

**FINANCE & UTILITY COMMISSION MEETING**  
**Wednesday, April 16, 2025, 5:00 PM**

Mayor Nathan Brown convened the Commission meeting at 5:00 p.m. Those present included Commission Members Lee Thomas-Palmer, Julie Gourley (entered at 5:30pm), David Meeske, and Donovan Fox (entered at 5:30pm). Council Member Liaisons present were John Caves (Zoom) and Daniel Yochelson. Staff Members present included Julie Martorana, Jeremy Mose, Carrie Myers, John Gerstner, Matt Campbell, Bruce Dell, Eric Martin, and Rikki Bruchey.

Parking Fee Amendments – Mr. Dell discussed necessary parking code language updates and fee increases for municipal infractions. The Commission recommended approval.

On-Call Engineering Services RFP – Mr. Dell discussed the need for as-needed engineering services for some Planning and Zoning document/plan reviews. The Commission recommended approval.

Development & Administrative Fee Schedule – Mr. Dell stated necessary updates to the fee schedule are typically reviewed yearly, but some County-level fees associated with larger reviews/processes had not been completed in several years and were upwards of 30% behind. The Commission recommended approval.

S-1 Stream Restoration Construction Bid Docs – Mr. Gerstner discussed the project and the grant funding/guidelines associated. He stated the bid would be released as soon as Frederick County permitting was completed. The Commission recommended approval.

PO# 250152 – 7<sup>th</sup> Avenue Waterline Replacement – Mr. Gerstner discussed this budgeted project that would be completed in-house. The Commission recommended approval.

Sludge Hauling RFP – Mr. Campbell discussed the need for a new vendor. He stated an RFP process was currently being completed and bids would go to the Council for review upon submission.

FY2026 Employee Insurance Contribution – Ms. Myers stated the City's renewal rate was 12.9%, which represented an increase of \$148,000, the largest rate in five years. She stated staff's recommendation was to increase employee contribution from 10% to 12%. The Commission recommended approval.

FY2026 Trash Contract – Ms. Myers stated the City received two bids for the trash contract. J&J Trash provided a rate totaling \$307,536 per year, while Ecology Services provided a bid for \$287,940. These figures did not include tipping fees paid to Frederick County or vendor collection services for bulk trash and yard waste events. Ms. Myers stated the City's service with J&J Trash has been great throughout the years and that she'd received good reviews about Ecology Services from customers she contacted. She stated staff would expect a fair amount of transitional bumps if the vendor were to change, as typically happens with such service changes. Commission Members stated they were inclined to recommend staying with J&J Trash give the relatively small difference in pricing and to ease any potential service-related transition issues.

Ms. Myers also discussed trash rates for FY26. She stated because the Commission previously recommended keeping the trash deficit around \$150,000, quarterly resident rates would not need to be increased much at all since vendor pricing was decreasing with the future contract. Staff

ran numbers for keeping a deficit of around \$100,000 instead, which only resulted in an increase of \$24/year/resident with J&J Trash. The Commission recommended approval.

FY2026 Budget Review – Mayor Brown and Ms. Martorana gave overall budget process and FY26 budget presentations. They stated the budget would come before the public and Council in May.

FY2025 Finance Report – There were no questions on the finance reports.

The meeting adjourned at 6:35pm.

Report prepared by Carrie Myers