

**MAYOR AND COUNCIL MEETING
TUESDAY, SEPTEMBER 28, 2021, 6:00PM**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
 - a. Commission and Committee Appointments
3. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
4. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
5. **COUNCIL MEMBER/COMMISSION REPORTS**
6. **CONSENT AGENDA**
 - a. PO#220042 Approval – Hadronex Inc - \$14,484 – Flow Meters
7. **UNFINISHED BUSINESS**
 - a. Budget Amendment – I&I Contract – vote anticipated
8. **NEW BUSINESS**
 - a. City Park Trail Bid Award – vote anticipated
 - b. Revised Event Application – discussion and possible vote
 - c. Frederick County ARPA Fund Request Letter FYI
 - d. Governor's Budget Request Letter FYI
9. **ADJOURNMENT**

9/24/2021 11:35 AM

City of Brunswick Boards, Commissions, and Committees

This is the official directory of terms of service as verified by the City Clerk on 9/23/2021.

Planning Commission

(Staggered five year terms, five members and one alternate)

Name	Original Appointment	Appointed	Term Expires
Dan Roe - Chair	2014	9/2021	9/2026
Nick Caruso	2017	9/2017	9/2022
Alan Miner	2021	3/2021	9/2023
Carroll Jones – Vice Chair	2019	8/2019	9/2024
ALTERNATE – VACANT			
Andy St. John – Ex Officio - Secretary	2020	9/2020	8/2022

Board of Zoning Appeals

(Staggered three year terms, three members and one alternate)

Name	Original Appointment	Appointed	Term Expires
Gary Williams – Chair	2007	9/2019	9/2022
Steve White – Vice Chair	2012	9/2020	9/2023
Walt Stull	2021	7/2021	9/2024
ALTERNATE - VACANT			

Ethics Commission

(Staggered three year terms, three – five members)

Name	Original Appointment	Appointed	Term Expires
Vacant			
Michael Follin – Chair	2013	10/2019	9/2022
Donavon Dilling	2020	10/2020	9/2023
Cassie Goodman	2020	10/2020	9/2023
Ashley Pilahome	2020	10/2020	9/2023

Economic Development Commission

(Four year terms, up to seven members)

Name	Original Appointment	Appointed	Term Expires
Andrew Costello	2019	9/2020	9/2024
Greg Postle	2019	9/2020	9/2024
Anna Lesko	2020	10/2020	9/2024
Sally Ontiveros	2020	10/2020	9/2024
Sandy Applebee	2020	10/2020	9/2024
Mark Trammell	2020	10/2020	9/2024
Vacant			

History Commission
(Four year terms, up to seven members)

Name	Original Appointment	Appointed	Term Expires
Vicki Dearing – Vice Chair	2016	9/2020	9/2024
John Faith Sr.	2016	9/2020	9/2024
H. Bruce Funk	2016	9/2020	9/2024
Don Peterson	2021	6/2021	9/2024
Wayne Allgaier - Chair	2018	9/2020	9/2024
David McIntosh	2019	9/2020	9/2024
John Caves - Secretary	2020	10/2020	9/2024

Finance and Utility Commission
(Four year terms, three members)

Name	Original Appointment	Appointed	Term Expires
Tom Smith	2020	9/2020	9/2024
Syree Williams	2019	9/2020	9/2024
Brian Keller	2020	10/2020	9/2024

Board of Election Supervisors
(Appointed prior to each election, three members)

Name	Original Appointment	Appointed	Term Expires

Preservation & Revitalization Committee
(Four year terms or until dissolved – up to seven members)

Name	Original Appointment	Appointed	Term Expires
Brian Keller	2019	1/2019	9/2024
Abbie Ricketts, Secretary	2019	1/2019	9/2024
Alan Miner	2019	1/2019	9/2024
Ashley Ross	2020	10/2020	9/2024
Jessica Winter	2020	10/2020	9/2024
VACANT			
VACANT			

Youth Advisory Committee
(One-year term)

Name	Original Appointment	Appointed	Term Expires
Bella Amell	2021	9/2021	9/2022
Eleanor Virgilio	2021	9/2021	9/2022
Jacob Winter	2021	9/2021	9/2022
Katrina Parde	2021	9/2021	9/2022
Ryan Sweeney	2021	9/2021	9/2022
Jack Hamilton	2021	9/2021	9/2022
Mia Fakhouri	2021	9/2021	9/2022
Adult Member – Molly Newton	2021	9/2021	9/2022

Adult Member – Ofc. Darrick Scott	2021	9/2021	9/2022
Adult Member Carmen Hilton	2021	9/2021	9/2022

Parks & Recreation Committee

(Four year terms or until dissolved – up to seven members)

Name	Original Appointment	Appointed	Term Expires
Eric Cicmanec	2020	10/2020	9/2024
Carlo Alfano	2020	10/2020	9/2024
Charlie Hyland	2020	10/2020	9/2024
Britney Carter	2020	10/2020	9/2024
Chris Mourlas	2020	10/2020	9/2024
Christopher Messick	2020	10/2020	9/2024
Jessica Getty	2020	10/2020	9/2024

Purchase Orders

PO Proof List



User: jgerstner
Printed: 09/22/2021 - 10:00AM
Batch: 00015.09.2021 - Pw-09222021-JG

Ship Location								
Line	Item Description						Amount	Qty
PO No.	Vendor No.	Vendor Name	PO Date	Acct No.	Account Description			
sewer flow								
0000220042	11612	Hadronex Inc	9/22/2021	60-533-40-8113	Portable Sewer Meter	\$12,000.00	0.00	
sewer flow								
0000220042	11612	Hadronex Inc	9/22/2021	60-533-61-8121	I & I Contract	\$2,484.00	0.00	
						<u>\$14,484.00</u>	<u>0.00</u>	
						<u>\$14,484.00</u>	<u>0.00</u>	
					Grand Total:	\$14,484.00	0.00	

BUDGET TRANSFER REQUEST / MODIFICATION

INTENT: To transfer money between detailed line items across departments after budget is adopted.

NOTES: Provide form & applicable support (i.e. quote, invoice, email, etc.) to the City Admin & Accountant.

FISCAL YR:	2022	Transfer Amt:	\$ 100,000.00
Fund: <small>(Circle One)</small>	General Capital Water Wastewater		
Department:	60-533	Department:	60-533
FROM GL		TO GL	
Account:	60-533-61-8120	Account:	60-533-61-8121
GL Acct Desc:	Inflow & Infiltration	GL Acct Desc:	I & I Contract

Purpose / Description:

To reclass budget to the correct account

Submitted By: Rikki Bruchey **Date:** 9/23/2021

Guidelines:

\$0-\$1,000	requires approval from Dept Head
\$1,000 - \$10,000	requires approval from Mayor
Above \$10,000	requires recommendation of Finance Committee & approval from Mayor & Full Council (Competitive Bids)

Approval: Approved Disapproved
(Circle One)

Details:

City Administrator **Date**

Mayor **Date**

Finance Comm. Recommendation(If Required):
 Approved Disapproved
(Circle One)

Mayor and Council Approval (If Required):
 Approved Disapproved
(Circle One)

For Accountant's Use- Date Posted to Budget: _____ Form Date 03/20/17

Brunswick City Park Bid Response



Title Page

GREENSTONE TRAILCRAFT, LLC

Andrew Mueller

(864) 616-2689

129 W. 4th St

Frederick, MD 21701

Brunswick City Park Trails

Brunswick City Park Bid Response



- **Trail Building Enterprise**

Greenstone TrailCraft is a Maryland-based contractor focusing entirely on trail services, including design, maintenance, and turnkey construction of many types of trails. Our primary area of expertise is multi-use, natural surface trail construction in central Appalachian terrain. Our base in Frederick, Maryland offers close proximity to the project site, and our team is intimately familiar with the particular nuances of local topography, soils, and forest types. Our goal is to craft sustainable trails in technical terrain, offering exciting user experiences while reducing maintenance workload for land managers.

- Age of Firm: 2.5 Years
- Years of Trail Industry Experience: 10 (operating partner of Elevated Trail Design, 2011-2018)
- Number of Full-Time Employees: 1
- Areas of Specialty: natural surface singletrack, rock work, bike-optimized trails, trail design, installation of wood features.
- Forecast workload over the next 12 Months: Greenstone has projects underway which will continue into next year. Greenstone has a 1-year flexible contract for maintenance at Patapsco Valley State Park, which will occur largely over the winter and other gaps in the schedule. The Brunswick project could be completed as soon as December 2021, but may require work in spring 2022 (weather dependent).

- **Related Experience**

Greenstone TrailCraft has completed the following trail contracts:

- Greenbrier State Park (Jun-Oct 2020)
 - Project Location: Greenbrier State Park, Boonsboro, MD
 - Description: Greenstone contracted with Maryland DNR to perform detail layout and new trail construction to create new connections to existing trails in several areas of the park. Total new trail construction was approximately 1.6 miles, and two 20' timber bridges were constructed.
 - Relevant Experience: Work completed included new turnkey construction of trail segments in both the "lift and tilt" and "full bench cut" styles. Terrain included moderate slopes with significant rock and multiple project areas, similar to Dan's Mountain State Park. Contractor is familiar with working in an active state park and collaborating with state park staff to minimize impact on daily operations for both parties.
 - Project staff: Andrew Mueller, Bill Kemp, Alex Alfano
 - Contract Amount: \$48,000
 - Reference: Michael Burditt, Assistant Park Manager. (301) 471-5488, michael.burditt@maryland.gov



Brunswick City Park Bid Response

- Patapsco Valley State Park (Dogwood, OEC, and School's Out trails, April-June 2020, June 2021)
 - Project Location: Hollofield and Pickall areas, PVSP
 - Description: The projects created critical connections to improve user flow through steep and technical terrain, providing an enhanced user experience and lessened impact on the land.
 - Relevant Experience: OEC trail in particular involved extensive dry-stacked rock cribbing and other rock work. All three projects involved mechanized and hand-built rolling contour trail through steep and rocky terrain.
 - Project Staff: Andrew Mueller, project lead. Bill Kemp, crew leader. Alex Alfano, laborer.
 - Contract Amount: \$19,500 (OEC), \$20,000 (Dogwood), \$26,750 (School's Out)
 - References:
 - Dave Ferraro, Friends of PVSP. (410) 463-1301, director@fpvsp.org
 - Joe Vogelpohl, Assistant Park Manager. (410) 937-1376

- Patuxent River State Park (Nov 2020-March 2021)
 - Project Location: Howard and Montgomery Counties, MD
 - Description: The project required detail design and construction of approximately 4.5 miles of multi-use, natural surface trail.
 - Relevant Experience: The project required the design, construction and daily-finish of contouring singletrack in rocky terrain. The topography is steep, with access challenges and pristine forest that required care to limit impact. It required logical, fluid integration with existing trails and intersections.
 - Project Staff: Andrew Mueller, Bill Kemp, Alex Alfano
 - Contract Amount: \$83,000 (Hybrid Project)
 - Reference: Dave Magill, MORE contract officer (301) 518-8189

- **Specific Staff Skillset**
 - Key Personnel-
 - Andrew Mueller, Founder and President, Lead Builder: Andrew has over 10 years of trail-industry experience, first working as a subcontractor to companies like Trail Dynamics, Long Cane Trails, and Gravity Logic, and later directing mid-Atlantic operations as a partner in Elevated Trail Design. He is an experienced builder and project lead for trail-focused contracts with state, federal, and private land managers. He enjoys the challenge of working with heavy stone to create sustainable tread that keeps users on the trail. He will act as the project lead, trail designer, and chief machine operator on the project.



Brunswick City Park Bid Response

(key personnel, cont.)

- Bill Kemp; Assistant Machine Operator, Crew Leader: Bill has honed his trail construction skills as a volunteer in Maryland trail systems for over a decade. He creates flowing experiences with intelligent design and minimal impact to the landscape. Professionally, Bill is a seasoned carpenter turned trail specialist, joining Greenstone in 2020. For 2021, Bill has expanded on his carpentry and labor knowledge and begun to function as a crew leader and assistant machine operator. He has worked directly with Andrew on mechanized construction on the PVSP, Patuxent River, Frederick Watershed projects, and was the carpentry lead on all Greenstone timber projects.
- Alex Alfano; Trail Specialist: Alex started with Greenstone in PVSP in 2020, and continued to help complete projects at Greenbrier SP, Patuxent SP, and several private properties. He has been heavily involved with the development and maintenance of the River's Edge Trails in Brunswick, MD. He's reliable and takes direction well, but also thrives when offered the opportunity to unpack technical challenges on his own.

○ Work Plan

- Team: Andrew Mueller will work with staff to finalize detailed design for the loop before starting construction. If awarded, some work will occur in Fall 2021, then shutting down for winter (if necessary), and resuming in March 2022. Loop will be completed generally in a clockwise direction, and equipment may be working in multiple areas simultaneously. Andrew will serve as project lead, while Bill will serve as assistant machine operator and crew leader for Alex and other laborers.
- Equipment & Tools: Team will utilize two contractor-owned Caterpillar 301.7 CR mini excavators, typical power tools, and typical trail tools.
- Build Concept: Andrew will act as project lead and trail designer to work with City staff to conceptualize and flag project elements. Priority areas and access routes will be established and segments will be completed in a generally clockwise direction.

○ Implementation Schedule

- The project will commence on or around December 1, 2021 and take approximately 20 working days to complete. It is likely that work will pause for winter and re-commence in March 2022.

- **Bid Cost: \$23,500**

- Project elements will be completed as described in the RFP. Contractor reserves the right to adjust trail design in the field to ensure a safe & sustainable construction process and final product.



PO BOX 354 Lehighton PA 18235
Contact: Dave King at 484-515-6095

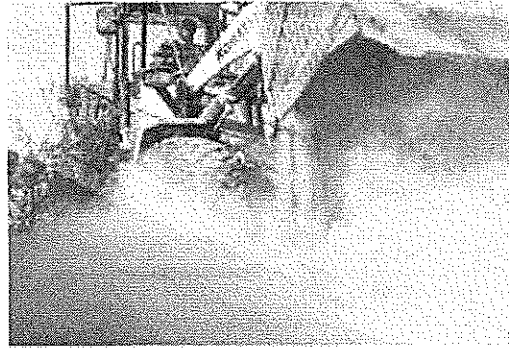
Bid For:

Brunswick City Park Trail

Brunswick, MD

September 17, 2021

ds DIRTSCULPT



Dear Brunswick City,

Thank you for the opportunity to bid on your trail project. In the unimaginable times that we are in, I am more than ever proud of the services we offer in providing everyone with outdoor places that can be enjoyed while staying healthy and safe.

After providing years of unincorporated build services across the nation, I formally established DirtSculpt in 2009. DirtSculpt provides a one stop shop, from design conception to build completion and continual maintenance. In order to provide the most fulfilling rider experience, we conduct geographical mapping and on-site inventory of usable terrain features to ensure each build maximizes the allotted space available and accentuates the special qualities of each location.



DirtSculpt can deliver the full gamut of build construction specialties. To date, we have built:

- 22 Pump Tracks (dirt & paved)
- 10 Bike Parks (including Trail construction)
- 19 International Competition Courses

These builds have brought together neighbors during backyard pumptrack sessions, entire city communities at recreational jump and trail parks, and tens of thousands of worldwide spectators at events like the XGames and Redbull competitions.

Team DirtSculpt is comprised of world class riders and builders that cross multiple cycling genres. With a lifetime of dedication behind our team, our ultimate goal is to cultivate a common space for cyclists of all skill sets to participate, ultimately strengthening the community.

Sincerely,

Dave King

Firm Profile

Dirtsculpt specializes in the planning, design and construction of trails and bike parks. Our services include park and resort planning (trail inventory, mapping, design and construction), storm water best management practices, geographic information systems, trail assessment, and bike terrain park design and construction.

Dirtsculpt owner Dave King has been building BMX tracks, dirt jumps, and bike parks since 1998. After over a decade in the industry Dave founded Dirtsculpt in 2009. Dave works on every project from start to finish with our other fulltime employee, Mark Tomasic and a handful of carefully selected seasonal builders. Dirtsculpt takes immense pride in the fact that all of our builders are bike riders as well who are equally as passionate for the sport. Our resume includes experience working on the planning, design and construction of: 1) Trails and bike parks for government clients; 2) Bike parks for the ski industry and private companies; and 3) Action sports promotional events for clients such as Red Bull and ESPN X Games.

Our 2020 season is quickly getting filled with four contracted projects- Deep Run State Park, Cedar BMX Track, Rockburn Skills Park, and ESPN Xgames. We have an additional four projects to be added to the schedule with which we are just waiting for contracts. However, even with all of these projects we still have months with openings available to schedule more projects.

Relevant Project Experience

DirtSculpt has designed and built numerous public bike parks in nearly every region of the United States. Recent relevant projects include: Cylburn Arboretum (Baltimore, MD), Powder Ridge (Middlefield, CT), Gardner Spencer Reserve Trail (Fleetville,PA),The Great Northern Trail Carr Mountain (Bergton,VA), The Big Marsh Bike Park (Chicago, IL), The Raystown Mountain Bike Skills Park (Hesston, PA), and The North Face Bike Park (Carbondale, CO).

Additionally, we have extensive experience working with large events including the design and construction for ESPN's X Games – both domestic and international, Red Bull Elevation, Red Bull Dirt Conquers, Red Bull Berm Burners, Red Bull Dreamline, NBC's Gravity Games, and Monster Energy's brand activation at the South by Southwest Music Festival.

Project Supervisor and Machine Operators

Dave King has over 15 years of experience and is acclaimed to be one of the world's best bike park builders. Dave's passion for building bike courses started at the young age of 9 when he began building small BMX jumps behind his parent's house. His passion for riding and building bike trails and dirt jumps grew from small jumps in his back yard to helping build his local world-renown dirt jumping trails known as Catty Woods. After years of professional experience building trails and bmx events for other companies, Dave founded Dirtsulpt in 2009. Dirtsulpt specializes in the planning, design, and construction of trails, bike parks, and competitive events.

Dave's resume of work includes: Blue Mountain Ski Area, Trexler Preserve North Ridge Trail Project, ESPN's X Games, Red Bull Elevation, Big Marsh Bike Park-Chicago,IL, Red Bull Berm Burners, Red bull Dreamline, North Face Bike Park-Carbondale,CO, Rockburn Mountain Bike Skills Course-Rockburn, MD, Camp Olympic Pumptrack-Lower Macungie,PA, North River Trails Carr Mountain-Shenandoah Valley,VA, Cripple Creek Bike Park-Cripple Creek,CO, Boy Scout Of America Camp-Glen Jean,WV, Powder Ridge Bike Park-Middlefield,CT, Port Jervis Paved Pumptrack-Port Jervis,NY, Gardner Spencer Preserve Trail-Fleetville,PA, Blue Marsh Trails Project-Reading,PA, Cylburn Arboretum-Baltimore,MD

Relevant Project Experience

Project Name: Blue Marsh Phases 1-3

Project Location: Reading, PA

Dates Worked: November 2019, January 2021, Present

List of Staff on Project: Dave King, Mark Tomasic, Taylor Mc Rory, Brian Demarest

Services Rendered: Dirtsulpt was hired to build ¾ mile of trail for Phase 1, build 2.5 miles of multiuse trail in Phase 2, and is currently completing 3.7 miles of multiuse trail. This included the flagging and building of trail using a mini excavator and hand work. Phase 1 Dirtsulpt was a subcontractor. Phase 2-3 Dirtsulpt was primary builder

Length of Trail Constructed: 7.1 miles

Project Reference: Fred Moreadith, President of BAMBA

Address: PO BOX 6121 Wyomissing, PA 19610

Phone Number: (610)-781-6164

Email:berksareamba@gmail.com

Project Name: Cylburn Arboretum

Project Location: Baltimore, MD

Dates Worked: January 6-14, 2020

List of Staff on Project: Dave King, Mark Tomasic

Services Rendered: Dirtsculpt was hired to relocate a multi-use trail. This included the flagging and building of trail using a mini excavator and hand work. Dirtsculpt was primary builder

Length of Trail Constructed: 1010 ft

Project Reference: Nell Strachan, Friends of Cylburn Trails

Address: Cylburn Arboretum

Baltimore, MD 21209

Phone Number: (410)-404-3337

Email: nellstrachan@comcast.net

Project Name: Powder Ridge

Project Location: Middlefield, CT

Dates Worked: May 1, 2018-July 4, 2018, September 10, 2018- November 1, 2018

List of Staff on Project: Dave King, Mark Tomasic, William Blount, Brian Barnhart

Services Rendered: Dirtsculpt designed and built multiple downhill trails constructed with specific skill levels in mind. These trails included green (beginner), blue(intermediate), and Black(expert) lines. Dirtsculpt was also contracted to design and build a pumptrack to accommodate a variety of skill levels. Dirtsculpt was primary builder

Length of Trail Constructed: 4 miles

Project Reference: Sean Hayes, owner

Address: 99 Powder Hill Rd.

Middlefield, CT 06450

Phone Number: (860)-918-3092

Email: shayes@brownstonepark.com

Project Name: Gardner Spencer Preserve Trail

Project Location: Fleetville, PA

Dates Worked: August 7, 2018-September 1,2018

List of Staff on Project: Dave King, Mark Tomasic,

Services Rendered: Dirtsculpt flagged and built a connector single track flow trail. Work on the project included construction with a mini excavator and hand work. Dirtsculpt was primary builder

Length of Trail Constructed: 2.6 miles

Project Reference: Bill Kern, executive director of Countryside Conservancy

Address: 79 Wallsville Rd.

Fleetville, PA 18414

Phone Number: (570)-881-0460

Email:williamkern@gmail.com

Project Name: Great Northern Trail Carr Mountain

Project Location: Bergton, VA

Dates Worked: June 10, 2016- August 31, 2016

List of Staff on Project: Dave King, Mark Tomasic, Mark Kinner, Eric Lee, William Blount

Services Rendered: Dirtsculpt flagged and built a singletrack trail. Work on the project included construction with a mini excavator and hand work. Dirtsculpt was primary builder

Length of Trail Constructed: 5 miles

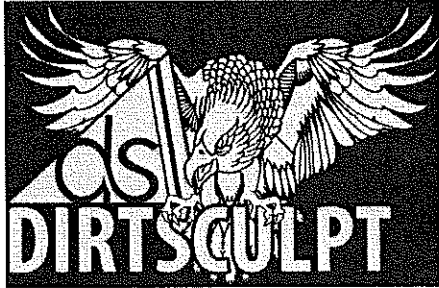
Project Reference: Mike Carpenter,

Address: Blue Hole Day Use Area Blue Hole Rd.

Bergton, VA 22811

Phone Number: (540)-271-1074

Email:carpenmc37@gmail.com



PO Box 354
Lehighton pa 18235-0354
4845156095
Dave@dirtsculpt.com

Estimate

For: City Of Brunswick

Estimate No: 123
Date: 09/16/2021

Description	Quantity	Rate	Amount
City of Brunswick trail	1	\$26,350.00	\$26,350.00
Site visit			
Estimated 3700 ft of trail			
Bench cut @ \$5 per foot = \$16250			
450 ft of lift and tilt @ \$8 per foot = \$3600			
Equipment			
Mini excavator 1.7 ton = \$2000 per month			
Atv			
Lodging \$1000			
Mobilization \$1500			
Permits \$2000			
		Subtotal	\$26,350.00
		TAX 0%	\$0.00
		Total	\$26,350.00
		Total	\$26,350.00



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 **if paragraphs 5, 8, or 11 are applicable. The Mayor shall approve other requests.**
- 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 **may be** 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. **If staff believes security should be required** 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:
Applicant Name (Printed):	



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:		
Is Organization a Non-Profit:	<input type="radio"/> Yes	<input type="radio"/> No
Address:		
Email:		
Cell Phone:		

Name and Description of Event:		
Date of Event:		
Event Time:	Set-Up Time:	Event Start Time:
	Event Stop Time:	Event Tear Down Time:
Location of Event: Identify streets, alleys, sidewalks, etc.		

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No _____
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No _____

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

<p>Signature of Applicant:</p>	<p>Date:</p>
---------------------------------------	---------------------

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: _____

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 _____, scheduled for _____ 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:		Date:
Authorized Signature:		
Address:		
Phone Number:		
Witness:		Date:



THE CITY OF BRUNSWICK MARYLAND

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

August 30, 2021

Jan Gardner, County Executive
Winchester Hall
12 East Church St.
Frederick, MD 21701

American Recovery Federal Stimulus Funds Request

Dear County Executive Gardner,

The City of Brunswick has received a portion of its drinking water from the Yourtee Spring in Washington County since 1936. The spring provides drinking water to approximately 20% of the City's water users which also includes 166 Frederick County (out of city limits) users. The 85-year-old water lines that carry the drinking water from the springs and into the city is failing with frequent breaks causing outages. This can also result in possible contamination issues that can jeopardize the health and safety of the City and County users.

The city is looking to re-line the pipes using Epoxy Forced Air technology instead of replacement, reducing project costs. A full replacement of this line could have significant challenges due to the complex location of the line under route 340, CSX railroad tracks, and along the C&O canal. The re-lining is critical to stabilize the integrity and structure of the lines and help to avoid total collapse or failure. A total collapse or failure would cut off the spring water to the city and could leave county residents without access to water.

The length of piping in Frederick County which services County residents is 11,404 linear feet. The city recently replaced 2,766 linear feet of this total leaving 8,638 linear feet in need of re-lining. Recent quotes indicate re-lining averages are \$135 per linear foot, with areas requiring household water taps are more costly versus no taps, thus the average. The total project cost for the remaining 8,638 linear feet is approximately \$1,166,130. The remaining 30,000 linear feet provides water to City residents with an estimated cost of \$4M. The city plans to use a portion of its ARPA funding towards this project.

The city is respectfully and strongly encouraging that the county provides funding for relining the distribution line serving County residents.

Respectfully,

Nathan Brown, Mayor
City of Brunswick



THE CITY OF BRUNSWICK MARYLAND

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

September 23, 2021

The Honorable- Governor Larry Hogan
100 State Circle
Annapolis, MD 21401-1925

City of Brunswick Capital Budget Request for FY23

Dear Governor Hogan,

The City of Brunswick has been in the process of constructing a new Emergency Operations Center, Public Works Department, and Police Department building at 811 West Potomac Street, in addition to a major Yourtee Springs water rehabilitation project. The City respectfully requests the consideration and inclusion of these grants in the Governor's Fiscal Year 2023 Capital Budget.

The Emergency Operations Center new location and timely completion is particularly critical due to current dangers of critical city infrastructure located near the CSX train rail yard, notwithstanding the proximity of City Hall and the current Police Department to the yard. This project was awarded to Towson Mechanical, Inc. for \$5.89M with engineering costs estimated at \$200,000, bringing the total to \$6M. Due to the COVID-19 pandemic's impact on materials and construction cost, the project bid came in much higher than the City anticipated.

Under your leadership, the State has been gracious in Fiscal Years 2019, 2020, 2021, and 2022 awarding grant monies totaling \$1,935,000. Project construction is currently underway with an estimated completion in November 2021. In addition to overrun costs due to the pandemic, the city is also now working to secure critical IT and other infrastructure to bring the building to completion. The City is requesting an additional \$600,000 to allow this important project to be completed.

Water Distribution Infrastructure: The City of Brunswick has received a portion of its drinking water from the Yourtee Spring located in Washington County since 1936. The spring has historically provided 20% of the overall drinking water for city residents, notwithstanding drinking water for over 200 homes in Washington and Frederick County outside of the City of Brunswick corporate boundary. The 85-year-old water lines that carry the drinking water from the springs and into the city is failing with frequent breaks causing outages. This can also result

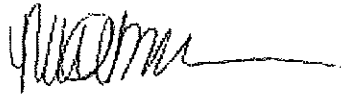
in possible contamination issues that can jeopardize the health and safety of water users supplied from the water lines. The increasing City population currently at 7,600 with approved development of 700 additional homes exasperates the situation.

The Yourtee distribution line is approximately eight miles in length with a variety of eight and ten-inch diameter distribution lines. The line replacement and re-lining is further complicated due to their location along (and under) the CSX rail yard, U.S. 340, and the C&O Canal. The total replacement has been estimated at \$5M. In FY2017, the City proactively replaced 4,000 LF of the aging line revealing leakage more than 20,000 gallons each day.

In October 2020, the City awarded a contract to CALLAS Construction for \$1.3M due to a Maryland Department of Environment mandate for upgrades to the Yourtee Spring filtration system due to ground water infiltration. With the significant investment in this project, it is critical that the City does not lose access to this water source.

The City is requesting \$1.5M in State Grant Funds to complete the much-needed re-lining and replacement of the distribution lines for this important water source.

Respectfully,



Nathan Brown
Mayor, City of Brunswick

CC: Secretary David Brinkley
Senator Michael Hough
Delegate Jesse Pippy
Delegate Daniel Cox