

## 1. City Council Regular Meeting Agenda

### Documents:

- 01 -- AGENDA FOR 01-08-2018.PDF
- 02 -- DORCHESTER ELKS LODGE 223 TO PRESENT COUNCIL WITH TROPHIES.PDF
- 03 -- REQUEST FROM EASTERN SHORE NETWORK FOR CHANGE.PDF
- 04 -- MINUTES FROM 12-11-2017.PDF
- 05 -- ROTARY OYSTER ROAST.PDF
- 06 -- IRONMAN 70.3 EAGLEMAN.PDF
- 07 -- YMCA -- HEART OF CHESAPEAKE BIKE TOUR.PDF
- 08 -- MARINA BATHHOUSE RENOVATIONS.PDF
- 09 -- HIGH STREET RENOVATIONS.PDF
- 10 -- DONATION TO POLICE DEPARTMENT.PDF

## AGENDA

**City of Cambridge**  
**City Council Meeting**  
January 8, 2018  
Council Chambers - 305 Gay Street  
Cambridge, MD 21613

6:00 pm Mayor to Convene Council in Regular Session

### Agenda

1. Council to approve or amend agenda as presented.

### Public Comment

### Requests from the Public

2. Dorchester Elks Lodge 223 to present to the Mayor and City Commissioners trophies for their participation in the Elks' 100<sup>th</sup> Anniversary Parade
3. SUBJECT: Request from Eastern Shore Network for Change for \$1,500 to support a series of conversations concerning race relations in our community. (Item tabled at Dec. 11, 2017 meeting)  
Recommendation from the Mayor that Council:
  - A. Approve the request and
  - B. Appropriate \$1,500 from the Appropriated Reserve of the General Fund to the Mayor's budget.

### Consent Calendar

4. SUBJECT: Meeting Minutes from Council Meetings on December 11, 2017  
Recommendation: That Council approve as submitted.
5. SUBJECT: Request from Cambridge Rotary Foundation to hold their annual Rotary Oyster Roast at Long Wharf on Saturday, March 24, 2018 from noon until 4:00 pm; a variance from the noise ordinance; closure of Long Wharf parking lot from 10:00 am until 10:00 am until 5:00 pm; and permission to serve alcohol  
Recommendation: That Council approve the request subject to:
  - A. Submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to event and
  - B. Submission of copy of County liquor license prior to event

6. SUBJECT: Request from Ironman for permission to hold Ironman 70.3 Eagleman starting and finishing in Great Marsh Park on Sunday, June 10, 2018 from 4:00a.m. until finish; use of City trash cans, permission to erect a tent in the park; a variance from the noise ordinance, and permission to serve alcohol

Recommendation: That Council approve the request subject to:

- A. Submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City (submitted with application)
- B. Submission of copy of County liquor license prior to event, and
- C. Coordination with CPD and DPW for logistics and traffic control

7. SUBJECT: Request from the YMCA of the Chesapeake to hold their Heart of the Chesapeake Bike Tour on Saturday, July 21, 2018 starting and ending at the YMCA (7:00 am to 2:00 pm)

Recommendation: That Council approve the request

### **Old Business**

8. SUBJECT: Award of Contract for Marina Bathhouse Renovations

Recommendation: That Council

- A. Approve an amendment to the FY 2017 Operating and Capital Improvement Program:
  - 1. Deleting CP18-06 \$35,000 (grant funds) for new lights for docks;
  - 2. Deleting CP18-07 \$30,000 (grant funds) slip renovations; and
  - 3. Adding CP18-26 \$65,000 (grant funds) interior renovations at the Marina bathhouse.
- B. Award the contract for the interior renovations of the marina bathhouse to Colossal Contractors, Inc. for the bid amount of \$65,446.00

9. SUBJECT: High Street Renovations

Recommendation: That Council approve construction of the 300 block of High St. improvements to begin in January 2019

### **New Business**

10. SUBJECT: Donations to Police Department

Recommendation: That Council appropriate \$500.00 into the 2018 General Fund budget and increase the Cambridge Police Department operating budget for Shop with a Cop.

### **Mayor and Council**

### **Adjourn**

City Council meetings are conducted in open session unless otherwise indicated. Pursuant to the Maryland Open Meetings Act, all or a portion of the Council meeting may be held in closed session by vote of the Council. Please note that the order of agenda items is subject to change and that meetings are subject to audio and video recording.

**Kathy Foster**

Date: 01/08/2018

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**From:** ContactCambridge=choosecambridge.com@mg.comcate.com on behalf of Cambridge, MD <ContactCambridge@choosecambridge.com>  
**Sent:** Thursday, December 28, 2017 9:17 AM  
**To:** Kathy Foster  
**Subject:** New Comcate eFM case: City Manager>City Council Meeting (you are secondary)

Case ID#: 1275

Case Detail page: <https://clients.comcate.com/rep/caseDetail.php?ag=263&id=1296377>

Topic>Subtopic: City Manager>City Council Meeting

Case Location:

618 PINE St

CAMBRIDGE, MD 21613

Action that triggered this email: Case created

Customer: Meekins, Greg

Owner: Sandra Tripp-Jones

Date case was created (Days outstanding): 12/28/2017 (-0)

Your role on this case: Secondary Owner

Customer request (only first sentences): Dorchester Elks Lodge 223 would like to present to the Mayor and City Commissioners trophies for their participation in our 100th Anniversary Parade on October 28, 2017. The parade was the largest in our history and the first time all Commissioners participated. As an expression of thanks for their participation and support we request to present them with trophies.

You can also access your account by going to the employee home page and entering your username and password.



**REAL TIME  
STRATEGIC  
CHANGE**

310.924.7667  
1120 Adams St.  
Toledo, Ohio 43604

Agenda Item No. 3

Date: 01/08/2018

**MEMO**

**To:** Mayor Victoria Jackson Stanley, Dion Banks, Phil Feldman, Amanda Fenstermacher Cesar Gonzalez, Greg Meekins, Kisha Petticolas,  
**From:** Jake Jacobs, George McDaniel  
**Date:** Jul 18, 2017  
**RE:** Proposal Phase 1

Background and Context

We understand there still exists mixed but very deep feelings over the fire that broke out fifty years ago in the historically black neighborhood of Cambridge after H. Rap Brown's civil rights speech. Though the flames were extinguished, memories still burn, exacerbated by the earlier closing of the Phillip's Packing Company, which had significant economic impact on the city and its residents. Moreover, there still exists open segregation in the city, as illustrated in such everyday situations of when black and white folks do their weekly shopping after church services conclude. However, there are also many positive stories in the community, including the Cambridge Community Radio oral history series, several large churches with a broader vision of the community's future, the plans for student farming, the community conversations and the unveiling of the huge mural, and the Harriet Tubman Visitor Center among others. It will be important to highlight these achievements as people engage in other, more difficult aspects of community conversations.

With your help and guidance, we will be responsible for designing a process that will bring understanding, healing, and compassion to those who we can encourage to participate from the Cambridge community.

Our Proposed Plan

Based on these understandings, we recommend:

- A subgroup of those with whom we spoke organize a visit we make to Cambridge
- We meet for a day with various community leaders and members, both formally and informally, to learn about the city, its issues and opportunities
- We meet the second morning with you, the group with whom we spoke earlier this week, to agree on a purpose, outcomes and draft design for a process that engages the Cambridge community in achieving these
- We partner during the second afternoon to flesh out this draft design, identify open issues and clarify decisions that need to be made in order to move the effort forward
- At the close of our second day in Cambridge we will present a comprehensive plan for a way forward that we are all confident will achieve the purpose and outcomes agreed during the morning session
- This second day could be configured so that a broader cross-section of the community joins in these conversations – this is a decision we believe will be best made with you all
- We will integrate all of the input received during our visit, including the plan, and prepare a report that can be reviewed with other key stakeholders, joining via phone or video conference as you see necessary.

In addition to our work described above, there are two ideas we discussed on our call we believe will further support your efforts:

1. Partner with the Ministerial Alliance to deliberately pair black and white neighboring churches for their meetings to help break the ice across all communities; and,



2. Gain insight and counsel from you all on where the sessions can best be held and other decisions that will send a message to people about what matters most to the organizers (e.g., sharing hosting sites versus holding more events at the AME church).

Fees and Expenses

We will bill you \$4,500 in total fees for all work described in this proposal plus our expenses for travel, meals and accommodations at cost. To keep expenses at a minimum, we would be pleased to stay in a private residence instead of a hotel.

We sincerely appreciate being able to support you in this important work and look forward to speaking to you later in the week about how we can best get started.

The City Council met in regular session on Monday, December 11, 2017 in Council Chambers. A quorum being present, Mayor Victoria Jackson-Stanley called the meeting to order at 6:00 p.m. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Cannon, and Hanson. Commissioner Foster was absent. Mayor Victoria Jackson-Stanley asked for a moment of silence. Commissioner Hanson led in the Pledge of Allegiance.

6:00 pm Mayor to Convene Council in Regular Session

### **Report on Closed Session (11/27/17)**

Sandra Tripp-Jones reported that at the end of the Council meeting on November 27, 2017, Council held a closed session to consider the acquisition of real property for a public purpose and matters directly related thereto, because public discussion would adversely impact the City's ability to make the acquisition or negotiate a favorable financial agreement. There was no reportable action taken. Council went back into open session following the meeting at 7:25 pm. Present were the Mayor, all five Commissioners, Sandra Tripp-Jones, and Chip MacLeod.

A motion by Commissioner Cannon to accept the report was seconded by Commissioner Rideout and approved 4:0.

### **Agenda**

1. Council to approve or amend agenda as presented.

Mayor Stanley asked that Item 7 under New Business be moved to the end of the New Business section. Sandra Tripp-Jones asked to add Item 13, Christmas Bonuses for Employees. She also asked that a correction be made to the recommendation on Item 2 changing the amount of the appropriation from \$4,500 to \$1,500. Commissioner Sydnor said that Commissioner Foster would arrive around 7:00 pm. She has some questions on Item 2 and asked that this item be moved further down the agenda. Mayor Stanley suggested that the item be moved to the end of the New Business section. Commissioner Cannon asked that the Consent Calendar items be voted on separately because he serves on the Board of Directors for the Chamber of Commerce. A motion by Commissioner Rideout to approve the amended agenda was seconded by Commissioner Hanson and approved 4:0.

### **Public Comment**

Mayor Victoria Jackson-Stanley welcomed Acting Chief Wayne Bromwell who was sworn in today as our Chief of Police.

Richard Lalka said the bricks are not 200 years old so he doesn't think we need the bricks on High Street. Asphalt road would be a lot nicer and is easier to repair.

### **Requests from the Public**

2. SUBJECT: Request from Eastern Shore Network for Change for \$4,500 (\$1,500) to support a series of conversations concerning race relations in our community.  
Recommendation from the Mayor that Council:
  - A. Approve the request and
  - B. Appropriate \$1,500 from the Appropriated Reserve of the General Fund to the Mayor's budget.

Dion Banks said in 2012 he and Kiska Petticolas realized that there was a lot of tension as it relates to racism in the City on because it was a taboo topic and people just did not feel comfortable talking about it. They started asking questions about why it is like this. They held a town hall meeting called "Forty-Five Years After Fire, How Do You Know Where You Are Going, If You Don't Know Where You've Been?". More than 150 people showed up. The audience was demographically split in terms of race. This amazing even was heightened with emotions, some tears and some loud voices. They realized that it was the first public conversation they had since the fire in 1967. They did their homework to make sure they are telling the true story. It will be a true story of who we are and a story that will attract other people that would want to come here and learn about this national movement. This is an opportunity for use to share our story with the world and hopefully we can all make some money by having people shop in our stores and stay in our hotels.

Amanda Fenstermaker, Dorchester County Tourism, said last year at this time she was racking her brain thinking about putting together a culinary program based on African-American culinary traditions. One of her colleagues in Montgomery County suggested she get in contact with Dr. George McDaniel who is the now-retired director of Drayton Hill, an iconic 1738 plantation right on the Ashley River in Charleston, SC. After spending 90 minutes on the phone with him, she realized that his expertise in the culinary heritage is a very small part of what he could offer us. He was very taken with our history and the complexity of the story that has made us who we are today. He understands firsthand the importance of using historic sites to tell the full story of American history. When he retired, he went to work on a team called "Real Time Strategic Change" that has a method called polarity thinking that is based on facilitated dialogs. People meet in small groups to come up with real solutions to real world problems. She did a lot of research on it and thinks it could be relevant to us and what Dion and Kisha are trying to put together. The funds they are requesting would allow them to bring this consulting team with Real Time Strategic Change for a three-day period of time. They would use the time to explore our community's assets, meet with focus groups, and elected officials and to work collaboratively with an advisory group to agree on a road map for putting together a strategic plan that would lead our community, in particular as it relates to Pine Street. There is a visitor demand for African-American history. At least 90,000 people have visited the Harriet Tubman Visitors Center in less than one year. Dorchester County has a really unique African-American History and we know, based on the trends, that there is a demand for that. With the City's interest, the State's involvement in the Pine Street Historic District along with several other interested parties such as Cambridge Main Street and the Elk's Lodge, they think it would be a great time to embark upon this effort that would

result in a really great road map to get us to a place where we can all enjoy the Pine Street Community.

Kisha Petticolas said their request is \$1,500. The total budget for this project is \$4,500. Eastern Shore Network for Change has committed \$1,500; Heritage Area has committed \$1,500 and they are asking the City to commit \$1,500. It is very important for the whole process to have the City buy into what we are doing here. The end goal will benefit the City because we will have this strategic plan but it will also be the beginnings of community conversations and it will hopefully result in a community building effort.

Commissioner Sydnor asked about the sentence about open segregation in the City as illustrated in such everyday situations of when black and white folks do their weekly shopping after church. Dion Banks said in 2012 when they started their conversations, they realized that the old saying 'birds of a feather flock together' was illustrated by the fact people are in an environment where they felt unsafe so when people congregated into the church, even though they were there for the same thing, people congregated as to the white or black. When they had another conversation in the City of Cambridge when they had the town hall when there were mass shootings across the country, they wanted to make sure people that there was an open relationship with our cops and an opportunity to address City Council. People did the same thing. Before they started, they asked people to get up and change their seats because people just tend to naturally flock how they flock. He doesn't know why they do that. Those are two examples he can give as to how people do it. People congregate in social groups and sometimes it is racial groups.

Commissioner Sydnor asked if Dorchester County is going to put up any funds for this project. Amanda Fenstermaker said they had allocated funds through the Heritage Area grant which is a program which is operated through the Dorchester County Tourism Office. Commissioner Sydnor said the City also allocated \$15,000 to that organization. He asked if we got a breakdown of how the funds were spent. Sandra Tripp-Jones said the \$15,000 was for police services. It did not go to the organization. The expenditures turned out to be less than \$10,000 and of that, only about \$1,500 was General Fund moneys. They rest we were able to charge to the Safe Streets grant. We did not transfer funds to the Eastern Shore Network for Change. Mayor Stanley said during the July celebration of Eastern Shore Network for Change, she happened to be in Food Lion. Joanne Chase called her and told her she was not going to believe what happened to her. She was working at her second job and a person came in and threw the money at her. Joanne tossed it back at this person. The male called her the N word; picked up his money, and stormed out of the second employment site. She was so upset that this was happening in 2017. She allowed the Mayor to tell this story to use it as the example and she used it at that program. In 2017, someone treated this woman, not because she was a shop person, but because she was a black person. Commissioner Sydnor said he does not think that is unique to Cambridge. Mayor Stanley said we are talking about what we in Cambridge can do to open the conversation that it won't happen. Her point is that if we don't talk about it and expose that wound and get it out, this will continue to happen to Cambridge. It is not unique to us. Commissioner

Cannon said as someone who grew up in this town and saw all these things go down, he applauds this organization for trying to get this conversation going.

Dion Banks said they are talking about systematic oppression, not just segregation. Now 50+ years later, while the system has changed, we are still playing catch-up emotionally. We all played a role in this. All of our perceptions are of value. The only way we will heal is if we create safe environments to have these really tough raw conversations. People do not have to agree, but they will have been heard and we are sensitive to how people feel. That is all they are trying to do. We will build friendships with each other. That is the goal.

Commissioner Hanson asked about the end product. Amanda Fenstermaker said the end product, after putting in the hours for dialog will be a strategic plan that will integrate what the consultants have learned over the course of the dialog. It will be presented to Council.

Commissioner Sydnor asked where the funds are coming from. Mayor Jackson-Stanley said we have appropriated reserve in the General Fund that will go to the Mayor's budget. Sandra Tripp-Jones said the appropriated reserve presently has \$87,500.

A motion by Commissioner Cannon to table this request until January 8, 2018 was seconded by Commissioner Hanson and approved 3:0:1 with Commissioner Rideout abstaining.

### Consent Calendar

3. SUBJECT: Meeting Minutes from Council Meetings on November 27, 2017  
Recommendation: That Council approve as submitted.

A motion by Commissioner Rideout to approve the meeting minutes from November 27, 2017 was seconded by Commissioner Hanson and approved 4:0.

4. SUBJECT: Request from the Dorchester Chamber of Commerce for permission to hold a Boat Docking Competition on Saturday, June 16, 2018 from 11:00 am to 4:00 pm at Long Wharf; permission to erect a tent; use of City trash cans; a variance from the noise ordinance; closure of Long Wharf's parking lot from 9:00 am until 5:00 pm; and permission to serve alcohol in the park  
Recommendation: That Council approve the request subject to:
- A. Submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to event,
  - B. Submission of copy of County liquor license prior to event, and
  - C. Approval by the City Manager of a parking and traffic management plan.

Commissioner Cannon recused himself because he is a Board Member of the Dorchester Chamber of Commerce. He left the room.

A motion by Commissioner Hanson to approve the event was seconded by Commissioner Rideout and approved 3:0.

### Old Business

5. SUBJECT: Economic Development Strategic Plan CDBG Grant No. MD-16-CD-21 for \$25,000

Recommendation: That Council hold a hearing on the subject grant as required by the Department of Housing and Community Development Community Development Block Grant program

A motion by Commissioner Cannon to hold a public hearing was seconded by Commissioner Cannon and approved 4:0.

Tonight's public hearing was advertised in the *Star Democrat* on Friday, December 1, 2017 and also on their on-line site.

The update to the Strategic Plan was adopted by Council on February 13, 2017. It was funded with a CDBG grant.

The four areas of prioritized recommendations coming out of the Strategic Plan Update are:

- 1) Time to Realize the Waterfront 2020 Vision—that includes not only the development of the Port Property, but also pedestrian linkages and from the waterfront, across the waterfront, and the downtown and recognizing that the Port Property is not the only area in the waterfront under the 2020 Vision. This is an active project. We have just held a work session with Sailwinds Park Inc. that were instrumental in the 2020 Vision and strengthening with intention to bring to Council the recommended agreement for strengthening that linkage and future collaboration between the City and Sailwinds Park, Inc.
- 2) Develop a Downtown Cambridge Micro-Enterprise Center to Stimulate Entrepreneurship—While staff and the committee have not been particularly active on this, nevertheless, the purposes behind the redevelopment of the former Phillips Packing Plant Factory F fit into this concept of including a micro-enterprise incubator center.
- 3) Consideration and Promotion of Charter Schools—This would support education development in the City.
- 4) Meaningfully Expand Code Enforcement—Sandra Tripp-Jones is engaged in a management audit of Code Enforcement. She has been training up on innovative Code Enforcement and will be bringing the Council recommendations on that probably as part of the budget process.

Richard Lalka asked for a written report. He would like to see where \$25,000 went and how it was divided out and what went on. He didn't hear anything about that. You can talk about economic development but he didn't say "we'd like to improve this piece of property down here for \$5,000 or \$6,000." Or "we'd like to improve this down here over on Pine Street." Or "I'd like to improve the High Spot Street." This is what he is trying to say.

Sandra Tripp-Jones said while the grant was \$25,000, we actually hired a consultant for \$20,000. She gave Mr. Lalka a copy of the report he requested.

Nobody else asked to speak. A motion by Commissioner Hanson to close the public hearing was seconded by Commissioner Cannon and approved 4:0.

6. SUBJECT: Amended application to Maryland Department of Housing and Community Development requesting \$500,000 for low income home owner housing rehabilitation project in the Pine Street Area
- Recommendations: That Council:
- A. Hold a hearing on subject application;
  - B. Approve an amended application to DHCD increasing the funding request from \$200,000 to \$ 500,000 for a low-income home owner housing rehabilitation project in the Pine Street area;
  - C. Authorize the Mayor to execute an agreement with DHCD subject to approval as to form by the City Attorney for subject project;
  - D. Following execution of the agreement, appropriate \$500,000 to the General Fund for the project; and
  - E. Authorize release of an RFP for a contract Housing Specialist and part-time Grant Administrator, subject to approval in the CDBG grant of both contract positions.

Tonight's public hearing was advertised in the *Star Democrat* on Wednesday, December 6, 2017 and also on their on-line site.

A motion by Commissioner Hanson to open the public hearing was seconded by Commissioner Rideout and approved 4:0.

Sandra Tripp-Jones reported that the City originally applied for \$250,000 for a low-income homeowner rehabilitation project for the Pine Street area. The City Council matched that with a \$100,000. Habitat for Humanity Choptank brought in about \$75,000 or \$80,000 at the time. We submitted the application in May. During the summer, we were notified that that we received \$200,000 and we proceeded to plan. At the same, Secretary Holt from the Department of Housing and Community Development and his staff met with City Staff, the Mayor, Commissioner Sydnor and Commissioner Foster. We toured the Pine Street area so they could get a sense of the need for a larger project. They generally agreed that there was a need and Commissioner Holt tasked us with identifying an area to start with, within the Pine

Street area. We went into a planning process on October 31, 2017. At the end of that planning meeting with several staff from the City, the County, Habitat, and the Department of Housing and Community Development, Cindy Stone from the Department of Housing and Community Development announced that rather than \$200,000, that this grant would be for \$500,000 and we would need to do an amended application for that amount. They asked us to do more investigation of two potential sites within the Pine Street Area for the first project. One we identified at the time as the triangle of High Street, Pine Street, and Muir Street. The other was an area at High Street and Washington Street. They were very clear that this first project is a first and they want it to be a very visible high-impact project rather than a dispersed rehabilitation program. Staff and Habitat and the County have looked at a number of properties. A map of the area we are focusing on was included in the agenda packet. It includes properties that could be purchased and potentially demolished and rebuilt, properties that could be rehabbed, historic properties for specific kinds of rehab and vacant lot. Habitat also owns a few properties in this area. We think this is a really positive place to start because the area would be good to work with, we know what to do, and we can get going on it. We want a successful project to motivate DHCD for more money for more difficult areas.

The recommendations tonight are to hold a hearing on the amended application increasing the application from the \$200,000 award to \$500,000 offered; to authorize the Mayor to execute an agreement with DHCD subject to approval as to form by the City Attorney; following execution of an agreement, appropriate \$500,000 to the General Fund for the project, and authorize release of an RFP for a housing specialist and a part-time grant administrator. With the project expanding from what was a little under \$500,000 to now over \$1,000,000, because in addition to the money of additional funds from DHCD, Habitat is bringing in additional funds as well. This is a bigger project that requires staff to manage and administer it. DHCD has said we can request staff. We think the best way to do that is to contract staff rather than permanent staff. We would want to go out and search for a contract housing specialist and a part time grant administrator. CDBG money is very complex money to administer. They have a lot of requirements, a lot of forms, and a lot of pitfalls. We need to do this right so that we are eligible for future funding.

The list of over-arching goals that City Staff, County Staff, and Habitat Staff have identified for the Pine Street neighborhood include: to preserve housing stock within the Pine Street neighborhood historic district, to remove severely blighted properties that constitute health and safety hazards, to increase visible recognition of community's historic and cultural assets, increase homeownership for low- and moderate-income persons, to construct new single-family energy-efficient durable homeownership opportunities that complement and enhance the historic patterns of the district, support low- and moderate-income homeowners with housing rehabilitation services and education, develop incentives for landlords and investors to participate in historic preservation and construction of good quality housing, and to increase community livability with open space and amenities when possible.

If you look at the map, on the corner of High Street and Muir Street, there are two open spaces next to two houses. Within the first stage of the grant, we are going to look at trying to assemble those properties into a single property for open space.

Herve Harmon, our new Planner I, has a housing assignment for the Planning Division and he has grabbed it by the horns with really good partners in Habitat, we think we can move quickly and be prepared if we get the money here by February to actually take our first actions in this project.

Kisha Petticolas, Eastern Shore Network for Change, said they are very excited about this project. They heard rumblings and have had conversations about it. They hope the Council will vote to expand the ask with this new application. One of the things they wanted to raise next year is that Cornish Park is part of this project. That park is sorely lacking and they are hopefully that some attention and money will be spent on the park so it will be equal to the other parks in our City.

Richard Lalka said they have had this discussion for the last six years he has been here. He suggested giving some of the blighted properties to the property owner next to them which would put it on the tax role instead of making it into a park or some other things that might not bring revenue—money that we do need in the City. Sandra Tripp-Jones said in working with Dorchester County as one of the members of this team, we are also identifying properties that are going to tax sale and some of those properties don't sell at the tax sale. An option in the County's list of disposals of these properties is to go ahead and condemn and offer them to adjacent property owners. It is part of the overall tool kit for housing redevelopment in the area. This will occur in other area of the City too.

Tom Bradley asked if the money will be available to landlords. Sandra Tripp-Jones said this grant will be for homeowners. DHCD has programs for loans that can be made for rental properties with covenants that are agreed to that will keep them in low-income tenants over time. It will probably not be included in Phase 1, but is expected to be in later phases. Mr. Bradley asked how many properties are actually blighted or affected in this area. Sandra Tripp-Jones said the City has a blight study. She asked him to provide her with his e-mail address and she will send him some information with those kinds of numbers in it.

Nobody else asked to speak. A motion by Commissioner Hanson to close the public hearing was seconded by Commissioner Cannon and approved 4:0.

A motion by Commissioner Sydnor utilize the recommendations for Items B, C, D, and E in terms of the amended application to the Maryland Department of Housing and Community Development requesting \$500,000 for low-income home owner housing rehabilitation project in the Pine Street area was seconded by Commissioner Cannon and approved 4:0.

## **New Business**

### **7. SUBJECT: FY 2017 Audit**

Recommendation: That Council:

- A. Receive the draft FY 2017 audit and hear a presentation from auditor, TGM Group LLC and
- B. Approve the audit for filing with the State of Maryland by December 31, 2017.

Mr. Roy Geiser presented the FY2017 Audit.

TGM Group LLC has prepared and issued a report on the financial statements for the year ended June 30, 2017. Management is pleased to report that the *Independent Auditors' Report* has an unmodified opinion, the highest opinion that can be given. "In our opinion, the financial statements... present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the City as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United State of America."

The *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance* would report on any significant deficiencies or material weakness or noncompliance discovered during the audit. A material weakness is a deficiency in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, detected or correct on a timely basis. A significant deficiency is a deficiency that is less severe than a material weakness, yet important enough to merit the attention by those charged with governance. Management is pleased to report that there are no reported noncompliance, significant deficiencies or material weaknesses.

The City operates on an encumbrance basis and the change in fund balance on the encumbrance basis for the year ended June 30, 2017 was (\$104,672) as noted on page 52. However, on page 17, you will see that the governmental funds had a net change in fund balance of (\$21,268). This is statement is on the GAAP (general accepted accounting principles) basis and does not include encumbrances. On the bottom of page 52, you will find a reconciliation between the two statements. Included in the (\$104,672) are three one-time items, a transfer to set up the internal service fund (ISF) for health insurance, one-time monies from the State for prior years' income taxes, and Beazer monies received at tax sale both of which have been appropriated into the new budget. Adjusted for these items, the gain in the General Fund was \$375,380.

On page 20, the enterprise funds change in net position is presented. The MUC has a change in net position of \$17,300, the Sewer fund (\$582,247), the Marina fund \$0. Each year, any excess expenditures in the Marina fund were covered by a transfer from the General fund.

The Draft FY 2017 Audit was reviewed by the Finance Committee on Dec. 7, 2017.

A motion by Commissioner Sydnor to approve the audit for filing with the State of Maryland by December 31, 2017 was seconded by Commissioner Cannon and approved 4:0.

8. SUBJECT: Safe Streets Grant Funds

Recommendation: That Council appropriate \$11,118 into the 2018 General Fund budget to increase the Police Budget by \$11,118 for the Safe Streets Grant.

A motion by Commissioner Hanson to Hanson to approve the appropriation was seconded by Commissioner Rideout and approved 4:0.

9. SUBJECT: Donations for Shop with a Cop

Recommendation: That Council appropriate \$1,000 into the 2018 General Fund budget and increase the Cambridge Police Department budget by \$1,000 for Shop with a Cop.

A motion by Commissioner Hanson to approve the appropriation was seconded by Commissioner Rideout and approved 4:0.

10. SUBJECT: Cambridge Concrete Seawall Improvement Designs and Report

Recommendation: That Council receive a presentation of the Sewall replacement design and costs from consultant George, Miles and Buhr and from City staff.

Brent Jett said the City identified the seawalls as in need of replacement along the following streets: Choptank Avenue, West End Avenue, Willis Street, and Oakley Street. They were concrete and in the worst shape. They pursued a planning grant from the Maryland Department of Natural Resources. They received a grant for \$35,000; put the RFP out, and hired George, Miles, and Buhr for the work. They did the investigation of the existing conditions and design permit drawings for the replacements.

Reggie Mariner of George, Miles, and Buhr said they looked at the four streets. They did a condition survey of the existing seal wall structures and the conditions at the end of the streets. Permit drawings were created for improvements to the end of the streets that could be submitted for approval from MDE to perform the work. A written report was submitted to the City. They put together cost estimates for repairs/replacements.

No action was taken.

**Meetings:**

11. Finance Committee Meeting: 11/09/17

No action was taken.

12. City/County Coordinating Committee Meeting: 12/4/17

No action was taken.

**Additional Item**

13. SUBJECT: Christmas Bonuses for Employees

Recommendation: That Council approve Christmas bonuses to City Employees in the amount of \$115 each.

A motion by Commissioner Rideout to approve Christmas bonuses for City employees in the amount of \$115 each was seconded by Commissioner Hanson and approved 4:0.

### Notices

- Cancellation of December 18, 2017 Meeting due to lack of a quorum.

The meeting for December 18, 2017 has been cancelled.

### Mayor and Council

- Cambridge Cemetery Inc. Update (Mayor)

The City of Cambridge is the owner of the Cambridge Cemetery on the corner of Academy Street and Cemetery Avenue. Ed Kinnamon has been the overseer for many years and is stepping down. The Mayor serves and the Chairperson, the President of the County Council (Ricky Travers) serves as the Vice Chair. Commissioner Foster (Commissioner of the ward the cemetery is located in) serves on the committee also. Mr. Kinnamon gave the Committee the historical perspective of the cemetery. At the meeting, they reviewed their financial investment report and the status of the federal bond securities. The cemetery is now tax exempt [501(c)14]. If someone wants to make a donation to the Cambridge Cemetery, it will be tax exempt. They reviewed the plots, service charges, membership status, and they have elected a Secretary-Treasurer. They have other people interested in their committee. Chad Malkus serves as the Chairperson for the beautification of the cemetery committee. Mr. Kinnamon will be an advisor for six more months. Sandra Tripp-Jones clarified that the City does not maintain the cemetery. Mayor Jackson-Stanley said it is a separate group with its own funding. Commissioner Rideout asked about the financial information for the cemetery. Mayor Stanley said she will forward the information to the Council by e-mail.

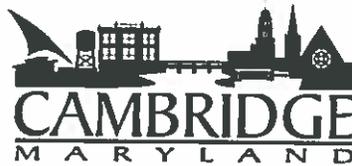
### Adjourn

A motion by Commissioner Sydnor to adjourn the meeting was seconded and approved unanimously.

With no further business, Mayor Victoria Jackson-Stanley adjourned the meeting at 7:49 p.m. I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, December 11, 2017, insofar as I personally am aware.

---

Victoria Jackson-Stanley  
Mayor



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 11/21/2017

Event Title or Type: Rotary Oyster Roast

Location of Event: Long Wharf

Date(s) of Event: March 24, 2018

Hours of Event: Noon till 4 pm

Organization/Corp. Name: Cambridge Rotary Foundation

Signature of Holder of Event: *Jeff Hubbard*

Printed Name: Jeff Hubbard Title: Past President

Address of Holder of Event: 102 High Street, Cambridge MD

Business Telephone: 410-822-1520 Residence Telephone: 443-786-7924

Is Organization Non-Profit? Yes No Is there a charge for admission? Yes No

Is event to on City, State, or Private Property? City If private, name of owner: \_\_\_\_\_

You requesting the city to provide trash containers? Yes No

Is water available at event? Yes No

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): hose bibs

Will a tent be erected? Yes No (Include on plan)

Expected Attendance: 400 Venue Seating Capacity: >2000

Is parking available: Yes No For how many vehicles? 200

Is staging or platform required? Yes No Amplification? Yes No

List types of musical instruments: drums, guitar, etc

Are required approvals attached, e.g., State, County: Yes No

Is a street closing being requested (attach map)? Yes No (do want to close Long Wharf Parking Lot from 10 am – 5 pm)

If yes, indicate closure time (consider set up and breakdown time): \_\_\_\_\_

Will food be prepared on the premises? Yes No

If yes, is County Health Dept. Inspection Approval attached? Yes No

Will alcohol be served? Yes No

If yes, please attach a copy of the county liquor license  
If no, please submit a copy after you receive it

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway Yes No

On Sidewalk Yes No

Will notification be made to residents along the route? Yes No

Will temporary signs be posted? Yes No

(Signs must be removed by the following business day, no paint is allowed on streets or sidewalks.)

**SPECIFIC ROUTE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FOR OFFICE USE ONLY-**

City Manager Approved/Denied: \_\_\_\_\_ Date: 1/3/18

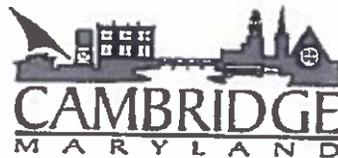
Special Conditions, if : see agenda

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$ \_\_\_\_\_

Cambridge Police Department: Approved:  Denied: \_\_\_\_\_ Signature: [Signature]

Rescue Fire Department: Approved: \_\_\_\_\_ RFC is good with this. \_\_\_\_\_

Department of Public Works: Approved:  Denied: \_\_\_\_\_ Signature: George W. Hyde



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 11/6/17

Event Title or Type: IRONMAN 70.3 BAGLEMAN

Location of Event: GREAT MARSH PARK

Date(s) of Event: SUNDAY 10 JUNE 2018

Hours of Event: 4:00 AM UNTIL LATE

Organization/Corp. Name: IRONMAN

Signature of Holder of Event: 

Printed Name: COREY BOYLE Title: RACE DIRECTOR

Address of Holder of Event: 700 CASTAIL COVE CAMBRIDGE MD 21613

Business Telephone: 443 786 0059 Residence Telephone: \_\_\_\_\_

Is Organization Non-Profit? Yes  No  Is there a charge for admission? Yes  No  RACE ENTRY FEE

Is event to on City/State or Private Property? \_\_\_\_\_ If private, name of owner: \_\_\_\_\_

You requesting the city to provide trash containers? Yes  No  IN ADDITION TO OUR OWN

Is water available at event? Yes  No

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): GREAT MARSH

Will a tent be erected? Yes  No  (Include on plan) SITE PLAN ATTACHED.

Expected Attendance: 2000 Venue Seating Capacity: \_\_\_\_\_

Is parking available: Yes  No  For how many vehicles? STREET PARKING

Is staging or platform required? Yes  No  Amplification? Yes  No  GREAT MARSH - WEATHER PERMITTING OWN RESOURCES

List types of musical instruments: NA

Are required approvals attached, e.g., State, County: Yes  No  SMA APPROVAL SUBMITTED

Is a street closing being requested (attach map)?  Yes  No - COURSE MAPS INCLUDED.

If yes, indicate closure time (consider set up and breakdown time): \_\_\_\_\_

Will food be prepared on the premises? Yes  No

If yes, is County Health Dept. Inspection Approval attached? Yes No

Will alcohol be served?  Yes No LICENSE TO BE APPLIED FOR BY MAIN ST INC.

If yes, please attach a copy of the county liquor license  
If no, please submit a copy after you receive it

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway  Yes No

On Sidewalk Yes  No

Will notification be made to residents along the route?  Yes No

Will temporary signs be posted?  Yes No

(Signs must be removed by the following business day, no paint is allowed on streets or sidewalks.)

SPECIFIC ROUTE: COURSE MAPS ATTACHED.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FOR OFFICE USE ONLY-**

City Manager  Approved/ Denied: \_\_\_\_\_ Date: 1/3/18

Special Conditions, if: See agenda ~~report~~  
\_\_\_\_\_

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$ \_\_\_\_\_

Cambridge Police Department: Approved:  Denied:  Signature: [Signature]

Rescue Fire Department: Approved:  Denied:  Signature: [Signature]

Department of Public Works: Approved:  Denied:  Signature: George W. Hyde



**APPLICATION FOR A SPECIAL EVENT LICENSE**

Date of Application: 1-2-2018

Event Title or Type: HEART OF THE CHESAPEAKE BIKE TOUR

Location of Event: CAMBRIDGE, MD NORFOLK COUNTY

Date(s) of Event: JULY 21, 2018

Hours of Event: 0700-1400

Organization/Corp. Name: YMCA OF THE CHESAPEAKE

Signature of Holder of Event: *Malissa Renault*

Printed Name: MARISSA RENAULT Title: \_\_\_\_\_

Address of Holder of Event: 201 TALBOT AVE., CAMBRIDGE, MD 21613

Business Telephone: 410/221-0505 Residence Telephone: \_\_\_\_\_

Is Organization Non-Profit?  Yes  No      Is there a charge for admission?  Yes  No

Is event to on City, State, or Private Property? No If private, name of owner: \_\_\_\_\_

You requesting the city to provide trash containers? Yes  No

Is water available at event? Yes  No

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): \_\_\_\_\_

Will a tent be erected? Yes  No  (Include on plan)

Expected Attendance: 500 Venue Seating Capacity: NA

Is parking available  Yes  No For how many vehicles? 100

Is staging or platform required? Yes  No  Amplification? Yes  No

List types of musical instruments: NA

Are required approvals attached, e.g., State, County  Yes  No

Is a street closing being requested (attach map)? Yes  No

If yes, indicate closure time (consider set up and breakdown time): \_\_\_\_\_

Will food be prepared on the premises? Yes  No

If yes, is County Health Dept. Inspection Approval attached? Yes  No

Will alcohol be served? Yes  No

If yes, please attach a copy of the county liquor license  
If no, please submit a copy after you receive it

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway  Yes  No

On Sidewalk Yes  No

Will notification be made to residents along the route? Yes  No

Will temporary signs be posted?  Yes  No  
(Signs must be removed by the following business day, no paint is allowed on streets or sidewalks.)

SPECIFIC ROUTE: SEE ATTACHED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FOR OFFICE USE ONLY-**

City Manager  Approved/Denied: \_\_\_\_\_ Date: 1/3/18

Special Conditions, if: see agenda  
\_\_\_\_\_

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$ \_\_\_\_\_

Cambridge Police Department: Approved:  Denied:  Signature: [Signature]

Rescue Fire Department: Approved:  Denied:  Signature: [Signature]

Department of Public Works: Approved:  Denied:  Signature: George W. Hyde

## Council Agenda Report

**Date:** January 8, 2017

**Prepared by:** George W. Hyde, PE, City Engineer

**Submitted by:** Oden C. Wheeler Jr., Director DPW

**SUBJECT:** Award of Contract for Interior Renovations at the Marina Bathhouse

**Recommendation:** That Council

- A. Approve an amendment to the FY 2017 Operating and Capital Improvement Program:
  1. Deleting CP18-06 \$35,000 (grant funds) for new lights for docks;
  2. Deleting CP18-07 \$30,000 (grant funds) slip renovations; and
  3. Adding CP18-26 \$65,000 (grant funds) interior renovations at the Marina bathhouse.
- B. Award the contract for the interior renovations of the marina bathhouse to Colossal Contractors, Inc. for the bid amount of \$65,446.00

**Discussion:**

On Tuesday, December 5<sup>th</sup>, bids were opened for the interior renovations of the municipal marina bathhouse. Four (4) bids were received as follows:

Company	Base Bid	Add Alts.	Base Bid + Alts.
Colossal Contractors	\$54,136	\$11,310	\$65,446
Harper & Sons	\$68,284	\$7,994	\$76,278
Gillis Gilkerson	\$63,118	\$15,350	\$78,468
Willow Construction	\$66,364	\$12,400	\$78,764

Based on review of their bid and reference checks, it is staff's recommendation to award the contract to the low bidder, Colossal Contractors. They previously did work for the City in 2002 when they painted the exterior of the old City Hall building. A copy of their bid, showing a breakdown of the work to be performed, is attached.

In the FY2018 budget, the Capital Improvement Program includes \$65,000 for new lights for docks and slip renovations. However, the \$65,000 grant has been approved by the Department of Natural Resources for the interior renovations at the Marina which are deemed a higher priority at this time. By deleting the lighting and slip renovations project and replacing them with the bathrooms renovation project, no additional appropriation is required.

**Fiscal Impact:**

The City was awarded \$65,000 in grant funds from the Dept. of Natural Resources Waterway Improvement Fund for this project. Matching funds are not required.

**Approved by:** Sandra Tripp-Jones, City Manager 

**FORM OF PROPOSAL**

**Contract No: 18-01**

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**Interior Renovations  
Cambridge Municipal Marina Bathhouse**

Date 12/04/17

**TO: COMMISSIONERS OF CAMBRIDGE  
DEPARTMENT OF PUBLIC WORKS  
1025 WASHINGTON STREET  
CAMBRIDGE, MARYLAND 21613**

Gentlemen:

Proposal of Colossal Contractors, Inc. (hereinafter called "BIDDER"), organized and existing under the laws of the State of Maryland doing business as Corporation (Insert "a corporation", "a partnership", or "an individual" as applicable.) to COMMISSIONERS OF CAMBRIDGE, MARYLAND (hereinafter call "OWNER").

In compliance with your Request for Proposal, BIDDER hereby proposes to perform all WORK for Contract No. 18-01 "Interior Renovations- Cambridge Marina Bathhouse" in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to his BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 90 consecutive calendar days thereafter.

BIDDER acknowledges receipt of the following ADDENDUM:

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-----  
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## BID SCHEDULE

### I. BASE BID

Fifty four thousand one hundred thirty six dollars and 00/100 cents

**Dollars**

( \$54,136.00 )

The Base Bid is broken down as follows:

1. Installation of Duraflex Poly Crete SLB flooring	\$ <u>19,500.00</u>
2. Painting of Interior	\$ <u>5,120.00</u>
3. Installation of Wall Tiles	\$ <u>3,000.00</u>
4. Women's & Men's Room Misc. Renovations	\$ <u>24,316.00</u>
5. Removal of Window in Dockmaster Office	\$ <u>2,200.00</u>

### II. ADD ALTERNATES

1. Tankless Water Heater	\$ <u>6,760.00</u>
2. Poly Crete SLB Flooring- Long Wharf Restroom	\$ <u>4,550.00</u>

The undersigned BIDDER proposes to use the following named SUBCONTRACTORS:

N/A

The following Corporation is chartered in the State of Maryland

Adriana Medina, Contracts Administrator  
Witness

Juan R. Navarro

Signature

President

Title

**CORPORATE SEAL**

Colossal Contractors, Inc.

Firm Name

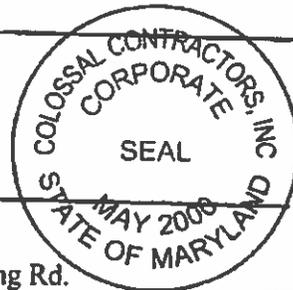
4601 Sandy Spring Rd.

Burtonsville, MD 20866

12/04/17

Date:

Business Address



## Council Agenda Report

**Date:** January 8, 2018

**Prepared and Submitted by:** Oden C. Wheeler Jr.

**SUBJECT:** High Street Renovations

**Recommendation:** That Council approve construction of the 300 block of High St. improvements to begin in January 2019

**Discussion:**

Inasmuch as the renovations in the 300 block of High St. will be an exciting project and provide a major street improvement to our citizens, our historic area, tourism, etc., the renovations themselves will provide a multitude of challenges; i.e. accommodating the businesses to lessen the financial impact on their operation; minimizing the impact on events held on High St. or that utilize High St. as a main corridor; and developing a traffic control plan for citizens & businesses just to name a few. Over the past several weeks, Brandon Hesson has conducted a survey of the businesses along this block of High St. seeking their input as to whether commencing construction in March 2018 or January 2019 would better serve them. From this effort Brandon received responses from 15 businesses located on the 200 and 300 blocks of High Street, and a majority (66%) preferred January of 2019. The breakdown was as follows:

January 2019 – Ten businesses preferred this date, and the main reason given was that this date would interfere less with the busy summer season. When asked, six of these businesses said that their business would be greatly affected by a March 2018 start date. Each respondent in this category suggested the added time would be necessary for them to plan logistics (deliveries, notification to public of traffic patterns).

March 2018 – Three businesses responded that this date was better, and the primary reason was to tackle the job as soon as possible, and to do it while there was funding and the political will to complete it. When asked, two of the three businesses stated that their business would not be affected negatively by either date.

No Preference – One business chose to not make a selection, as either date would most likely not impact them.

No Response – One business suggested that it wanted to see plans for the repair, but did not reply to a second request for a date preference.

Other comments we heard was this would give us and the businesses time to work out traffic concerns; i.e. how to make a least one or two drive-thru lanes available to 1880 Bank customers, especially the ATM which only has one lane access, and to provide funeral home access for services, etc.

Based on the response to the survey, staff recommends that the construction be scheduled for January of 2019. Note that funds appropriated for this project in FY 2018 will need to be re-appropriated into FY 2019 budget when the time comes. Also note that a traffic management plan will be developed in consultation with businesses between now and the project start.

**Fiscal Impact:** The estimated construction cost for the 300 block of High St. is \$800,000, consisting of \$542,000 from the General Fund, \$156,000 from the Sewer Fund & \$102,000 funded from the Water Fund.

Approved:

A handwritten signature in black ink, appearing to be "gco", written over the word "Approved:".

## Council Agenda Report

Agenda Item No. 10

Date: 01/08/2018

**Date:** January 8, 2018

**Prepared by:** Lisa Jones, Executive Assistant

**Submitted by:** Interim-Chief Wayne Bromwell

**SUBJECT:** Donations to Police Department

**Recommendation:** That Council appropriate \$500.00 into the 2018 General Fund budget and increase the Cambridge Police Department operating budget for Shop with a Cop.

**Discussion:** Choptank Electric Trust has given the Police Department a \$500.00 donation to be used to purchase Walmart Gift Cards for the community's children during the Shop with a Cop Event on December 21<sup>st</sup> and 22<sup>nd</sup>, 2017.

**Fiscal Impact:** None

**Approved:**

