbox"/>
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/> None, other than a microphone / small sound system for speaking

Will Vendors be set up at event? If yes, give details.	Yes _____ No <input checked="" type="checkbox"/>				
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/> No _____ <i>Possibly, some signage (poster boards?) on corner and on railing facing City Hall</i>				
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____ No <input checked="" type="checkbox"/>				
Will admission to event be charged? If yes, what is the cost?	Yes _____ No <input checked="" type="checkbox"/>				
Will event generate income? If yes, who will benefit?	Yes _____ No <input checked="" type="checkbox"/>				
Number of people expected to attend?	<table border="1"> <tr> <td>Less than 50 <input checked="" type="checkbox"/></td> <td>51-100 _____</td> <td>101-150 _____</td> <td>More than 150 _____</td> </tr> </table>	Less than 50 <input checked="" type="checkbox"/>	51-100 _____	101-150 _____	More than 150 _____
Less than 50 <input checked="" type="checkbox"/>	51-100 _____	101-150 _____	More than 150 _____		
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____ No <input checked="" type="checkbox"/>				
Who will provide security at this event?	<i>None needed</i>				
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Electricity - at stage area <input checked="" type="checkbox"/> Restrooms - can use patio pot (existing) <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Trash/Recycle Cans - can use existing <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <input checked="" type="checkbox"/> Other <i>Participation of Mayor and elected officials!</i>				

Signature of Applicant: <i>Kevin Lee</i>	Date: <i>8/26/2021</i>
---	-------------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	SEPTEMBER 2011
Name of Event:	
Organization Name:	

Date Application Rec'd:	4/27/2011
Date Application Routed to Departments:	5/13
PW Comments:	AH. - approved
PD Comments:	AH. - approved
P&Z Comments:	AH. - approved
Date of Final Approval:	
Date Applicant Notified:	

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Karin Tome</i>	Date: <i>4/26/2021</i>
Applicant Name (Printed): <i>Karin Tome</i>	



THE
CITY OF BRUNSWICK
MARYLAND

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

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the Celebration for our Rosie the Riveters, scheduled for Sept. 3, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	Karin Tome	Date:	9/26/2021
Authorized Signature:	<i>Karin Tome</i>		
Address:	206 4 th Avenue, Brunswick, MD 21716		
Phone Number:	301-788-6035		
Witness:	<i>Mahfuzur Rahman</i>	Date:	9/26/2021



THE
CITY OF BRUNSWICK
MARYLAND

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

Zoning Certificate Application

Applicant Name: Karin Tome
 Phone Number: 301-788-6035
 Email Address: ktomester@gmail.com

Name of Property Owner: City of Brunswick
 Property Address: 1000 Square Corner Park, Brunswick, MD
 Mailing Address: 1 W. Potomac St., Brunswick, MD 21716
 (All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25-486242 Tax Map: 911 Parcel: _____ Lot: _____ Zone: _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. *Note: All applications for a fence require a sketch with dimensions.

Asking for use of the stage area and park for a simple celebration of our Rosie the Riveter! I don't expect a large crowd. We will hope to have a ceremony at Square Corner Park and then move over to the American Legion to dedicate the tree and possibly have a small lunch there. *Could we also borrow 2 tables and 20 chairs?

Please check if a separate list of requested resources is attached.

Signature of Applicant: Karin Tome Date: 4/26/2021

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions:

Cc: DPW _____ Police: _____ Other: _____

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Thursday, May 13, 2021 2:39 PM
To: Lauren Spring; Public Works; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-09-03 Celebrate our Rosies Event App - Please Approve

PD approved

Capt. Kevin Grunwell #0148

Brunswick Police Department
20 East A Street
Brunswick, MD 21716
301-834-9101 x101 (o)
240-656-5959 (m)

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Thursday, May 13, 2021 11:03 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-09-03 Celebrate our Rosies Event App - Please Approve

[EXTERNAL EMAIL]

Please approve the attached event application.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Heather Gottke
Sent: Thursday, May 13, 2021 11:09 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021-09-03 Celebrate our Rosies Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Thursday, May 13, 2021 11:03 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-09-03 Celebrate our Rosies Event App - Please Approve

Please approve the attached event application.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Public Works
Sent: Monday, May 17, 2021 9:42 AM
To: Heather Gottke; Lauren Spring; Kevin Grunwell
Subject: RE: 2021-09-03 Celebrate our Rosies Event App - Please Approve

PW approved

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Heather Gottke
Sent: Thursday, May 13, 2021 11:09 AM
To: Lauren Spring <LSpring@Brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: RE: 2021-09-03 Celebrate our Rosies Event App - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Thursday, May 13, 2021 11:03 AM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-09-03 Celebrate our Rosies Event App - Please Approve

Please approve the attached event application.

Lauren Spring
City of Brunswick
1 West Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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