

**MAYOR AND COUNCIL MEETING
TUESDAY, JUNE 22, 2021, 6:00PM**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
 - a. Chief of Police Swearing In
3. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
4. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
5. **COUNCIL MEMBER/COMMISSION REPORTS**
6. **CONSENT AGENDA**
 - a. Quote Approval – Poole & Sons Excavating – Sports Complex Grading - \$35,000
7. **UNFINISHED BUSINESS**
 - a. System Improvement Fee Discussion
 - b. Utility Bill Adjustment Policy Discussion
 - c. American Recue Plan Funding Discussion
8. **NEW BUSINESS**
 - a. Independence Day Festival Beer Garden – vote anticipated
 - b. Event Application Approval – Freshman Class Parent Group – vote anticipated
9. **ADJOURNMENT**

6/16/2021 1:15 PM

Poole & Sons Excavating, Inc.

PO Box 358
 Middletown, MD 21769

Proposal**Proposal Date:** 6/7/2021**Proposal #:** 2021-040R2**Project:** Sports Complex**Bill To:**

City of Brunswick
 John Gerstner
 600 Petersville Road
 Brunswick, MD 21716

Description	Est. Hours/Qty.	Rate	Total
Sports Complex - Slope Repair/Practice football field Priced to FCPS Unit Price Contract			
Part I: Track in dirt to fill washouts on slope, seed & straw disturbed area: use material already onsite			
39 - Bulldozer	24	105.00	2,520.00
8 - Loader, 963	8	90.00	720.00
16 - Grass Seed (sq. yd)	1,667	0.75	1,250.25
17 - Straw Mulch (sq yd.)	1,667	0.75	1,250.25
7A - Trucking cost for mobilization (Bulldozer)	1	75.00	75.00
Part 2: Reshaped sleep slope/cliff area; grade practice football field; remove tree clusters; retopsoil bank, seed & straw			
2 - Hoepack (compactor/roller) track	24	115.00	2,760.00
8 - Loader, 963	8	90.00	720.00
39 - Bulldozer	32	105.00	3,360.00
7 - Dump Truck, tandem	12	60.00	720.00
19 - Laborer, additional	32	38.00	1,216.00
16 - Grass Seed (sq. yd)	1,667	0.75	1,250.25
17 - Straw Mulch (sq yd.)	1,667	0.75	1,250.25
20.2 - Debris Disposal (stumps)	2	105.00	210.00
7A - Trucking cost for mobilization (Hoepack)	1	75.00	75.00
Part 3: 20 x 20 x 5 rip rap swale with riprap; repair 3 blow-outs at bottom of slope; install 3 check dams at ditch; seed & straw			
2 - Hoepack (compactor/roller) track	8	115.00	920.00
39 - Bulldozer	16	105.00	1,680.00
8 - Loader, 963	8	90.00	720.00
14 - Filter Fabric	1,900	1.15	2,185.00
9.1 - Rock, Rip Rap CL I	226	31.00	7,006.00
7 - Dump Truck, tandem	18	60.00	1,080.00
16 - Grass Seed (sq. yd)	100	0.75	75.00
17 - Straw Mulch (sq yd.)	100	0.75	75.00

TotalSIGNATURE *Sue Reed, Estimator*

Poole & Sons Excavating, Inc.

PO Box 358
Middletown, MD 21769

Proposal

Proposal Date: 6/7/2021

Proposal #: 2021-040R2

Project: Sports Complex

Bill To:

City of Brunswick
John Gerstner
600 Petersville Road
Brunswick, MD 21716

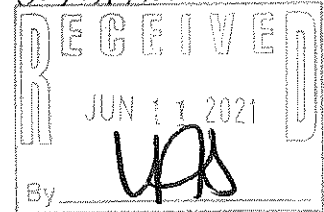
Description	Est. Hours/Qty.	Rate	Total
Install 140 lf 18" N12 & end section with wire and T posts	1	3,274.00	3,274.00
39 - Pipe, fittings, end section, wire, tposts	16	38.00	608.00
19 - Laborer, additional		6.00%	0.00
Maryland Sales Tax			
Total			\$35,000.00

SIGNATURE Sue Reed, Estimator



THE CITY OF BRUNSWICK MARYLAND

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



Application for Licenses/Permit for Events

Organization Name:	Parent Group for upcoming freshman Class of 2025	
Contact Name:	Kelli Dick	
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Address:	2 Jennifer Lynne Dr. Brunswick, Md 21758	
Email:	kellid123@comcast.net	
Cell Phone:	(301) 606-5171	

Name and Description of Event:	Freshman Frenzy Class Picnic and Carnival - food, games, music	
Date of Event:	8/8/21	
Event Time:	Set-Up Time: 10 AM	Event Start Time: 12 pm
	Event Stop Time: 5 pm	Event Tear Down Time: 5-7pm
Location of Event: Identify streets, alleys, sidewalks, etc.	Brunswick city Park and field adjacent near the basketball court.	

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) _____ DJ <input checked="" type="checkbox"/>	Radio _____ Other _____
	Censored music family oriented	
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	inflatables (trying for obstacle course and 2 blow up games) Generators to run those, pop up tent for child check in an waiver signing	

Will Vendors be set up at event? If yes, give details.	Yes _____	No <u>X</u>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <u>X</u>	No _____ Just a banner to say what it is, hopefully if you say yes, along the fence so it is easy to see		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <u>X</u> We are doing this off of fundraised funds the food will be pre bought and other things free		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <u>X</u>		
Will event generate income? If yes, who will benefit?	Yes _____	No <u>X</u>		
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 _____	More than 150 <u>X</u> if all kids come but that is very doubtful
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No _____		
Who will provide security at this event?	parent chaperones, a large group of us consist of medical, police, teacher professions			
Please identify type of City support requested: (All are subject to availability)	<input checked="" type="checkbox"/> Electricity (in building) <input checked="" type="checkbox"/> Restrooms (in building) <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input checked="" 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: Kelli Dine | **Date:** 8/9/21

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	August 8 th 2021
Name of Event:	Freshman Frenzy Picnic and Carnival
Organization Name:	parents of class of 2025

Date Application Rec'd:	6/11/21
Date Application Routed to Departments:	6/14/21
PW Comments:	approved - att.
PD Comments:	approved - att.
P&Z Comments:	approved - att.
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: Kelli Dick
Phone Number: 301-606-5171
Email Address: kellid123@comcast.net

Name of Property Owner: Kelli Dick (residential) and William Dick
Property Address: 2 Jennifer Lynne Dr.
Mailing Address: Brunswick, Md 21758

(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.*

N/A

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: _____

- filling out as part of the packet however not sure it applies to this situation -



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 Freshman Frenzy Picnic & Carnival, scheduled for 8/18/21 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:	<u>Kelli Dick</u>	Date:	<u>8/19/21</u>
Authorized Signature:			
Address:			
Phone Number:			
Witness:		Date:	



THE CITY OF BRUNSWICK MARYLAND

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

CITY PARK BUILDING RENTAL AGREEMENT

Name:	Kelli Dick	Date:	6/9/21
Address:	2 Jennifer Lynne Drive		
City/State/Zip:	Brunswick, Md 21758		
Phone #:	301-606-5171		
Email Address:	kellid123@comcast.net		

Type of Activity/Event:	Freshman Picnic & Carnival		
Building Space Needed:	<input type="checkbox"/> 1/2 of building	<input checked="" type="checkbox"/> Whole building	
Date of Event:	8/8/21		
Event Start Time:	12 pm		
Event End Time:	5 pm		

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 other 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 wherefrom) 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 Brunswick City Park Building scheduled for the above stated date, except that the Organization/Individual shall not be responsible to the city, or 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 hereunder, 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.

I/we agree to follow all of the Rules and Regulations set forth for the use of the facility, including returning the facility to the condition it was found in, and returning the key(s) to City Hall on the first business day after use. Violators of the aforementioned may result in forfeiture of security deposit or future facility use.

Authorized Signature:	Kelli Dick	Date:	6/9/21
Witness:		Date:	

OFFICE USE ONLY

Facility Rental Fee:	
Deposit Amount:	\$50.00
Total Amount:	
Payment Type:	<input type="checkbox"/> Cash
	<input type="checkbox"/> Check
	<input type="checkbox"/> Credit Card



THE CITY OF BRUNSWICK MARYLAND

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

CHECK REQUEST FORM

Note: Any and all security deposits will be reimbursed via check by The City of Brunswick by completing the following form.

Check Payable To:	Kelli Dick
Street Address:	2 Jennifer Lynne Dr.
City, State, Zip:	Brunswick, Md. 21758
Phone #:	301-606-5171
Email Address:	kellid123@comcast.net
Purpose:	Deposit Refund
Check Amount:	\$50.00

FOR OFFICE USE ONLY

Approved by:	Date:
Approved by:	Date:
GL Expense Account(s):	10-000-00-2150



THE CITY OF BRUNSWICK MARYLAND

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

City of Brunswick Event Application Check List

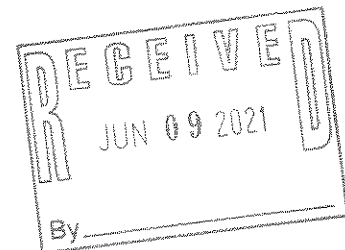
(Revised 07/25/2019)

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.

I would imagine it would be more of this type of event →

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.

*Do not need
Street closures
would like to use
park building, park
area and field near
basketball court
please.*

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

N/A

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>Kelli Dick</i>	Date: <i>6/9/21</i>
Applicant Name (Printed): <i>Kelli Dick</i>	

Lauren Spring

From: Heather Gottke
Sent: Monday, June 14, 2021 11:40 AM
To: Lauren Spring; Kevin Grunwell; Public Works
Cc: Bruce Dell
Subject: RE: 2021-08-08 Freshmen Frenzy - Event App

P&Z -

No problems with this - just make sure signage is removed after event.

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

-----Original Message-----

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Monday, June 14, 2021 10:50 AM
To: Kevin Grunwell <chief@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>
Subject: 2021-08-08 Freshmen Frenzy - Event App

Please email back with approvals/comments on the attached event app.

Thanks,
Lauren Spring
City of Brunswick
(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.

-----Original Message-----

From: City Scanner <cityscanner@brunswickmd.gov>
Sent: Monday, June 14, 2021 10:17 AM
To: Lauren Spring <LSpring@Brunswickmd.gov>
Subject: Message from "RNP002673E0FF22"

This E-mail was sent from "RNP002673E0FF22" (MP 7503).

Scan Date: 06.14.2021 10:17:18 (-0400)
Queries to: cityscanner@brunswickmd.gov

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Monday, June 14, 2021 12:45 PM
To: Heather Gottke
Cc: Lauren Spring; Kevin Grunwell; Public Works; Bruce Dell
Subject: Re: 2021-08-08 Freshmen Frenzy - Event App

PD has no issues with the event.

Kevin

Sent from my iPhone

> On Jun 14, 2021, at 11:39 AM, Heather Gottke <HGottke@brunswickmd.gov> wrote:

>

> [EXTERNAL EMAIL]

>

>

> P&Z -

> No problems with this - just make sure signage is removed after event.

>

> Heather D Gottke

> Project Coordinator

> City of Brunswick MD

> 601 E Potomac Street

>

> -----Original Message-----

> From: Lauren Spring <LSpring@Brunswickmd.gov>

> Sent: Monday, June 14, 2021 10:50 AM

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> Scan Date: 06.14.2021 10:17:18 (-0400) Queries to:
> cityscanner@brunswickmd.gov
>

Lauren Spring

From: Public Works
Sent: Monday, June 14, 2021 12:52 PM
To: Lauren Spring; Kevin Grunwell; Heather Gottke
Subject: RE: 2021-08-08 Freshmen Frenzy - Event App

DPW approves.

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

-----Original Message-----

From: Lauren Spring
Sent: Monday, June 14, 2021 10:50 AM
To: Kevin Grunwell <chief@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>
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