



**Commissioners of
St Michaels
Working Legislative and Closed Session
August 9, 2023, 6:00 pm - 9:00 pm
St. Michaels Branch of the Talbot Co.
Library
106 S. Fremont Street
St. Michaels, MD 21663**

AGENDA and DOCUMENTS

Table of Contents

Cover Page	1
Table of Contents	2
Agenda	3
Minutes 7-12-23	5
Event Permit 2023-17 SMCC Block Party	11
Event Permit -2023-19 Watermen-s Appreciation Day	18
Event Permit 2023-20 CMBB Boat Auction	32
July	46
Police_Dept_2022-2023_Call_Breakdown	47
Police_Dept_2022-2023_Month-Year_Totals	48
Police_Dept Gas Reports	49
Monthly Disbursements	56
Actual vs Budget	67
Profit Loss	74
Planning Zoning Report -July	80
Public works report July 2023	81
SMPW Fuel Report Diesel July 2023	83
SMPW Fuel Report Gasoline July 2023	84
Agenda Noise Amendment	85
Ordinance No. 547 - Noise	86
Agenda - Police Department Orginzational Structure	90
Current Rank	91
Proposed Rank	92
Sergeant Job Description	93
RFP Dvelopment Maintenance of Website	96
St Michaels Tourism Board	107
Agenda Master Plan Consultant Selection EC Property	126
AMT Proposal - Town of St Michaels Community Design Charette	128
Mahan Rykiel Community Design Charette Proposal	160
Andropogon - St. Michaels Community Park	203
8-9-2023 Closed Session Form	255

AGENDA

Commissioners of
St Michaels
Working Legislative and Closed Session
Wednesday, August 9, 2023, 6:00 pm - 9:00 pm
St. Michaels Branch of the Talbot Co. Library
106 S. Fremont Street
St. Michaels, MD 21663

1. 6:00 pm - Call to Order for Working and Legislative Session - Pledge of Allegiance

2. Announcement of Closed Session

The Commissioners will vote to have a Closed Session to be held after the Open Session on Wednesday, August 9, 2023 pursuant to Maryland Code, under the Open Meetings Act, General Provisions Article Section §3-305(b) to discuss the following: (3) To consider the acquisition of real property for public purpose and matters directly related thereto.

3. Announcements from COSM and Staff

4. Comments from the Public

5. Consent Agenda for Minutes, and Events

a. Minutes

July 12, 2023 - Working, Legislative and Closed Session

b. Events

Permit #2023-17 SMCC Block Party

Permit #2023-19 CBMM Watermen's Appreciation Day

Permit #2023-20 CBMM Boat Auction

c. Department Reports

Police Department

Finance

Planning and Zoning

Public Works

6. Ordinances for Public Hearing

a. Ordinance No. 547 - Noise

AN ORDINANCE AMENDING CHAPTER 216, "NOISE", FOR THE PURPOSE OF CLARIFYING THOSE CONDITIONS THAT CONSTITUTE A NUISANCE IN THE TOWN AND THE INCREASING THE EFFICIENCY AND EFFICACY OF CODE ENFORCEMENT EFFORTS WITH RESPECT TO NUISANCE NOISE

7. Old Business

8. New Business

a. Change to Police Department Organization Structure/Job Description

b. RFP for Development/Maintenance of a New Town Website

c. Discussion regarding St. Michaels Tourism Board

d. Consultant Selection for Environmental Concern Master Plan Design

9. Comments from the Public
10. Comments from the Commissioners
11. Commissioners Proposed Calendar 2023
12. Announcement of Future Meetings - to be held at Library

September 13, 2023 - Working Session
September 27, 2023 - Legislative Session
October 11, 2023 - Working Session
October 25, 2023 - Legislative Session
November 8, 2023 - Working Session
November 22, 2023 - Legislative Session

13. Closed Session Statement

The Commissioners will vote to have a Closed Session to be held after the Open Session on Wednesday, August 9, 2023 pursuant to Maryland Code, under the Open Meetings Act, General Provisions Article Section §3-305(b) to discuss the following: (3) To consider the acquisition of real property for public purpose and matters directly related thereto.

14. Adjournment of Open Session

At close of Open Session, COSM will convene into Closed Session

15. Adjournment of Closed Session

Public Participation: All comments from the public will be taken during the period set aside for "Comments from the Public." The "Comments from the Public" portion of the Commission agenda shall have a limited time period as determined by the Commissioners, and shall be at the beginning and at the end of each agenda. To be recognized, a member of the public should raise his or her hand and wait to be recognized by the President. Comments and questions should be kept brief and to the point, and be directed to the President.

MINUTES



**Commissioners of
St Michaels
Meeting Minutes Working Legislative and Closed Session
Wednesday, July 12, 2023, 6:00 pm - 9:15 pm
St. Michaels Branch of the Talbot Co. Library
106 S. Fremont Street
St. Michaels, MD 21663**

1. 6:00 pm - Call to Order for Working Session - Pledge of Allegiance

Commissioner Breimhurst, President, called to order a live and remote Working and Legislative Session of the Commissioners of St. Michaels at 6:00 pm in St. Michaels, Maryland and the Pledge of Allegiance was recited. Also present at the meeting were Commissioners Joyce Harrod, Tad duPont, Katrina Whittington, and Al Mercier. Other representatives include Town Administrator Rob Straebel, Town Planner Steve Ball, Town Clerk Vickie Sharp, and Chief Oswald. Approximately 27 members of the public were present as well as remote attendees on Zoom.

2. Announcement of Closed Session

The Commissioners will meet in a closed session after adjournment of Open Session pursuant to Maryland Code, under the Open Meetings Act, General Provisions Article Section §3-305(b) to discuss the following: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

3. Announcements from COSM and Staff

Commissioners Harrod stated that the passing of the baton to Chief Oswald was a great turnout.

Commissioner Whittington wanted to thank Kevin and Mary Beth Sullivan, former residence of St. Michaels, for making a \$500 contribution for school supplies, Commissioner Whittington matched with \$500.

Commissioner Breimhurst made a public acknowledgement for the terrific job that Tiffany Sweeny did in organizing the retirement party for Chief Smith and the swearing in of the new Chief Oswald. She is a tribute to the quality of staff currently serving the Town.

Rob Straebel gave an update on the water meter project; all have been installed but about 100 meters. Waiting on some parts to finish the others. The water bills will be going out late. The transition from the old data to the new data had a decimal error. Believe this is a onetime issue. The water system mapping project is going well, we had budget \$10,000 for a comprehensive water mapping study, should be completed in the next 3-4 weeks. We are downloading all the old maps, regarding water lines, size, valves, hydrants and the hydraulic flow of the water tanks. This is the foundation for building modeling for the water system to determine what would occur if one of the pump stations went down. We will build upon the location of the 3rd well. Title research is completed for the Environmental Concern Property and there are no encumbrances on the property. Phase I Environmental site assessment completed; the study came back with no recognizable environmental conditions. Last Saturday (July 15, 2023) A public presentation with

questions and answers event at Bradley Park regarding the Nature Trail Extension. An employee from the DNR Trails Division showed up and sat down to talk with everyone regarding future grants. July 13, 2023, at the library at 5:00pm there will a West Harbor Road East Chew presentation regarding GMB options for the flood mitigation in that area. There are a couple of recruitment items, Vickie Sharp will be moving to the Financial Director position in October therefore we are starting a recruitment process for the position of Town Clerk. If you know of anyone, please refer them. Applications are being accepted until August 10th. Interviews will be mid to late August. We had the resignation of Town's the Code Compliance Officer this week. Staff met with Mark Adams of MDIA, trying to create a seamless transition while keeping things moving forward. Looking at revamping the Code Compliance Officer job description, will be working with Staff to come up with some ideas to figure out the necessary qualifications. Have drafted a program Open Space Grant, as requested by the DNR, being careful with the language as not to commit to a certain acreage that would be designated to open space. Through the hiring of consultants that will help development a community master plan, that will then define the acreage for open space. Wise that we submit the grant but will be changing it based upon the results of the master planning process for the Environmental Concern property. Special thank you to Steve Ball who did a fantastic job in writing this grant. Enjoy having him around with his grant writing talent. Will be closing on 2 surplus properties that the Town has for sale, 800 Talbot Street for \$450,000 and 109 Talbot Street for \$690,000. Going through the public notification process in the local newspaper to make sure everyone is aware according to code. Closing will be August 10th.

Commissioner duPont spoke in favor of using Mark Adams, with MDIA for building inspections.

Steve Ball stated that requests for proposals for the Environmental Concern master plan is out, the pre-bid meeting was with professional consultants on July 11, 2023, 12 consultants were in person and 10 on zoom. Believe we will get a firm/team that is highly qualified and respected. Should be receiving the bids on July 21st. Wanted to ask if a commissioner would like to serve on the review panel, Commissioner Al Mercier has been appointed. Would like someone from the Planning Commission on the review panel as well and maybe Parks and Recreation. Working on the Cannabis Legislation with our Attorney. There are certain restrictions by the State, it is limited but the Town has to provide opportunities for it.

Chief Oswald will be discussing the noise ordinance later tonight. Chief was asked were there any issues with the use of legal cannabis, he stated that there has been none and that his Officers have been prepared and educated on the citations that can be issued.

4. Comments from the Public

Denise Stewart had concerns about the tree ordinance, wanted to know why it is only for private property and not public property too. Also wanted to know the status of the Boy Scout Cabin. Her father in-law built the cabin and built the Troop. The Rotary was also a big part of the cabin, they never tried to stake claim and they donated fiscally and by labor. Complimented the Chief for great work of his Officers and the Public Works Department. Rob Straebel stated that the Town Attorney is working on a Quiet the Title for the Boy Scout Cabin, this is not a lawsuit against the Boy Scout's but clarification on who owns the land and cabin. The Town will work with the Boy Scout's regarding the cabin.

Debra Alms wanted to introduce a group that was formed, The St. Michaels Lodging Association. They are going to be a conduit for the Town as a group from all lodging in the Bay Hundred area. Had a meeting and discussed goals that they have for the Town. The number one issue is increasing heads in beds. They are promoting their lodging facility and would like to get additional advertising for their facilities. They provide about \$900,000 in accommodation tax to the town and believe they should have a voice in advertising. They are about 30% down from last

year. Number two goal is to not have the accommodation tax increased by the county. It is about a 50% increase and our businesses will suffer further. Guest and tourist will not make overnight stays. Need to promote overnight stays, have events that require overnight stays. Then the taxes will go to the town if there are overnight stays. Daytimer's do not bring in the business. Figure out how to get more advertising and not raise the taxes. Have a consistent and easier process on licensing renewal process.

Aida Khalil accommodation taxes are almost 25% of income budgeted in our town. These license owners are the reason why the restaurants have breakfast in the morning, because they stay overnight, and they don't eat in the Inn's, so they go to the next place for breakfast, lunch and dinner. In order for the B&B's to exist the accommodation tax needs to be done. They will have monthly meetings; the next meeting is in August to be held at the Old Brick Inn and would like to have some Commissioners attend. Commissioner Briemhurst stated they welcome the dialogue and thanked them for bringing this to their attention. We have been searching for possible revenue enhancements that do not involve increasing the accommodation tax. The lodging industry carries the lion's share of the load for funding the Town's operations. Sometimes very expensive operations that are required for supporting the tourism economy. Only fair that the burden be spread out among the various beneficiaries that the economy has, talking about ways to change that.

George Wilson, owner of the Old Brick Inn, invited the commissioners to their meetings.

5. Appointments and Announcements

Commissioner Briemhurst announced that the Commissioners will elect officers - President, Vice-President and Treasurer, this process was delayed by a month. The Nominations would be taken for each position separately and each position would be voted on separately.

Commissioner Whittington nominated and seconded by Commissioner Harrod, Commissioner Briemhurst for President, he was re-appointed on roll call vote 5-0 in favor. Commissioner Whittington nominated and seconded by Commissioner duPont Commissioner Harrod for Vice-President, she was re-appointed on roll call vote 5-0 in favor. Commissioner Briemhurst nominated and seconded by Commissioner Whittington Commissioner Mercier for Treasurer, he was re-appointed on roll call vote 5-0 in favor.

6. Consent Agenda for Minutes, and Events

Commissioner duPont motioned to approve meeting minutes from June 14 & 22, 2023 as submitted. Commissioner Harrod seconded and was passed on roll call vote 5-0 in favor.

Commissioner Harrod motioned to approve Department Reports as submitted. Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

Commissioner duPont motioned to approve the event permit for St. Michaels art League Art Show, pending permit payment of \$100. Commissioner Harrod seconded and was passed on roll call vote 5-0 in favor.

After discussion the Event Permit for the Grace Street Block Party was withdrawn.

Commissioner duPont motioned to approve the Event Permit for the Community Center Block Party at the Treasure Cover Thrift Shop Parking Lot. Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

Commissioner Harrod motioned to approve the Department Reports as submitted.

Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

7. Ordinance for Public Hearing and Introduction

Ordinance No. 540 - Tree Mitigation continued with public hearing, Commissioner Briemhurst questioned how replacing trees with shrubs protects the canopy? Steve Ball stated that it really does not, just replacing with greenery, this was recommended by the Planning Commission. Can restrict to trees only. Aida Khalil commented she was taken back by the fees and recommended cutting the first 4 fees in half for residential. Will be striking the shrub provision and cutting in half the first 4 commercial fees for residential. Commissioner duPont motioned to close the public hearing for Ordinance No. 540 - Tree Mitigation. Commissioner Harrod seconded and was closed on roll call vote 5-0 in favor. Commissioner Whittington motioned to adopt Ordinance No. 540 with changes as discussed. Commissioner Harrod seconded and was passed on roll call vote 5-0 in favor.

Ordinance No. 541 - HDC Changes was for public hearing with no comments from the public. Commissioner Whittington motioned to close the public hearing for Ordinance No. 541 - HDC Changes. Commissioner duPont seconded and was closed on roll call vote 5-0 in favor. Commissioner duPont motioned to adopt Ordinance No. 541 - HDC Changes as presented. Commissioner Harrod seconded and was passed on roll call vote 5-0 in favor.

Ordinance No. 547 - Nosie was for public hearing with comments. Doug Rollow discussed wording in the Ordinance that should be reviewed and possible reworded. Public hearing for Ordinance No. 547 will remain open, Commissioner's requested that Mr. Rollow submit the potential changes in writing and to meet with Chief Oswald to discuss and amend. Commissioner duPont motioned to keep the Public Hearing open for Ordinance No. 547. Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

Ordinance No. 548 - Budgetary Amendments for FY2023, the numbers have been updated since last meeting Rob Straebel reviewed the new number changes with the Commissioner's. Public comments, question regarding the Crosby & Associates payments, the amount of \$54,346.54 is above the contracted price. Mr. Crosby will go back and look into the billing to see if it was over billed. The Town finance clerk will check the payments made as well. Commissioner duPont motioned to adopt Ordinance No. 548 - Budgetary Amendments for FY2023 with reconciliation of item #1 Crosby & Associates. Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

Resolution 2023-09 - Historic District regulating tents and string lights was for public hearing with no comments from the public. Commissioner duPont motioned to adopt Resolution 2023-09 as presented. Commissioner Whittington seconded and was passed on roll call vote 5-0 in favor.

8. Old Business

Amend the Bayland Contract, there is approximately \$15,000 in DNR additional grant funds that is not being used for current projects. Staff has identified another potential project within the same watershed for North Street/Brooks Lane area. Rob Straebel was given authorization to sign the Amendment for the Bayland Contract.

Change Order for Tim Crosby for an additional site plan feasibility study for a Police Station and Meeting Room at 301 Mill Street. This change order was not approved by the Commissioners. Has been put on hold.

9. New Business

Discussion regarding parking on Talbot Street between Marengo and Chew Street per the

request of Barney Kastel. After much discussion it was agreed to leave the parking as is. If someone wants to park in front of the Winery and Gina's they are allowed. Parking area will not be marked off. Rob Straebel will contact MDOT to inform them not to install the no parking signs.

The Town of St. Michaels has been awarded a federal grant for additional harbor flooding and stormwater management study to be used for the Cherry Street/Honey Bridge, Harbor Walkway, Burns Street and Mill Street areas. The Commissioners agreed to authorize the Town Administrator to sign the Memorandum of Agreement and move forward with Request for Proposal.

10. Comments from the Public

Aida Khalil stated she was concerned that only 1 or 2 of the Commissioners know what is going on while the others may not know. Requested that there would be a bidding process for the next projects that the Town puts out for bids. Commended The Commissioners on all their hard work.

Debra Alms wanted to know why the New Town Hall and Police Department was not bid out for the conceptual drawings. Had a contractor look at the conceptual drawings and there are very few contractors who can complete the work.

Mark Berman, all the focus is on the Police Station to be on Mill Street, because that property was the only place that could handle both the Police Station and Town Hall. Things have changed and now we take the Town Office out of the equation. It was asked could the Fremont Street property hold the police station and was confirmed it could. Consider using the sale of the two properties to purchase the Old Dirty Dan's Property to put the new Police Station.

11. Comments from the Commissioners

Commissioner Harrod commented that putting a police station on Rt. 33 at Dirty Dan's place, some feel that it may make out town look unfriendly.

Commissioner Mercier commented that using Mill Street for the police station would be like making it a bowling alley, there are no sidewalks and people are always walking up and down the street. A police car going 20 mph could be dangerous.

12. Commissioners Proposed Calendar 2023

13. Announcement of Future Meetings - to be held at Library

August 9, 2023 - Working & Legislative Session

September 13, 2023 - Working Session

September 27, 2023 - Legislative Session

October 11, 2023 - Working Session

October 25, 2023 - Legislative Session

14. Closed Session Statement

The Commissioners will voted to go into a Closed Session to be held after the Open Session on Wednesday, July 12, 2023 pursuant to Maryland Code, under the Open Meetings Act, General Provisions Article Section §3-305(b) to discuss the following: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

15. Adjournment of Open Session

At close of Open Session, COSM will convene into Closed Session

Commissioner Whittington made the motion to go into closed session. Commissioner duPont seconded and was passed on a roll call vote 5-0 in favor.

16. Adjournment of Closed Session

Public Participation: All comments from the public will be taken during the period set aside for "Comments from the Public." The "Comments from the Public" portion of the Commission agenda shall have a limited time period as determined by the Commissioners, and shall be at the beginning and at the end of each agenda. To be recognized, a member of the public should raise his or her hand and wait to be recognized by the President. Comments and questions should be kept brief and to the point, and be directed to the President.



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680
INCORPORATED 1804

300 MILL STREET
P.O. BOX 206
ST. MICHAELS, MD 21663

TELEPHONE: 410.745.9535
FACSIMILE: 410.745.3463

Permit Fee: \$100 @ Police #16227 7-12-23
Permit Number: 2023-17
Date Received: 2-11-23
Commission Review _____
Date Issued _____
Certificate of Insurance Received

TOWN OF ST. MICHAELS
TOWN USE PERMIT APPLICATION

Venue Requested:

- _____ Muskrat Park
- _____ The Wilson Reading Garden
- _____ Frederick Douglass Park
- _____ Hollis Park
- _____ Clint Bradley Park
- _____ Back Creek Park
- _____ St. Mary's Square
- Other: Treasure Cove Thrift Shop parking lot

Dates of Use Requested: August 26, 2023

Time of Event Requested: 11am - 2pm

Purpose of Event: Block Party

Permits Requested:

- Sign Permit Public Event
- Outdoor Speakers associated with Public Events in CC, MC and HD Zones
- _____ Public/Private Event Held in Public Park
- _____ Exception request to allow Alcoholic Beverages on Town Property
- _____ Farmer's Market
- _____ Parade/ Road Closure

ST. MICHAELS COMMUNITY CENTER INC
OPERATING ACCOUNT
103 RAILROAD AVE, PO BOX 354
ST. MICHAELS, MD 21663

SHORE UNITED BANK
SAINT MICHAELS, MD
1-83521

016227

DATE 7.12.2023

PAY TO THE ORDER OF Town of St. Michaels \$ 100.00 DOLLARS
One Hundred Dollars xx/100

MEMO Block Party 7/22
Patricia DeLoe

⑆016227⑆ ⑆052100932⑆ 4011277482⑆

ST. MICHAELS COMMUNITY CENTER INC / OPERATING ACCOUNT

016227

Block Party 7/22
Permit Fee
\$ 100.00
7/12
For 7/22 Block Party

All public or private events held in public parks must coexist with the public, who may be using the park at the same time.

COMPLETED APPLICATION TO BE SUBMITTED A MINIMUM OF 60 DAYS PRIOR TO THE EVENT.

1. Name of Applicant and/or Responsible Person
Patrick Dafe / St. Michaels Community Center
- Address of Applicant
103 Railroad Ave
- Phone Number (410) 715-6073 Fax () _____
- Cell Number (360) 515-6264 Email patrick@stmichaelscc.org

On Whose behalf is this event being conducted? (Organization, Corporation, etc.)

St. Michaels Community Center

2. Chairperson and/or responsible party for the event, if other than above:
(Include information how this person may be contacted at any time during the event).

Name _____

Address _____

Phone Number () _____ Fax () _____

Cell Number () _____ Email _____

3. To whom is the permit to be issued?

Name Patrick Dafe / St. Michaels Community Center

Address 103 Railroad Ave / PO Box 354, St. Michaels, MD, 21663

4. Location(s) of the event
200 Railroad Ave, Treasure Cove Thrift Shop parking lot.

Provide a map showing the location of all venues, proposed street closing and parade, biking or running routes, sanitary facilities.

6. Estimated number of Attendees 200

7. Running/ biking events and parades shall provide an estimated time for road closures if applicable (**Provide approvals from State Highway (SHA) and St. Michaels Police Department with this application**). Please note that the Town has been notified by SHA that they will no longer provide traffic management sign boards at the entrances into Town. It shall be the responsibility of the applicant to obtain traffic management signs and coordinate the placement of said signs with SHA for any closures to MD Rt. 33.

8. Traffic Management Plan which includes street closures, times for such closures, detour routes, public notification signage, the availability of additional personnel as required to assist in safe vehicular and pedestrian movement

9 A description of activities planned during the event including vendors and their locations

live DJ, children's games, BBQ, refreshments, dancing, and
nonprofit partners with tables and tents.

10. Is the use of outdoor speakers being proposed Yes No

If yes, provide a map showing the proposed location(s) and hours of use.

*Dates/Hours of Use: Date: 8/26 8/27 11am to 2pm

Date: _____ to _____

*Permitted hours: Sunday 1pm – 6pm, Monday – Friday the use of outdoor speakers shall cease no later than 7pm, with the exception of Midnight Madness- music and announcements after 10 pm shall be restricted and must end by midnight.

11. A communication plan is required outlining the methods of information for distribution to the residents and businesses that may be directly impacted by the public event. (e.g. Town Web Site, notices posted in public locations such as the post office and library, door hangers etc.). The required notification shall be available for review by the public a minimum of 15 days prior to the Commissioners review of the application.

12. Parking Plan required when venues utilize commercial parking, or the anticipated number of attendees exceeds 1000 persons. Handicapped provisions must be shown on plan.

13. For all permits on Public Property a Certificate of Insurance (COI) will be required to be submitted naming the Commissioners of St. Michaels as Additional Insured. COI must be submitted at least one week prior to event.

14. Signage for Public Events

The Commissioners of St. Michaels recognizes that there are functions conducted in the municipality that contribute to the small-time charm and character of the Town that may require signage not specifically set forth in this chapter applicants for such functions shall supply the following information as set forth in Chapter 340 Zoning, Subsection 40 Signs. Therefore, such applicants for such events shall submit the following application to Codes Enforcement Officer for temporary signage or to the Commissioners of St. Michaels for their consideration and approval as part of a full public event application.

The number, type and location of the proposed signage n/a

Please attach a drawing of the signage proposed and map of sign locations (if other than property location or if multiple signs are proposed).

Type(s) of Signage (circle all that apply based on provisions below):

Community sponsored event sign

Temporary Signage

Festival or community sponsored functions

Charitable fundraising activities or special events for which signage is proposed to be located on utility poles.

14. Request for exemption for alcohol to be served on Town Property?

Yes _____ No X

Chapter 80 (Alcoholic Beverages) is attached

(If yes, provide a map showing the proposed pouring locations)

15. Sanitary Facilities Total Number 2,


Number of Handicapped Accessible Units 2

(If yes, provide a map showing all locations)

16. Recycling Facilities - Applicant must provide one recycle can per trash can.

By signing, I have read and understand the requirements of the St. Michaels Code, Chapters 80, 216, 250 and 224 (copies attached) and accept the responsibility of ensuring that all rules and regulations are complied with.

I further acknowledge that all venues which involve the sale or consumption of alcoholic beverages are in compliance with all State and County Liquor Licensing Requirements.

Signature of applicant  Date 7.11.2023

Permit issued by: _____
Commissioners of St. Michaels Date _____

St. Michaels Police Chief (if needed) Date _____

St. Michaels Zoning Officer (if needed) Date _____

Event/ Road Closure

PUBLIC NOTIFICATION OF ROAD CLOSURES

Visit www.roads.maryland.gov and search "Special Events on Maryland Highways" for permit for MD. Rt 33, Talbot Street.

The applicant for a special event, which involves the closure of MD Rt. 33, shall be responsible for obtaining and installing appropriate signage to notify the public of such road closure. The sign shall contain the following information:

Date of the event

Times of road closure

Purpose of the event

I hereby certify that I have read and understood the requirement for public notification as set forth above and will secure and install such signage a minimum of **7 days prior** to the event. Signage to be installed at the southern and northern entrances into the Town.

Signage to be removed with 48 hours after the conclusion of the event.

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Avery W. Hall Insurance Agency, Inc. 308 E. Main Street Salisbury MD 21801	CONTACT NAME: Kristin Miles	FAX (A/C, No): 410-742-5182
	PHONE (A/C, No, Ext): 410-677-3593	
	E-MAIL ADDRESS: kmiles@averyhall.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED St Michaels Community Center PO Box 354 Saint Michaels MD 21663	License#: 104 STMICHA-03	NAIC #
INSURER A: Philadelphia Insurance Co.		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 952972518 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	PHPK2515353	1/31/2023	1/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Block party events on July 22, 2023 and August 26, 2023

If required by written contract Town of St. Michaels and the Commissioners of St. Michaels are included as additional insureds for general liability per form PIGLDHS (10/11), attached.

CERTIFICATE HOLDER Commissioners of St. Michaels 300 Mill St St Michaels MD 21663	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680

300 MILL STREET
P.O. BOX 206
ST. MICHAELS, MD 21663

TELEPHONE: 410.745.9535

INCORPORATED 1804

FACSIMILE: 410.745.3463

Fee: 7500 ⁰⁰ OK #104554.
Permit Number: 2023-19
Date Received 7-15-23
Commission Review _____
Date Issued _____
Certificate of Insurance Received

PUBLIC EVENT AND TOWN USE PERMIT APPLICATION

Venue Requested: _____ Muskrat Park
_____ The Wilson Reading Garden
_____ Frederick Douglass Park
_____ Hollis Park
_____ Clint Bradley Park
_____ Back Creek Park
_____ St. Mary's Square
Other: None - Event to take place on Chesapeake Bay Maritime Museum campus.

Dates of Use Requested: August 13, 2023

Time of Event Requested: 10 am-5 pm

Purpose of Event: WATERMEN'S APPRECIATION DAY: Celebration of the Chesapeake watermen & their heritage.

Permits Requested: Event includes music, crab feast, craft vendors, kid's activities, and a boat docking competition.

- Sign Permit Public Event
- Outdoor Speakers associated with Public Events in CC, MC and HD Zones
- _____ Public/Private Event Held in Public Park
- _____ Exception request to allow Alcoholic Beverages on Town Property
- _____ Farmer's Market
- _____ Parade/ Road Closure

COMPLETED APPLICATION TO BE SUBMITTED A MINIMUM OF **60 DAYS** PRIOR TO THE EVENT.

104554

Invoice Number	Date	Description	Amount		Net Amount
07192023	07/19/2023	event permit fees Waterman's App. Day/Charity Boat Auction	\$2,500.00	\$0.00	\$2,500.00
		Totals:	\$2,500.00	\$0.00	\$2,500.00

Event Permit # 2023-19 - Waterman's Appreciation Day
Event Permit # 2023-20 - Boat Auction



Chesapeake Bay Maritime Museum, Inc.
 213 N. Talbot St. (410) 745-2916
 St. Michaels, Maryland 21663-0636

PNC BANK, N.A. 040
 MARYLAND
 15-3/540



104554

CHECK DATE	CHECK NO.
07/24/2023	104554

CHECK AMOUNT

\$** 2,500.00

PAY **Two thousand five hundred and 00/100 Dollars**

TO THE ORDER OF

The Commissioners of St. Michaels
 P.O. Box 206
 St. Michaels, MD 21663

VOID AFTER 90 DAYS

[Signature]

⑈ 104554⑈ ⑆ 054000030⑆ 5502279876⑈

Security features. Details on back.

1. Name of Applicant and/or Responsible Person
Chesapeake Bay Maritime Museum

Address of Applicant
213 N. Talbot Street, St. Michaels, MD 21663

Phone Number (410) 745-4953 Fax (410) 745-6088
Cell Number () _____ Email smitchell@cbmm.org

On Whose behalf is this event being conducted? (Organization, Corporation, etc.)
Chesapeake Bay Maritime Museum

2. Chairperson and/or responsible party for the event, if other than above:
(Include information how this person may be contacted at any time during the event).

Name Shannon Mitchell, Vice President of Engagement
Address 213 N. Talbot Street, St. Michaels, MD 21663
Phone Number (410) 754-4953 Fax (410) 745-6088
Cell Number () _____ Email smitchell@cbmm.org

3. To whom is the permit to be issued?

Name Chesapeake Bay Maritime Museum
Address 213 N. Talbot Street, St. Michaels, MD 21663

4. Location(s) of the event
Chesapeake Bay Maritime Museum

Provide a map showing the location of all venues, proposed street closing and parade, biking or running routes, sanitary facilities.

6. Estimated number of Attendees 2500

7. Running/ biking events and parades shall provide an estimated time for road closures if applicable (**Provide approvals from State Highway (SHA) and St. Michaels Police Department with this application**). Please note that the Town has been notified by SHA that they will no longer provide traffic management sign boards at the entrances into Town. It shall be the responsibility of the applicant to obtain traffic management signs and coordinate the placement of said signs with SHA for any closures to MD Rt. 33.

8. Traffic Management Plan which includes street closures, times for such closures, detour routes, public notification signage, the availability of additional personnel as required to assist in safe vehicular and pedestrian movement

9 A description of activities planned during the event including vendors and their locations
Please see attached.

10. Is the use of outdoor speakers being proposed Yes No

If yes, provide a map showing the proposed location(s) and hours of use.

*Dates/Hours of Use: Date: 8/13/23 11 am to 5 pm

Date: _____ to _____

*Permitted hours: Sunday 1pm – 6pm, Monday – Friday the use of outdoor speakers shall cease no later than 7pm, with the exception of Midnight Madness- music and announcements after 10 pm shall be restricted and must end by midnight.

11. A communication plan is required outlining the methods of information for distribution to the residents and businesses that may be directly impacted by the public event. (e.g. Town Web Site, notices posted in public locations such as the post office and library, door hangers etc.). The required notification shall be available for review by the public a minimum of 15 days prior to the Commissioners review of the application.

12. Parking Plan required when venues utilize commercial parking, or the anticipated number of attendees exceeds 1000 persons. Handicapped provisions must be shown on plan.

13. For all permits on Public Property a Certificate of Insurance (COI) will be required to be submitted naming the Commissioners of St. Michaels as Additional Insured. COI must be submitted at least one week prior to event.

14. Signage for Public Events

The Commissioners of St. Michaels recognizes that there are functions conducted in the municipality that contribute to the small-time charm and character of the Town that may require signage not specifically set forth in this chapter applicants for such functions shall supply the following information as set forth in Chapter 340 Zoning, Subsection 40 Signs. Therefore, such applicants for such events shall submit the following application to Codes Enforcement Officer for temporary signage or to the Commissioners of St. Michaels for their consideration and approval as part of a full public event application.

The number, type and location of the proposed signage See attached

Please attach a drawing of the signage proposed and map of sign locations (if other than property location or if multiple signs are proposed).

Type(s) of Signage (circle all that apply based on provisions below):

Community sponsored event sign

Temporary Signage

Festival or community sponsored functions

Charitable fundraising activities or special events for which signage is proposed to be located on utility poles.

14. Request for exemption for alcohol to be served on Town Property?

Yes No

Alcohol will be served on CBMM Property only. CBMM will obtain all appropriate licenses from the Talbot Co. Liquor Board & abide by their regulations.

Chapter 80 (Alcoholic Beverages) is attached

(If yes, provide a map showing the proposed pouring locations)

15. Sanitary Facilities Total Number 18, Permanent Restrooms (6 Handicap); 7 portable restrooms
Number of Handicapped Accessible Units (general locations shown on attached map)

(If yes, provide a map showing all locations)

16. Recycling Facilities - Applicant must provide one recycle can per trash can.

By signing, I have read and understand the requirements of the St. Michaels Code, Chapters 80, 216, 250 and 224 (copies attached) and accept the responsibility of ensuring that all rules and regulations are complied with.

I further acknowledge that all venues which involve the sale or consumption of alcoholic beverages are in compliance with all State and County Liquor Licensing Requirements.

Signature of applicant Shannon Mitchell Date 05/8/2023

Permit issued by: _____ Date _____
Commissioners of St. Michaels

St. Michaels Police Chief (if needed) Date

St. Michaels Zoning Officer (if needed) Date



Watermen's Appreciation Day EVENT OVERVIEW

DATE: Sunday, August 13, 2023
TIME: 10 a.m. to 5 p.m.
LOCATION: CBMM Grounds
AUDIENCE: Local Watermen, Community, Members (Estimated Attendance: 2500)
COST: \$19/ Adult Non-Member
 \$10/ CBMM Member Adult & Licensed Watermen Adult*
 \$8 / Children ages 6-17
 \$6 / CBMM Member Children ages 6-17 & Licensed Watermen Children*
 FREE for all children 5 & Under
 *Must show license

Concept & Programming

Watermen's Appreciation Day is hosted by the Chesapeake Bay Maritime Museum in partnership with the Talbot Watermen Association. This event is an opportunity to celebrate the men and women who work the Chesapeake Bay. The event features a boat docking contest, silent auction, steamed crabs and other foods, beer, family activities, and more. For more information, call 410-745-2916 or visit www.cbmm.org.

Watermen's Appreciation Day COMMUNICATIONS PLAN

ACTIVITY	TIMEFRAME
1. Announcement of date in News Release sent to all local contacts (staff, volunteers, merchants, and media sources, including the Town of St. Michaels and the St. Michaels Business Association (350+ contacts)	April 2023
2. Event Announcement on CBMM social media channels (40k+ reach)	April 2023
3. Event announcement via CBMM's <i>Navy Point News</i> electronic newsletter (12k+ reach)	April 2023
4. Event information posted in SMBA Information Kiosk (Mill Street)	May 2023
5. Follow up News Release sent to all Media/Contacts/Outlets	April-August 2023
6. Follow up Photo sent to all Media/Contacts/Outlets promoting event	April-August 2023
7. Dedicated print and online advertising campaign, promoting event.	ONGOING
Advertising outlets include:	
a. <i>Attraction Magazine</i>	
b. <i>Tidewater Times</i>	
c. <i>Star Democrat</i>	
d. <i>What's Up? Media publications</i>	
e. <i>Chesapeake Bay Magazine</i>	
f. WRNR Radio	
g. WCEI/WINX Radio	
h. TripAdvisor.com	
i. Washingtonpost.com	
j. <i>Talbot Spy</i>	
k. Facebook (mymaritimemuseum)	
l. Miscellaneous Online advertis	



Watermen's Appreciation Day **PARKING PLAN**

DATE: Sunday, August 13, 2023
TIME: 10 am – 5 pm
LOCATION: CBMM Grounds

Efforts to provide adequate parking for event-goers include but is not limited to the following:

1. CBMM Parking Lot: 127 marked parking spaces
2. CBMM Parking Lot: 20 handicapped spaces
3. CBMM Parking Lot/Grounds: Grounds around the parking lot can accommodate approximately 250 vehicles on grass.
4. Overflow Parking: Permission granted for use of St. Michaels Elementary/Middle/High School parking lot as overflow parking. Facility Use Form approval is included with the application.
5. Parking attendants will be stationed at CBMM & at the St. Michaels Elementary/Middle/High School lot to assist with directing guests.

Shuttle

1. Two shuttle buses will run concurrently from the overflow event parking lot off of Seymour Avenue to the CBMM lot from 10 am-5:30 pm.

For more information, contact:
Shannon Mitchell, VP of Engagement
410-745-4953
smitchell@cbmm.org



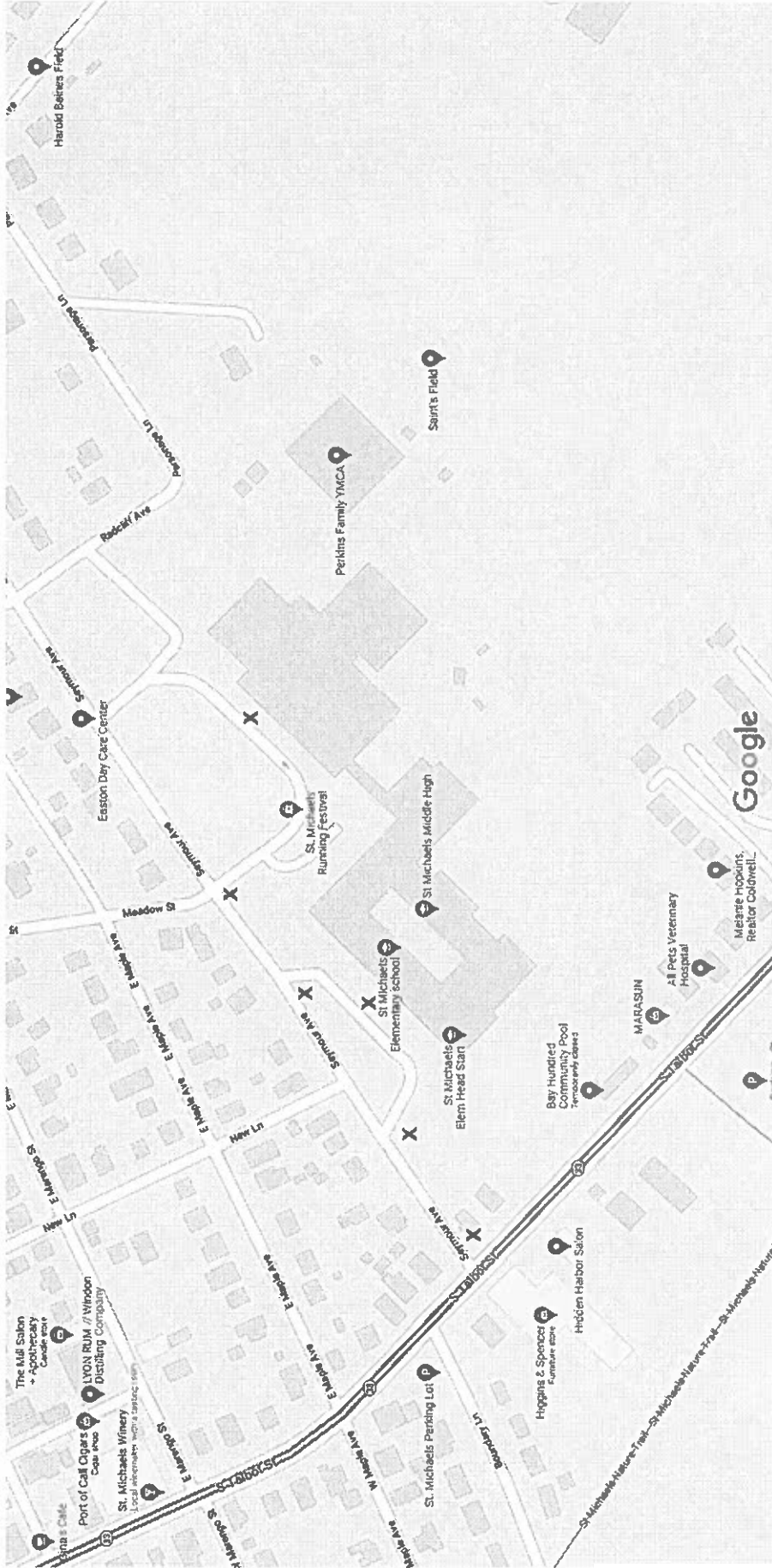
Watermen's Appreciation Day **TRASH & RECYCLING PLAN**

DATE: Sunday, August 13, 2023
TIME: 10 am-5 pm
LOCATION: CBMM Grounds

Trash and recycling efforts will be contained to CBMM grounds and include the following:

1. (3) 9-yard Trash Roll-off Containers- Owned and Serviced by a Private Company
2. (1) Additional 20-yard trash roll-off container – Owned & Serviced by a Private Company
3. (50) 50-gallon trash containers dispersed on CBMM grounds- Owned and Serviced by CBMM
4. (1) 9-yard Multi-Stream Recycling Roll-off Container- Owned and Serviced by a Private Company
5. (12) 50-gallon aluminum/glass bottle recycling containers- Owned and Serviced by CBMM
6. Recycle bin next to each trash receptacle or grouping of trash receptacles- Owned and Serviced by CBMM

For more information, contact Shannon Mitchell, Vice President of Engagement at 410-745-4953 or smitchll@cbmm.org.



Map data ©2023

100 ft

Live traffic Fast Slow

Proposed Watermen's Day Signage



18x24" Yard Signs

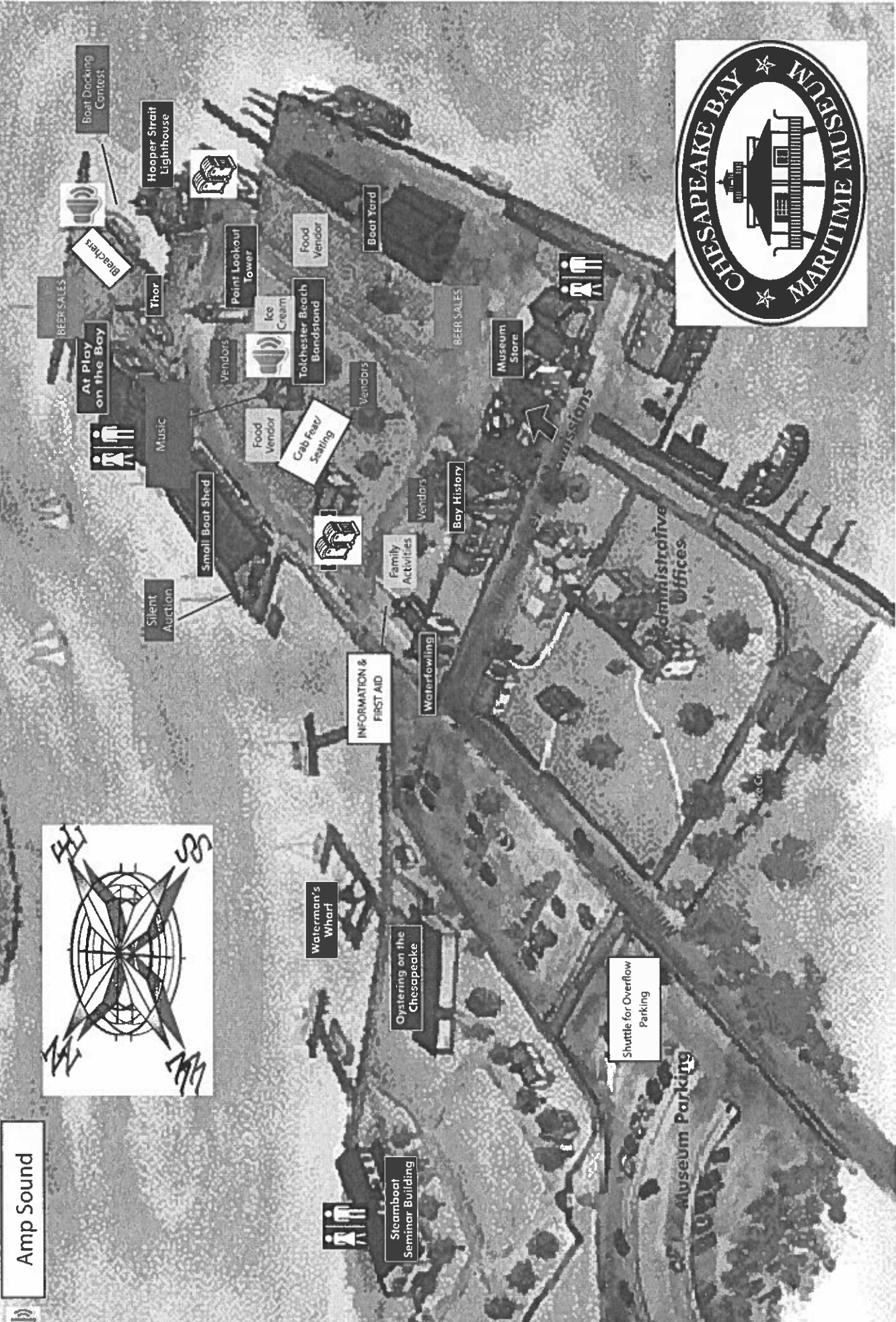
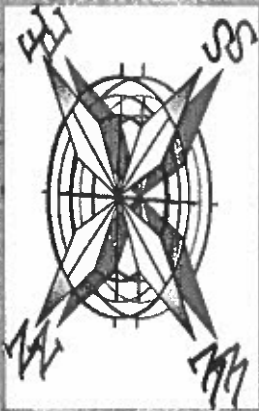


24x36" sandwich boards at shuttle pick-up and drop-off points



3.5x3.5' Banner – Displayed at entrance of CBMM

Amp Sound



TALBOT COUNTY PUBLIC SCHOOLS
P.O. Box 1029
Easton, Maryland 21601

USE OF BUILDINGS, GROUNDS, OR OTHER FACILITIES
APPLICATION-AGREEMENT FORM

We, the undersigned taxpayers of Talbot County, request the following:

Facility Parking Areas School St. Michaels Campus
 Date Multiple
 Organization Chesapeake Bay Maritime Museum Time From 9am To 6pm
 Address 213 N. Talbot Str., St. Michaels, MD 21663 Non Profit Organization: Yes No
 For Fund-Raising Activity _____ For non Fund-Raising Activity _____ Number expected 1000+

Purpose: To provide overflow parking with a shuttle pick-up/ drop-off stop for CBMM festivals on the following 2023
dates: 4/22 & 4/23 (Spring Sea Glass Festival); 6/17 (Antique & Classic Boat Festival); 8/13 (Watermen's Day);
10/28 (OysterFest); 11/18 (Fall Sea Glass Festival). And 10/7 & 10/8 for boat trailer parking only)

WE UNDERSTAND AND ACCEPT THAT ALL POLICIES OF THE BOARD OF EDUCATION OF TALBOT COUNTY WITH REGARD TO THE USE OF SCHOOL FACILITIES ARE IN EFFECT AT ALL TIMES. A CERTIFICATE OF LIABILITY INSURANCE MUST BE PROVIDED NAMING TALBOT COUNTY PUBLIC SCHOOLS AS THE INSURED.

Name Shannon Mitchell Address Same as above PhoneNo. 410-745-4953
 Name _____ Address _____ PhoneNo. _____
 Name _____ Address _____ PhoneNo. _____

Approved:  _____
 Principal Superintendent/Board

<u>Estimated Cost</u>	<u>Final Billing</u>																																				
Facilities Used: _____ _____ Fee: _____	Section completed following scheduled activity Fee (if any) for facility: _____ Wage Total _____																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Personnel Charge</th> <th style="width: 30%;">Wage</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr> <td style="text-align: right;">Total:</td> <td>_____</td> </tr> </tbody> </table>	Personnel Charge	Wage	_____	_____	_____	_____	_____	_____	_____	_____	Total:	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Employee's Name</th> <th style="width: 30%;">Wages</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr> <td>Special Charge (if any)</td> <td>_____</td> </tr> <tr> <td>Breakage/Damage (if applicable)</td> <td>_____</td> </tr> <tr> <td>Reason: _____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Amount:</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Estimated Billing:</td> <td style="text-align: right;">Total Billing:</td> </tr> </tbody> </table>	Employee's Name	Wages	_____	_____	_____	_____	_____	_____	_____	_____	Special Charge (if any)	_____	Breakage/Damage (if applicable)	_____	Reason: _____	_____	_____	_____	_____	_____	Amount:	_____	Estimated Billing:	Total Billing:
Personnel Charge	Wage																																				
_____	_____																																				
_____	_____																																				
_____	_____																																				
_____	_____																																				
Total:	_____																																				
Employee's Name	Wages																																				
_____	_____																																				
_____	_____																																				
_____	_____																																				
_____	_____																																				
Special Charge (if any)	_____																																				
Breakage/Damage (if applicable)	_____																																				
Reason: _____	_____																																				
_____	_____																																				
_____	_____																																				
Amount:	_____																																				
Estimated Billing:	Total Billing:																																				



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202
CONTACT NAME:
PHONE (A/C, No, Ext): (410) 685-4625 FAX (A/C, No): (410) 685-3071
INSURER(S) AFFORDING COVERAGE: INSURER A: Zurich NAIC #: 16535

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Easton is an Additional Insured with respects to the following events:
June 16-18 - Antique & Classic Boat Festival and Costal Arts Fair
July 1 - Big Band Night
July 2 - Big Band Night (rain date)
August 13 - Waterman's Appreciation Day
September 2 - Charity Boat Auction
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER: The Commissioners of St. Michaels 300 Mill Street PO Box 206 Saint Michaels, MD 21663
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY Maury, Donnelly & Parr, Inc.		NAMED INSURED Chesapeake Bay Maritime Museum 213 North Talbot Street Saint Michaels, MD 21663	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
 October 6-8 – Mid-Atlantic Small Craft Festival
 October 28 – OysterFest



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680

300 MILL STREET
P.O. BOX 206
ST. MICHAELS, MD 21663

TELEPHONE: 410.745.9535

INCORPORATED 1804

FACSIMILE: 410.745.3463

Fee: \$1000.00 CB#104554
Permit Number: 2023-20
Date Received 7-15-23
Commission Review _____
Date Issued _____
Certificate of Insurance Received

PUBLIC EVENT AND TOWN USE PERMIT APPLICATION

Venue Requested:

_____ Muskrat Park
_____ The Wilson Reading Garden
_____ Frederick Douglass Park
_____ Hollis Park
_____ Clint Bradley Park
_____ Back Creek Park
_____ St. Mary's Square
Other: None - Event to take place on Chesapeake Bay Maritime Museum campus.

Dates of Use Requested:

Saturday, September 2, 2023

Time of Event Requested:

8 am-5 pm

Purpose of Event:

CBMM's Annual Boat Auction is our largest fundraiser of the year on Labor Day weekend.

Permits Requested:

- Sign Permit Public Event
- Outdoor Speakers associated with Public Events in CC, MC and HD Zones
- _____ Public/Private Event Held in Public Park
- _____ Exception request to allow Alcoholic Beverages on Town Property
- _____ Farmer's Market
- _____ Parade/ Road Closure

COMPLETED APPLICATION TO BE SUBMITTED A MINIMUM OF **60 DAYS** PRIOR TO THE EVENT.

104554

Invoice Number	Date	Description	Amount		Net Amount
07192023	07/19/2023	event permit fees Waterman's App. Day/Charity Boat Auction	\$2,500.00	\$0.00	\$2,500.00
		Totals:	\$2,500.00	\$0.00	\$2,500.00

Event Permit # 2023-19 - Waterman's Appreciation Day
Event Permit # 2023-20 - Boat Auction



Chesapeake Bay Maritime Museum, Inc.
 213 N. Talbot St. (410) 745-2916
 St. Michaels, Maryland 21663-0636

PNC BANK, N.A. 040
 MARYLAND
 15-3/540



104554

CHECK DATE	CHECK NO.
07/24/2023	104554

PAY ****Two thousand five hundred and 00/100 Dollars****

CHECK AMOUNT

\$ 2,500.00**

TO THE ORDER OF

The Commissioners of St. Michaels
 P.O. Box 206
 St. Michaels, MD 21663

VOID AFTER 90 DAYS

[Signature] MP

⑈ 104554 ⑈ ⑆ 054000030 ⑆ 5502279876 ⑈

Security features. Details on back.

1. Name of Applicant and/or Responsible Person
Chesapeake Bay Maritime Museum

Address of Applicant
213 N. Talbot Street, St. Michaels, MD 21663

Phone Number (410) 745-4953 Fax (410) 745-6088
Cell Number () Email smitchell@cbmm.org

On Whose behalf is this event being conducted? (Organization, Corporation, etc.)

Chesapeake Bay Maritime Museum

2. Chairperson and/or responsible party for the event, if other than above:
(Include information how this person may be contacted at any time during the event).

Name Shannon Mitchell, Vice President of Engagement
Address 213 N. Talbot Street, St. Michaels, MD 21663
Phone Number (410) 745-4953 Fax (410) 745-6088
Cell Number () Email smitchell@cbmm.org

3. To whom is the permit to be issued?

Name Chesapeake Bay Maritime Museum

Address 213 N. Talbot Street, St. Michaels, MD 21663

4. Location(s) of the event

Chesapeake Bay Maritime Museum

Provide a map showing the location of all venues, proposed street closing and parade, biking or running routes, sanitary facilities.

6. Estimated number of Attendees 1500

7. Running/ biking events and parades shall provide an estimated time for road closures if applicable (**Provide approvals from State Highway (SHA) and St. Michaels Police Department with this application**). Please note that the Town has been notified by SHA that they will no longer provide traffic management sign boards at the entrances into Town. It shall be the responsibility of the applicant to obtain traffic management signs and coordinate the placement of said signs with SHA for any closures to MD Rt. 33.

8. Traffic Management Plan which includes street closures, times for such closures, detour routes, public notification signage, the availability of additional personnel as required to assist in safe vehicular and pedestrian movement

9 A description of activities planned during the event including vendors and their locations
Please see attached.

10. Is the use of outdoor speakers being proposed Yes No

If yes, provide a map showing the proposed location(s) and hours of use.

*Dates/Hours of Use: Date: 9/2/23 11 am to 3 pm

Date: _____ to _____

*Permitted hours: Sunday 1pm – 6pm, Monday – Friday the use of outdoor speakers shall cease no later than 7pm, with the exception of Midnight Madness- music and announcements after 10 pm shall be restricted and must end by midnight.

11. A communication plan is required outlining the methods of information for distribution to the residents and businesses that may be directly impacted by the public event. (e.g. Town Web Site, notices posted in public locations such as the post office and library, door hangers etc.). The required notification shall be available for review by the public a minimum of 15 days prior to the Commissioners review of the application.

12. Parking Plan required when venues utilize commercial parking, or the anticipated number of attendees exceeds 1000 persons. Handicapped provisions must be shown on plan.

13. For all permits on Public Property a Certificate of Insurance (COI) will be required to be submitted naming the Commissioners of St. Michaels as Additional Insured. COI must be submitted at least one week prior to event.

14. Signage for Public Events

The Commissioners of St. Michaels recognizes that there are functions conducted in the municipality that contribute to the small-time charm and character of the Town that may require signage not specifically set forth in this chapter applicants for such functions shall supply the following information as set forth in Chapter 340 Zoning, Subsection 40 Signs. Therefore, such applicants for such events shall submit the following application to Codes Enforcement Officer for temporary signage or to the Commissioners of St. Michaels for their consideration and approval as part of a full public event application.

The number, type and location of the proposed signage See attached

Please attach a drawing of the signage proposed and map of sign locations (if other than property location or if multiple signs are proposed).

Type(s) of Signage (circle all that apply based on provisions below):

Community sponsored event sign

Temporary Signage **X**

Festival or community sponsored functions

Charitable fundraising activities or special events for which signage is proposed to be located on utility poles.

14. Request for exemption for alcohol to be served on Town Property?

Yes No

Alcohol will be served on CBMM Property only. CBMM will obtain all appropriate licenses from the Talbot Co. Liquor Board & abide by their regulations.

Chapter 80 (Alcoholic Beverages) is attached

(If yes, provide a map showing the proposed pouring locations)

15. Sanitary Facilities Total Number 18, 18 Permanent Restrooms (6 Handicap); 4 portable restrooms (general locations shown on attached map)
Number of Handicapped Accessible Units 6

(If yes, provide a map showing all locations)\

16. Recycling Facilities - Applicant must provide one recycle can per trash can.

By signing, I have read and understand the requirements of the St. Michaels Code, Chapters 80, 216, 250 and 224 (copies attached) and accept the responsibility of ensuring that all rules and regulations are complied with.

I further acknowledge that all venues which involve the sale or consumption of alcoholic beverages are in compliance with all State and County Liquor Licensing Requirements.

Signature of applicant Shannon Mitchell Date 5/8/2023

Permit issued by: _____ Date _____
Commissioners of St. Michaels

St. Michaels Police Chief (if needed) Date

St. Michaels Zoning Officer (if needed) Date



Charity Boat Auction **EVENT OVERVIEW**

DATE: Saturday, September 2, 2023
TIME: 8 a.m. to 5 p.m.
LOCATION: CBMM Grounds
AUDIENCE: Local Community, Members (Estimated Attendance: 1500)
COST: General admission is \$5 per person until 11 am. Afterward, regular admission rates apply.

Overview

Gates open 8 am; Tag Sale at 8 am; Auction begins at 11 am until approximately 2 pm; Beer Sales at 10:30 am. All activities will conclude no later than 5 pm.

The Chesapeake Bay Maritime Museum will once again host its annual Charity Boat Auction on Saturday, September 2, 2023. More than 60 donated boats and watercraft—ranging in size and performance from cruising boats to dinghies—will be in the water and on land to be auctioned off to the highest bidders.

For the official rules, auction details, and inventory updates, visit cbmm.org, or contact boatdonation@cbmm.org or 410-745-4942.



Charity Boat Auction COMMUNICATIONS PLAN

The event is expected to draw Museum members and guests from both local and regional markets. Communication efforts about the event are being done in both markets, which include but is not limited to the following:

ACTIVITY	TIMEFRAME
1. Announcement of date in News Release sent to all local contacts (staff, volunteers, merchants, and media sources, including the Town of St. Michaels and the St. Michaels Business Association (350+ contacts)	ONGOING
2. Event Announcement on CBMM social media channels (40k+ reach)	ONGOING
3. Event announcement via CBMM's <i>Navy Point News</i> electronic newsletter (12k+ reach)	July-August 2023
4. Event information posted in SMBA Information Kiosk (Mill Street)	August 2023
5. Follow up Photo sent to all Media/Contacts/Outlets promoting event	July-August 2023
6. Dedicated print and online advertising campaign, promoting event.	
Advertising outlets include:	ONGOING
a. <i>Attraction Magazine</i>	
b. <i>Tidewater Times</i>	
c. <i>Star Democrat</i>	
d. <i>What's Up?</i> Media publications	
e. <i>Chesapeake Bay Magazine</i>	
f. WRNR Radio	
g. WCEI/WINX Radio	
h. <i>Talbot Spy</i>	
i. Facebook (mymaritimemuseum)	
j. Miscellaneous Online advertising	



Charity Boat Auction PARKING PLAN

DATE: Saturday, September 2, 2023
TIME: 8 am-5 pm
LOCATION: CBMM Grounds

Efforts to provide adequate parking for event-goers include but is not limited to the following:

1. CBMM Parking Lot: 127 marked parking spaces
2. CBMM Parking Lot: 20 handicapped spaces
3. CBMM Parking Lot/Grounds: Grounds around parking lot can accommodate approximately 250 vehicles on grass.
4. Parking Attendants will be stationed within CBMM parking lot to direct guests where to park.

For more information, contact:
Shannon Mitchell, VP of Engagement
410-745-4953
smitchell@cbmm.org



Charity Boat Auction **TRASH & RECYCLING PLAN**

Date: September 2, 2023

Time: 8 am – 5 pm

Location: CBMM Grounds

Trash and recycling efforts will be contained to CBMM grounds and include the following:

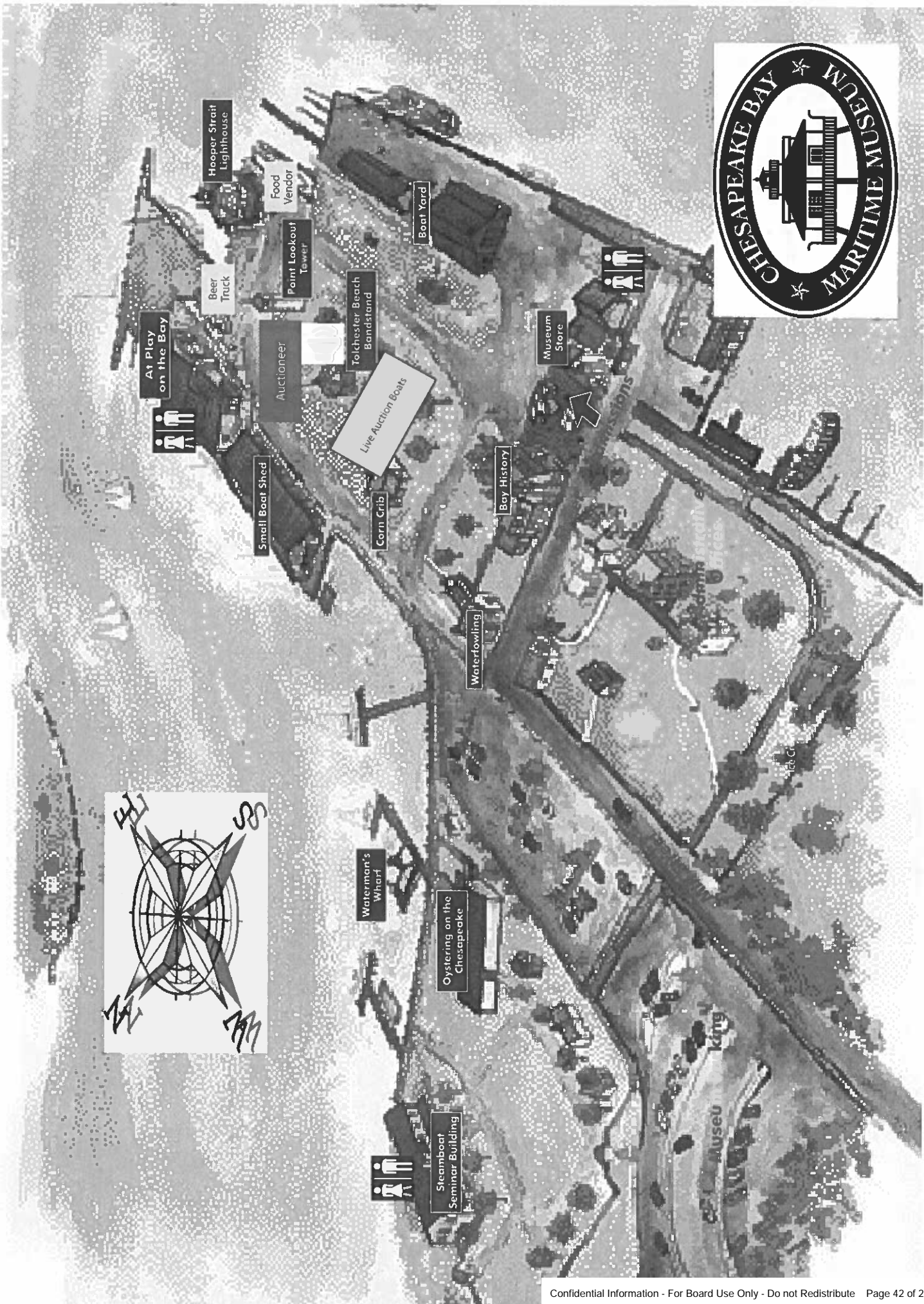
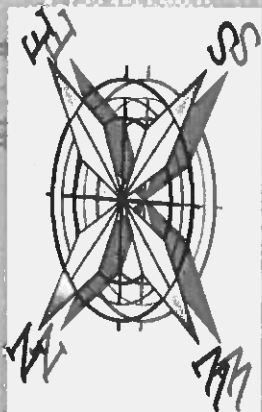
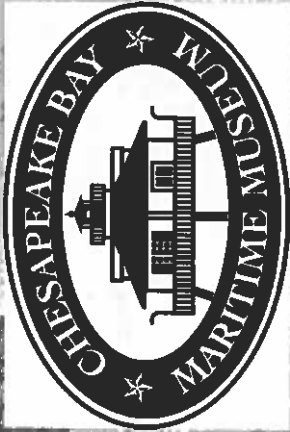
1. (3) 9-yard Trash Roll-off Containers- Owned and Serviced by a Private Company
2. (50) 50-gallon trash containers dispersed on CBMM grounds- Owned and Serviced by CBMM
3. (1) 9-yard Multi-Stream Recycling Roll-off Container- Owned and Serviced by a Private Company
4. (12) 50-gallon aluminum/glass bottle recycling containers- Owned and Serviced by CBMM
5. Recycle bin next to each trash receptacle or grouping of trash receptacles- Owned and Serviced by CBMM

For more information, contact Shannon Mitchell, Vice President of Engagement at 410-745-4953 or smitchll@cbmm.org.

Proposed Boat Auction Signage



5'x2' Banner displayed at museum entrance



TALBOT COUNTY PUBLIC SCHOOLS
P.O. Box 1029
Easton, Maryland 21601

USE OF BUILDINGS, GROUNDS, OR OTHER FACILITIES
APPLICATION-AGREEMENT FORM

We, the undersigned taxpayers of Talbot County, request the following:

Facility Parking Areas School St. Michaels Campus
 Date Multiple
 Organization Chesapeake Bay Maritime Museum Time From 9am To 6pm
 Address 213 N. Talbot Str., St. Michaels, MD 21663 Non Profit Organization: Yes No
 For Fund-Raising Activity _____ For non Fund-Raising Activity _____ Number expected 1000+

Purpose: To provide overflow parking with a shuttle pick-up/drop-off stop for CBMM festivals on the following 2023
dates: 4/22 & 4/23 (Spring Sea Glass Festival); 6/17 (Antique & Classic Boat Festival); 8/13 (Watermen's Day);
10/28 (Oyster-Fest); 11/18 (Fall Sea Glass Festival). And 10/7 & 10/8 for boat trailer parking only)

WE UNDERSTAND AND ACCEPT THAT ALL POLICIES OF THE BOARD OF EDUCATION OF TALBOT COUNTY WITH REGARD TO THE USE OF SCHOOL FACILITIES ARE IN EFFECT AT ALL TIMES. A CERTIFICATE OF LIABILITY INSURANCE MUST BE PROVIDED NAMING TALBOT COUNTY PUBLIC SCHOOLS AS THE INSURED.

Name Shannon Mitchell Address Same as above PhoneNo. 410-745-4953
 Name _____ Address _____ PhoneNo. _____
 Name _____ Address _____ PhoneNo. _____

Approved:  Principal
 Superintendent/Board _____

<u>Estimated Cost</u>	<u>Final Billing</u>																																						
Facilities Used: _____ _____ Fee: _____	Section completed following scheduled activity Fee (if any) for facility: _____ Wage Total _____																																						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Personnel Charge</th> <th style="width: 30%;">Wage</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr> <td style="text-align: right;">Total:</td> <td>_____</td> </tr> </tbody> </table>	Personnel Charge	Wage	_____	_____	_____	_____	_____	_____	_____	_____	Total:	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Employee's Name</th> <th style="width: 30%;">Wages</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr> <td>Special Charge (if any)</td> <td>_____</td> </tr> <tr> <td>Breakage/Damage (if applicable)</td> <td>_____</td> </tr> <tr> <td>Reason: _____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Amount:</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Estimated Billing:</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Billing: _____</td> </tr> </tbody> </table>	Employee's Name	Wages	_____	_____	_____	_____	_____	_____	_____	_____	Special Charge (if any)	_____	Breakage/Damage (if applicable)	_____	Reason: _____	_____	_____	_____	_____	_____	Amount:	_____	Estimated Billing:	_____		Total Billing: _____
Personnel Charge	Wage																																						
_____	_____																																						
_____	_____																																						
_____	_____																																						
_____	_____																																						
Total:	_____																																						
Employee's Name	Wages																																						
_____	_____																																						
_____	_____																																						
_____	_____																																						
_____	_____																																						
Special Charge (if any)	_____																																						
Breakage/Damage (if applicable)	_____																																						
Reason: _____	_____																																						
_____	_____																																						
_____	_____																																						
Amount:	_____																																						
Estimated Billing:	_____																																						
	Total Billing: _____																																						



CHESBAY-04

SZUDERHAVENS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(410) 685-4625	FAX (A/C, No): (410) 685-3071
E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A: Zurich			16535
INSURED Chesapeake Bay Maritime Museum 213 North Talbot Street Saint Michaels, MD 21663	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		CPO0219912	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Easton is an Additional Insured with respects to the following events:

June 16-18 - Antique & Classic Boat Festival and Costal Arts Fair
July 1 - Big Band Night
July 2 - Big Band Night (rain date)
August 13 - Waterman's Appreciation Day
September 2 - Charity Boat Auction
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER	CANCELLATION
The Commissioners of St. Michaels 300 Mill Street PO Box 206 Saint Michaels, MD 21663	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY Maury, Donnelly & Parr, Inc.		NAMED INSURED Chesapeake Bay Maritime Museum 213 North Talbot Street Saint Michaels, MD 21663	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
 October 6-8 - Mid-Atlantic Small Craft Festival
 October 28 - OysterFest

*St. Michaels Police Department
100 South Fremont Street
PO Box 986
St. Michaels, MD 21663
410-745-9500*

To: The Commissioners of St. Michaels

From: Chief J. A. Oswald #0139

Re: Report for July 2023

Total Service Calls: 618

Fuel Used: **413.5**

Total Arrests: **4**

Criminal/other: **2**

Juvenile Arrests: **0**

CDS Arrests: **0**

DUI/DWI Arrests: **1**

Warrant/ Summons: **0**

MA Traffic Arrests / Not DUI: **0**

Emergency Petition: **1**

2 Assaults
1 Domestic Violence / Assaults
0 Burglaries
3 Thefts
1 Malicious Destruction of Properties
1 Trespass/Unwanted Subjects
6 Alarms
4 Noise Complaints
1 Parking Complaints
3 Traffic Collisions
11 Assist Other Agencies
3 Mutual Aid Assists
9 Parking Ticket
170 Hours of Foot/Bike Patrol
13 Hours of Training
12 Hours of Meetings
2 Hours of Court Appearance
431 Patrol Checks
139 Misc. Calls

St. Michaels Police Department's 2022-2023 Call Breakdown

	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		Year Totals	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Monthly Service Calls	522	594	556	637	651	834	682	732	729	848	841	571	734	618	755	740	720	743	677	8350	4834					
Assaults	0	0	0	0	0	1	0	1	2	1	1	0	1	2	1	1	0	1	0	7	5					
Verbal Altercation	0	1	1	1	1	0	1	1	4	3	3	1	2	2	4	1	4	2	2	25	9					
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Domestic Violence / Assaults	0	3	0	0	0	0	0	0	1	0	0	0	0	1	1	0	0	1	0	3	4					
Missing Person	0	1	0	0	0	1	0	0	0	0	0	0	1	0	0	1	1	0	0	3	2					
Thefts	1	1	0	1	4	2	2	5	1	5	0	3	5	3	2	1	5	3	1	25	20					
MDOP	0	4	1	0	1	2	1	0	0	1	1	0	0	1	1	1	0	2	1	9	8					
B & E	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	1	3	1					
Trespass/Unwanted Subject	0	1	2	0	3	1	1	1	0	0	0	1	3	1	2	4	1	0	2	18	5					
Disorderly Conduct	0	0	1	0	0	1	1	0	0	0	3	0	1	0	1	2	3	0	13	1						
Harassment	0	1	0	0	1	1	0	0	2	0	0	0	1	2	0	3	2	0	10	4						
Alarms	4	7	8	11	5	5	9	6	11	10	8	8	8	6	8	13	7	7	105	53						
CDS	0	1	1	0	0	0	0	0	2	0	0	0	1	0	1	1	1	0	9	1						
Death Report/Investigation	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	1	2						
Warrant/Summons	2	1	1	0	1	1	1	1	1	0	2	1	0	0	0	0	1	0	12	4						
Underage Poss. Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Underage Poss. Tobacco	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Noise Complaint	1	2	2	3	5	2	0	3	3	8	10	1	6	4	5	9	6	2	51	23						
Animal Complaint	1	2	2	2	6	3	5	5	7	4	6	4	6	2	3	6	7	1	52	22						
Boating Complaint	0	0	0	0	0	0	0	0	1	1	2	0	1	0	1	0	0	0	5	1						
Parking Complaint	2	3	0	3	2	1	1	5	5	7	7	3	9	1	5	7	3	5	50	23						
Assist Motorist	2	2	2	3	2	3	1	2	2	5	2	2	6	3	4	1	2	2	27	20						
Traffic Complaint	1	2	0	4	3	6	4	2	4	4	6	4	10	1	6	4	6	6	53	23						
Traffic Control	0	3	7	2	0	0	0	5	0	4	2	3	1	0	3	2	4	34	8							
Traffic Collision	1	4	1	3	4	3	8	2	6	3	6	2	3	5	1	9	4	40	33							
DWI / DUI	0	0	0	0	2	0	0	0	2	0	0	0	1	1	0	0	0	5	1							
Assist Other Agency	7	11	16	11	16	9	14	15	13	16	13	16	23	14	17	19	19	188	92							
Misc. Calls	49	95	187	90	158	202	150	104	83	324	319	133	154	139	69	122	162	1686	1087							

St. Michaels Police Department's 2022-2023 Monthly and Year-End Totals

	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sept		Oct		Nov		Dec		Year Totals	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Traffic/Summons/Warrant	2	1	2	0	2	3	8	1	5	2	3	4	1	0	1		3		1		1		4		33	11
Juvenile Arrest	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0		0		0		0		0		2	0
DWI	0	0	0	0	2	0	0	0	2	0	0	0	1	1	0		0		0		0		0		5	1
CDS Arrest	0	1	1	0	0	0	0	0	2	0	0	0	0	0	1		1		1		0		2		8	1
Assists (Arrests)	0	5	0	1	2	1	0	1	3	0	2	4	4	2	0		2		3		0		0		16	14
Traffic Citations	2	3	4	7	19	5	9	2	22	51	8	39	8	26	3		9		1		2		3		90	133
Traffic Warnings	51	26	82	22	36	25	68	30	88	25	59	75	46	28	48		79		60		28		36		681	231
ERO	8	1	8	2	8	9	18	0	0	1	3	6	0	14	1		4		0		1		0		51	33
FIR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		0		0	0
Parking Tickets	0	6	5	2	6	7	11	25	18	7	44	6	29	9	8		29		13		18		27		208	62
Warrants Obtained	0	0	0	0	0	1	0	0	1	0	2	1	0	0	2		1		0		0		0		6	2
Summons Obtained	1	0	0	0	1	0	1	1	0	0	0	0	0	0	0		0		0		0		0		3	1
Warrants Served	1	0	0	0	0	1	0	0	1	0	1	1	0	0	0		0		1		0		2		6	2
Summons Served	1	1	1	0	1	0	1	1	0	0	1	0	0	0	0		0		0		0		1		6	2
Alcohol/Tobacco	0	0	0	0	0	0	0	9	0	0	0	0	0	0	0		0		0		0		0		0	9
Other Civil Citations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		0		0	0
Municipal Infractions	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0		0		0		0		0		0	2
Service Calls	522	594	556	637	651	834	682	732	729	848	841	571	734	618	755		740		720		743		677		8350	4834
Foot Patrol Hours	80	93	111	84	129	128	196	111	154	115	243	133	219	170	168		152		162		80		101		1795	834
Patrol Checks	451	477	324	503	437	589	488	497	578	452	467	384	489	431	535		540		479		516		473		5777	3333
Self Initiated Calls	510	553	432	549	619	682	640	573	657	585	640	476	633	490	686		678		523		589		533		7140	3908
Training Hours	28	2	49	9	19	7	98	51	30	18	85	28	31	13	65		54		64		2		14		539	128
Meeting Hours	18	14	24	15	21	13	17	9	27	14	15	14	17	12	13		17		19		13		7		208	91
Court Hours	6	10	14	4	6	10	6	6	28	2	7	2	20	2	2		11		4		6		5		115	36

GASOLINE PUMP

July 2023
Month/Year

Pfc. Smith #0175
Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
07/07/2023	1412	05819LG	117,308	1588.3	1603.6	15.3
07/27/2023	2247	21092	24,898.9	2080.8	2695.3	14.5
TOTAL GALLONS						29.8

GASOLINE PUMP

7/2023

Month/Year

Foster

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
7-8-2023	2100	17377L4	49,833	16158	16359	19
7-21-2023	1700	17377L4	50,188	19,560	19,825	23
7-27-2023	0214	05819LG	117,549	20317	20470	15.3
TOTAL						
GALLONS						57.3

GASOLINE PUMP

July 2023
Month/Year

Ford Theudray
Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
July 5, 2023	1220		138391		12.2	12.2
July 12, 2023	0910		138591		12.8	12.8
July 14, 2023			138780		12.9	12.9
July 20, 2023	0118		138974		12.5	12.5
July 25, 2023	0915		139163		11.1	11.1
July 29, 2023	0410		139258		9.1	9.1
TOTAL						
GALLONS						70.6

GASOLINE PUMP

July 2023

Month/Year

Bathingshm

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
07/02/2023	0615	08617g	49510	1470	1485	15
07/05/2023	1855	08617g	49630	1551	1561	10
07/07/2023	0400	08617g 08617g	49751	1572	1584	12
07/09/2023	0654	08617g	49903	1635	1648	13
07/12/2023	0045	08617g	50030	1668	1682	13
07/15/2023	1515	08617g	50160	1785	1797	12
07/16/2023	1620	08617g	50228	1797	1803	6
07/17/2023	0120	81092g	24681	1814		
07/20/2023	2030	08617g	50323	1926	1936	10
07/24/2023	1615	08617g	50456	1998	2008	10
07/29/2023	2121	08617g	50565	2113	2126	13
TOTAL GALLONS						114

757g

Teacher used car too

GASOLINE PUMP

July 2023
 Month/Year

Officer Name Officer Taylor #2165

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
7/17	0145	12927	36529	0000	10.2	10.2
7/14	1655	12927	36674	0000	12.6	12.6
7/16	1815	12927	36770	0000	10.5	10.5
7/24	1650	12927	36910	0000	11.8	11.8
7/28	1811	12927	37002	0000	9.3	9.3
TOTAL GALLONS						54.4

GASOLINE PUMP

July 2023

Month/Year


Pte J. Hawkins

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
7/8/23	0815	12931	54121	1663	1615	12.2
7/12/23	1830	12931	54319	1694	1709	14.9
7/18/23	1835	12931	54516	18703	1883	12.8
7/23/23	2100	12931	54720	1982	1998 1998	16.
7/27/23	0635	12931	54903	2047	2057	10.9
TOTAL GALLONS						66.8

GASOLINE PUMP

July, *2023*
 Month/Year


 Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
7-17-23	0839	17378 2	11133	18308	18514	20.6
TOTAL GALLONS						20.6

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
2854	07/05/2023	At the Scene		1042 - General Checking Account - SU	
874035	06/30/2023		Police Janitorial	64052 - Police Janitorial	-100.00
			Admin. Janitorial	62092 - Admin Janitorial	-30.00
TOTAL					-130.00
2855	07/05/2023	Bay Hundred Automotive		1042 - General Checking Account - SU	
62578	06/28/2023		Streets Vehicle Exp.	65087 - Streets Vehicle Expense	-423.11
RO62801	06/30/2023		Police Vehicle Exp / Chief Smith	64046 - Police Vehicle Expense	-604.27
TOTAL					-1,027.38
2856	07/05/2023	BayLand Consultants& Designers, Inc.		1042 - General Checking Account - SU	
844401-0005	06/28/2023		Flood Mitigation / San Domingo Creek	700492 - Flood Mitigation/San Domingo Cr	-3,453.75
TOTAL					-3,453.75
2857	07/05/2023	Breezelino	Acct.#: 8335 30 013 0102935	1042 - General Checking Account - SU	
410-745-9535	06/21/2023		Admin. Cable	62094 - Admin Office Expenses	-82.16
			Admin. Telephone	62088 - Admin Telephone	-293.65
TOTAL					-375.81
2858	07/05/2023	Brian Thompson		1042 - General Checking Account - SU	
Reimb. Exp.	06/28/2023		Reimb. Exp. / 2023 MML Convention mileage	69046 - Water Travel & Training	-113.97
TOTAL					-113.97
2859	07/05/2023	DiCarlo Precision		1042 - General Checking Account - SU	
0514849-IN	07/03/2023		PZ Technical Equipment	63055 - Technical / Equipment	-673.53
0514848-IN	07/03/2023		PZ Technical Equipment / Plotter	63055 - Technical / Equipment	-1,992.00
TOTAL					-2,665.53
2860	07/05/2023	Katrina Whittington		1042 - General Checking Account - SU	
Reimb. MML Exp	06/28/2023		Reimb. MML Expenses 2023	610031 - MML Convention- COSM	-200.17
TOTAL					-200.17
2861	07/05/2023	L.N. Curtis and Sons	Customer No. C41735	1042 - General Checking Account - SU	
INV716459	06/21/2023		Police Uniform Exp / Officer Oswald	64043 - Police Uniforms	-13.95
TOTAL					-13.95
2862	07/05/2023	Lumberyard	Acct.#: 459535	1042 - General Checking Account - SU	
Statement	06/30/2023		Water Dept. materials & supplies	69051 - Water Materials/supplies	-3.08
			Signs	65081 - Signs	-77.88
			Municipal Bldgs. Maint. & Supplies	62096 - Municipal Bldgs- Maint. & Suppl	-8.29
			Harbor Maintenance	650911 - Harbor Maintenance	-118.84
TOTAL					-208.09
2863	07/05/2023	Maryland Water Quality	Borrower: Town of St. Michaels	1042 - General Checking Account - SU	
23191	06/28/2023		2006 Arsenic Debt. Service	6909 - 2006 Arsenic Debt Service	-3,224.63
TOTAL					-3,224.63
2864	07/05/2023	MDIA		1042 - General Checking Account - SU	
847127	06/26/2023		PZ Inspection / 108 Woodside Ave.	63052 - P/Z Inspections	-60.00
TOTAL					-60.00
2865	07/05/2023	One Call		1042 - General Checking Account - SU	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
3066053	06/30/2023		Miss Utility	69053 - Water Miscellaneous	-23.79
TOTAL					-23.79
2866	07/05/2023	Paul T Ewing	00-COM STM	1042 - General Checking Account - SU	
0502475-IN	06/29/2023		Signs	65061 - Signs	-228.60
TOTAL					-228.60
2867	07/05/2023	RAUCH, Inc.	Job#: 170008	1042 - General Checking Account - SU	
5717	06/21/2023		Engineering Climate Control Sea Level Rise	62062 - Engineering Climate Ch./Sea Ris	-4,950.00
TOTAL					-4,950.00
2868	07/05/2023	ShoreGate Storage, LLC	Storage Unit R11	1042 - General Checking Account - SU	
72420502	07/01/2023		Storage Unit R11 / Rent for 1 mos. period startin	62105 - Storage Unit	-125.00
TOTAL					-125.00
2869	07/05/2023	State Highway Administration of Maryland	Customer No.: 0526001028 007 / Project #TA	1042 - General Checking Account - SU	
AG012012	06/29/2023		Sidewalk Project	70032 - Brick Sidewalks	-193,921.57
TOTAL					-193,921.57
2870	07/05/2023	United Healthcare Insurance	Membership #: 399369903-1	1042 - General Checking Account - SU	
Edgar L. Thomas	07/05/2023		Retiree Benefit / Edgar L. Thomas HI	6202 - Retirees Benefits	-330.75
TOTAL					-330.75
2871	07/05/2023	Well Care	Acct.#: 23708404	1042 - General Checking Account - SU	
Edgar L. Thomas	07/05/2023		Retiree Benefit / Edgar L. Thomas, Sr. / RX	6202 - Retirees Benefits	-71.30
TOTAL					-71.30
2872	07/05/2023	Breezeline	Acct.#: 8335 30 013 0003067 / 109 Glory Ave.	1042 - General Checking Account - SU	
410-745-0000	05/26/2023		Water Dept. Telephone	69048 - Water Telephone	-153.88
TOTAL					-153.88
2873	07/05/2023	Talbot County Maryland	Parcel ID: 02-116480 / Water Tower Site / Cu	1042 - General Checking Account - SU	
13736	07/01/2023		Property Tax / FY24, Water Tower Site Route 3	62082 - Real Estate Taxes	-4,750.54
TOTAL					-4,750.54
2874	07/05/2023	Talbot County Maryland	Parcel ID: 02-067005 / Customer #: 59687	1042 - General Checking Account - SU	
10480	07/01/2023		FY24 Property Taxes / Lot 3, E/S Talbot St. /	62082 - Real Estate Taxes	-7,368.47
TOTAL					-7,368.47
2875	07/05/2023	Talbot County Sanitary District	Acct.#: 02-067145 / Glory Ave.	1042 - General Checking Account - SU	
231334	07/01/2023		Quarterly Sewer Bill / Glory Ave.	62095 - Municipal Bldgs. Utilities	-121.88
TOTAL					-121.88
2876	07/05/2023	Talbot County Sanitary District	Acct.#: 02-066602 / 100 S. Fremont St.	1042 - General Checking Account - SU	
231305	07/01/2023		Quarterly Sewer Bill / 100 S. Fremont St.	62095 - Municipal Bldgs. Utilities	-243.75
TOTAL					-243.75
2877	07/05/2023	Talbot County Sanitary District	Acct.#: 02-064944	1042 - General Checking Account - SU	
231186	07/01/2023		Quarterly Sewer Bill / Maritime Museum Road	62095 - Municipal Bldgs. Utilities	-243.75
TOTAL					-243.75
2878	07/05/2023	Talbot County Sanitary District	Acct.#: 02-067005 / 109 Talbot St.	1042 - General Checking Account - SU	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
231331	07/01/2023		Quarterly Sewer Bill / 109 Talbot St.	62095 Municipal Bldgs. Utilities	-121.88
TOTAL					-121.88
2879	07/05/2023	Commissioners		1042 - General Checking Account - SU	
			Deposit to SU Health Reimb. Acct.	1072 Health Reimb. Acct. - SU	-5,000.00
TOTAL					-5,000.00
2880	07/08/2023	Levan Ruff, LLC		1042 - General Checking Account - SU	
213	07/05/2023		Legal / General	6204 Legal Expense- General	-3,825.00
TOTAL					-3,825.00
2881	07/08/2023	Bartlett Tree Experts		1042 - General Checking Account - SU	
40670098-0	06/29/2023		Tree Planting & Maint.	6505 Tree Planting & Maintenance	-215.00
40670092-0	06/29/2023		Tree Planting & Maint.	6505 Tree Planting & Maintenance	-421.00
TOTAL					-636.00
2882	07/08/2023	Intercoastal Trading, Inc.		1042 - General Checking Account - SU	
232350	06/26/2023		Water Dept. materials & supplies	69051 Water Materials/supplies	-963.75
232349	06/26/2023		Water Dept. Materials & Supplies	69051 Water Materials/supplies	-642.50
TOTAL					-1,606.25
2883	07/07/2023	Lowe's	Acct.#: 821 3021 903181 8	1042 - General Checking Account - SU	
Statement	07/02/2023		Harbor Maintenance	650911 Harbor Maintenance	-188.05
TOTAL					-188.05
2884	07/07/2023	Sharp Water Culligan		1042 - General Checking Account - SU	
20445207	07/01/2023		Police Dept. Office Exp. / July Water Cooler Re	64053 Police Office Expenses	-18.00
TOTAL					-18.00
2885	07/07/2023	Mission Square 305226	Acct.# 305226 Robert J. Straebel	1042 - General Checking Account - SU	
			pp 6/27/2023 - 7/10/2023	24801 - Mission Square 457- Empl. Contr	-800.00
TOTAL					-800.00
2886	07/07/2023	Mission Square 100307	pp 6/27/2023 - 7/10/2023 Robert J. Straebel	1042 - General Checking Account - SU	
			Retiree Benefits / Robert J. Straebel pp 6/27/20	6202 - Retirees Benefits	-475.38
TOTAL					-475.38
2887	07/07/2023	Commissioners	pp 6/27/2023 - 7/10/2023	1042 - General Checking Account - SU	
			pp 6/27/2023 - 7/10/2023	1043 Payroll Checking Account - SU	-51,448.15
TOTAL					-51,448.15
2888	07/19/2023	Breezeline	Acct.#: 8335 30 013 0110458	1042 - General Checking Account - SU	
Boy Scout Lodge	07/02/2023		Internet / Boy Scout Lodge - 407 St. Mary's Squ	62100 Internet	-223.66
TOTAL					-223.66
2889	07/19/2023	Breezeline	Acct.#: 8335 30 013 0002192	1042 - General Checking Account - SU	
410-745-9500	07/04/2023		Police Dept Telephone	64049 Police Telephone	-350.66
TOTAL					-350.66
2891	07/19/2023	APG Media of Chesapeake LLC		1042 - General Checking Account - SU	
3025832	07/05/2023		Admin Notice / Ordinance 541, 547, 548	62090 Admin Notices & Ads	-315.00
3027735	07/06/2023		PZ Notice / Issued Permits 06-16 thru 06-30-20	63053 P/Z Advertising	-35.00
TOTAL					-350.00

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
2892	07/19/2023	At the Scene		1042 - General Checking Account - SU	
874047	07/07/2023		Police Janitorial	64052 - Police Janitorial	-100.00
			Admin Janitorial	62092 - Admin Janitorial	-95.00
774071	07/14/2023		Police Janitorial	64052 - Police Janitorial	-100.00
			Admin Janitorial	62092 - Admin Janitorial	-30.00
TOTAL					-325.00
2893	07/19/2023	AT&T	Acct.#: 059 236 0879 001	1042 - General Checking Account - SU	
410-745-5147	08/30/2023		Water Dept. Telephone	69048 - Water Telephone	-22.48
			MG Telephone	65067 - M/G Telephone	-22.49
TOTAL					-44.97
2894	07/19/2023	Autodesk, Inc.	Customer no.: 5601127911	1042 - General Checking Account - SU	
9861184706	07/01/2023		PZ Lease Plotter / Contract Start Date: 6/29/20	63051 - P/Z Office Expense	-485.00
TOTAL					-485.00
2895	07/19/2023	Axon Enterprise, Inc.		1042 - General Checking Account - SU	
INUS162526	06/01/2023		Body Cameras / SMPD	64057 - Body Camera Maint	-10,374.00
TOTAL					-10,374.00
2896	07/19/2023	Brian Thompson		1042 - General Checking Account - SU	
Reimb. Exp.	07/18/2023		Reimb. for Water Dept. Exp. / Ipad Case	89041 - Water Office Expenses	-23.49
TOTAL					-23.49
2897	07/19/2023	Callahan Signs		1042 - General Checking Account - SU	
1844	07/13/2023		Signs / "no public docking" / DNR patrol	65081 - Signs	-425.00
TOTAL					-425.00
2898	07/19/2023	Colossus, Inc.	Customer No. STM000	1042 - General Checking Account - SU	
CPSMN0003772	07/01/2023		Communications SMPD	64044 - Communications (radio)	-4,251.61
TOTAL					-4,251.61
2899	07/19/2023	Core & Main LP	Account#: 134512	1042 - General Checking Account - SU	
T152010	07/08/2023		New Water Meter Project	69074 - Water Meter Replacements	-77,360.00
TOTAL					-77,360.00
2900	07/19/2023	Crystal Springs	Customer Acct.#: 95665822652146	1042 - General Checking Account - SU	
22852145 060823	06/08/2023		Admin. Office Exp. / Water / Balance due on Inv	62102 - Office Supplies	-4.99
TOTAL					-4.99
2901	07/19/2023	Harris Computer Systems	Customer No. STM20	1042 - General Checking Account - SU	
MCSXT0001033	04/28/2023		Water Meter Replacement Proj. / First Data Extr	69074 - Water Meter Replacements	-2,500.00
TOTAL					-2,500.00
2902	07/19/2023	Home Paramount	112-86759	1042 - General Checking Account - SU	
6313964	07/03/2023		Commercial Quarterly Pest Control / Town Office	62096 - Municipal Bldgs- Maint. & Suppl	-75.00
TOTAL					-75.00
2903	07/19/2023	Hopkins Sales	14820	1042 - General Checking Account - SU	
466052	07/12/2023		Police Office Supplies	64053 - Police Office Expenses	-34.31
TOTAL					-34.31

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
2904	07/19/2023	International Computer Services	Monthly Billing for July	1042 - General Checking Account - SU	
38988	07/10/2023		IT Consultant / Monthly Billing for July	62101 - IT Consultant	-3,335.00
TOTAL					-3,335.00
2905	07/19/2023	Kelly & Associates	Acct. ID: 82110	1042 - General Checking Account - SU	
Aug.2023 covera	07/05/2023		Admin. Benefits / December 2020	620113 - Benefits	-3,972.58
			PZ Benefits / December 2020	63013 - Benefits	-2,716.94
			Police Dept. Benefits / December 2020	64013 - Benefits	-5,890.38
			PW Dept. Benefits / December 2020	65013 - Benefits	-6,440.58
			Admin. / Paper Bill Fee / Cobra Admin.	620113 - Benefits	-15.75
			PZ / Paper Bill Fee / Cobra Admin.	63013 - Benefits	-15.75
			Police Dept. / Paper Bill Fee / Cobra Admin.	64013 - Benefits	-15.75
			PW / Paper Bill Fee / Cobra Admin.	65013 - Benefits	-15.75
TOTAL					-19,083.48
2906	07/19/2023	Key One		1042 - General Checking Account - SU	
119369	07/17/2023		Municipal Bldgs. maint. / New Keys Town Office	62096 - Municipal Bldgs- Maint. & Suppl	-10.50
TOTAL					-10.50
2907	07/19/2023	Lexipol LLC	Contract 7/1/2023 - 6/30/2024	1042 - General Checking Account - SU	
LEX17589	07/01/2023		Police Dues & Subscriptions FY24	64050 - Police Dues & Subscriptions	-5,000.00
TOTAL					-5,000.00
2908	07/19/2023	MDIA		1042 - General Checking Account - SU	
847491	07/14/2023		PZ Inspection / 209 E. Maple St.	63052 - P/Z Inspections	-60.00
847494	07/14/2023		PZ Inspection / 111 Fremont St	63052 - P/Z Inspections	-60.00
TOTAL					-120.00
2909	07/19/2023	Pittsburgh Magazine	Town of St. Michaels	1042 - General Checking Account - SU	
2023-265764	06/30/2023		Tourism / Communication Exp.	6203 - Tourism/Communications	-1,815.00
TOTAL					-1,815.00
2910	07/19/2023	RAUCH, Inc.	VOID:	1042 - General Checking Account - SU	
TOTAL					0.00
2911	07/19/2023	Republic Services	Acct.#: 3-0426-9426012	1042 - General Checking Account - SU	
0426-001032200	06/30/2023		Recycling Service	65074 - Recycling Service	-5,060.00
			Trash Pick-Up	65076 - Trash Pick-Up	-11,075.50
TOTAL					-16,135.50
2912	07/19/2023	Sharp Water Culligan	AcctID: 126148 / St. Michaels PD	1042 - General Checking Account - SU	
20457789	07/18/2023		SMPD Office Exp. / Water	64053 - Police Office Expenses	-40.77
TOTAL					-40.77
2913	07/19/2023	ShoreScan Solutions	Customer ID: 42	1042 - General Checking Account - SU	
8338	07/05/2023		Document Retention	62097 - Document Retention	-150.00
TOTAL					-150.00
2914	07/19/2023	Stanley J. Richardson		1042 - General Checking Account - SU	
June HI	07/19/2023		Retiree Benefits / Coverage Period: June 01, 20	6202 - Retirees Benefits	-851.18
TOTAL					-851.18
2915	07/19/2023	Staples	Acct.#: 6035 6178 2073 4373	1042 - General Checking Account - SU	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
Statement	07/09/2023		Admin. Office Exp.	62102 Office Supplies	-513.98
			SMPD Office Exp.	64053 Police Office Expenses	-619.72
TOTAL					-1,133.70
2916	07/19/2023	Steve Ball		1042 - General Checking Account - SU	
Reimb. Exp.	07/08/2023		PZ Office Exp. / Refreshments Nature Trail publ	63051 P/Z Office Expense	-68.91
TOTAL					-68.91
2917	07/19/2023	Verizon Wireless	Acct.#: 742272631-00001	1042 - General Checking Account - SU	
9939216464	07/19/2023		Police Dept. Telephone Exp.	64049 Police Telephone	-535.59
TOTAL					-535.59
2918	07/19/2023	Xerox Financial Services	Contract #: 020-0148708-001	1042 - General Checking Account - SU	
4505238	07/10/2023		Xerox Copier / Town Office	62099 Copier / Postage	-650.42
TOTAL					-650.42
2919	07/19/2023	Crystal Springs	Customer Acct.#: 98666822662146	1042 - General Checking Account - SU	
22652145 070623	07/06/2023		Admin. Office Exp. / Water	62102 Office Supplies	-126.33
TOTAL					-126.33
2920	07/19/2023	Verizon	Acct.# 860-385-524-0001-02	1042 - General Checking Account - SU	
410-745-9500	07/06/2023		Police Dept. Telephone	64049 Police Telephone	-620.50
TOTAL					-620.50
2921	07/19/2023	Xerox Financial Services	Contract #: 020-0098559-001	1042 - General Checking Account - SU	
4502206	07/10/2023		Xerox Copier / SMPD	64053 Police Office Expenses	-385.94
TOTAL					-385.94
2922	07/19/2023	Verizon	Acct.#: 650-373-371-0001-46	1042 - General Checking Account - SU	
410-745-5147	07/06/2023		MG Telephone	65067 M/G Telephone	-137.11
			Water Dept. Telephone	69048 Water Telephone	-137.11
TOTAL					-274.22
2923	07/19/2023	PNC Bank	Acct. ending 0619	1042 - General Checking Account - SU	
Statement	07/02/2023		DRI*AVG Technologies / Dues & Subscriptions	62089 Admin Dues & Subscriptions	-68.89
			Constant Contact / Tourism Exp.	6203 Tourism/Communications	-125.00
			Adobe Acrobat / Tourism Exp.	6203 Tourism/Communications	-58.29
			DRI*AVG Technologies / Dues & Subscriptions	62089 Admin Dues & Subscriptions	-105.99
			Admin. Dues & Subscriptions / Adobe	62089 Admin Dues & Subscriptions	-15.89
TOTAL					-374.06
2924	07/19/2023	Visa	Acct. 4009 7704 6602 5660	1042 - General Checking Account - SU	
COSM-Police Dep	07/02/2023		Police Dept. Dues & Subscriptions / Ad for Pol	64050 Police Dues & Subscriptions	-154.40
			Admin. Office Exp. / Zoom	62102 Office Supplies	-40.00
			Police Equip. & Supplies / Auto Jump Starter	64045 Police Equipment & Supplies	-143.82
TOTAL					-338.02
2925	07/20/2023	RAUCH, Inc.		1042 - General Checking Account - SU	
5748	06/28/2023		Reimbursable Engineering Exp. / Tom Wood	62061 Reimbursable Engineering Expens	-360.00
			Engineering Climate Control Sea Level Rise	62062 Engineering Climate Ch./Sea Ris	-360.00
			Water Map preparation / Water Model preparati	69051 Water Materials/supplies	-6,875.00
5755	07/10/2023		Nature Trail Ext. / MDOT Grant	650920 Nature Trail Ext. / MDOT Grant	-2,900.00
TOTAL					-10,495.00
2926	07/20/2023	Commlsioners	VOID:	1042 - General Checking Account - SU	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					0.00
2927	07/20/2023	Commissioners		1042 - General Checking Account - SU	
			FY24 Uniform Allowance Cks. / Public Works -	1043 Payroll Checking Account - SU	-3,229.50
TOTAL					-3,229.50
2928	07/20/2023	Talbot County Maryland	FY24 Allocation / Bay Hundred Pool	1042 - General Checking Account - SU	
			FY24 Bay Hundred Pool Donation	6809 Bay Hundred Pool Donation	-2,000.00
TOTAL					-2,000.00
2929	07/20/2023	Talbot County Free Library	FY24 Allocation St. Michaels Library	1042 - General Checking Account - SU	
			FY24 Donation St. Michaels Library	6806 Talbot County Library	-7,000.00
TOTAL					-7,000.00
2930	07/20/2023	St. Michaels Museum	FY24 Allocation / St. Michaels Museum @ St.	1042 - General Checking Account - SU	
			FY24 Donation / St. Michaels Museum @ St. M	6804 St. Mary's Square Museum	-3,000.00
TOTAL					-3,000.00
2931	07/20/2023	St. Michaels Community Center	FY24 Allocation St. Michaels Community Ce	1042 - General Checking Account - SU	
			FY24 Donation / St. Michaels Community Cente	6807 St. Michaels Comm. Center	-3,000.00
TOTAL					-3,000.00
2932	07/20/2023	St. Michaels In Bloom	FY24 Allocation / St. Michaels In Bloom	1042 - General Checking Account - SU	
			FY24 Donation / St. Michaels in Bloom	6812 St. Michaels in Bloom	-1,000.00
TOTAL					-1,000.00
2933	07/20/2023	Talbot County Arts Council, Inc.	FY24 Allocation / Talbot County Arts Council	1042 - General Checking Account - SU	
			FY24 Donation / Talbot County Arts Council	6803 Talbot County Arts Council	-1,000.00
TOTAL					-1,000.00
2934	07/24/2023	Maryland Unemployment Insurance Fund	VOID: 0066870053	1042 - General Checking Account - SU	
TOTAL					0.00
2935	07/24/2023	Maryland Unemployment Insurance Fund	0066870053	1042 - General Checking Account - SU	
			Quarterly SUTA Contribution / Qtr. 2, 2023	24300 MD Unemployment	-334.03
TOTAL					-334.03
2936	07/24/2023	United States Treasury	PCORI Fees / Tax Period (2nd Qtr.) Fed ID#:	1042 - General Checking Account - SU	
PCORI Fees	07/24/2023		PCOR Fees / HRA Plan Date 12/1/2021 - 11/30/	620113 - Benefits	-54.00
TOTAL					-54.00
2937	07/24/2023	St. Michaels Community Center	Donation / Building Campaign	1042 - General Checking Account - SU	
Building Campaign	07/24/2023		SMCC Building Donation	6815 - SMCC Building Donation	-50,000.00
TOTAL					-50,000.00
2938	07/25/2023	Mission Square 305226	Acct.# 305226 Robert J. Straebel	1042 - General Checking Account - SU	
			pp 7/1 1/2023 - 7/24/2023	24801 - Mission Square 457- Empl. Contr	-800.00
TOTAL					-800.00
2939	07/25/2023	Commissioners	pp 7/11/2023 - 7/24/2023	1042 - General Checking Account - SU	
			pp 7/11/2023 - 7/24/2023	1043 - Payroll Checking Account - SU	-53,993.90

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-53,993.90
2940	07/25/2023	Mission Square 100307	pp 7/11/2023 - 7/24/2023 Robert J. Straebel	1042 - General Checking Account - SU	
			Retiree Benefit / Robert J Straebel - ppp 7/11/2	6202 Retirees Benefits	-475.38
TOTAL					-475.38
2941	07/26/2023	Breezeline	Acct.#: 8335 30 013 0001012	1042 - General Checking Account - SU	
410-745-9535	07/16/2023		Admin. Internet	62100 - Internet	-270.51
TOTAL					-270.51
2942	07/26/2023	Alert 360	Trip Charge	1042 - General Checking Account - SU	
18097188	07/18/2023		Office Exp. / Trip to delete Code from Alarm Sys	62102 - Office Supplies	-49.00
TOTAL					-49.00
2943	07/26/2023	APG Media of Chesapeake LLC	Account No. 131	1042 - General Checking Account - SU	
3029131	07/19/2023		PZ Notice / Issued Permits 7-1 / 7-15-23	63053 P/Z Advertising	-52.50
TOTAL					-52.50
2944	07/26/2023	At the Scene		1042 - General Checking Account - SU	
774088	07/21/2023		Police Janitorial	64052 Police Janitorial	-100.00
			Admin. Janitorial	62092 Admin Janitorial	-95.00
TOTAL					-195.00
2945	07/26/2023	Bay Hundred Automotive		1042 - General Checking Account - SU	
62695	07/19/2023		Police Vehicle Exp. / Brittingham patrol vehicle	64046 Police Vehicle Expense	-854.02
TOTAL					-854.02
2946	07/26/2023	Choptank Electric		1042 - General Checking Account - SU	
	07/14/2023		602 Railroad Ave., Bradley Park	65088 Electric- Street Lights	-19.00
			100 Perry Cabin Dr Entrance Lights	65088 Electric- Street Lights	-141.00
			Hollis Park/300 Mill st.	62095 Municipal Bldgs. Utilities	-376.00
			Skate Board Park Lights/300 Mill St.	65088 Electric- Street Lights	21.00
			Mill St. Parkng. Lot Lights/201 N. Talbot	65088 Electric- Street Lights	-76.00
			712 N. Talbot St./North Tank	65088 Electric- Street Lights	-241.00
			105 Brooks LN / Brooks LN Street Lights	65088 Electric- Street Lights	-44.00
TOTAL					-918.00
2947	07/26/2023	CJ Weisman Balancing, LLC	HI Reimb. / J. Weisman	1042 - General Checking Account - SU	
Coverage mos./A	07/05/2023		Reimb. for HI Costs	6202 Retirees Benefits	-1,041.69
TOTAL					-1,041.69
2948	07/26/2023	FOP	FOP Dues: Ford, Foster, Oswald	1042 - General Checking Account - SU	
FOP Dues/June 2	07/26/2023		FOP Dues/ June 2023 - Officers. Ford, Foster	24675 FOP Dues	-180.00
TOTAL					-180.00
2949	07/26/2023	Key One		1042 - General Checking Account - SU	
12601	07/11/2023		Municipal Bldgs. maint. / 300 Mill St. - Re-key fr	62096 Municipal Bldgs- Maint & Suppl	-210.00
119362	07/26/2023		Municipal bldgs. maint. & supplies	62096 Municipal Bldgs- Maint. & Suppl	-12.00
TOTAL					-222.00
2950	07/26/2023	Petty Cash		1042 - General Checking Account - SU	
Reimb. Petty Cas	07/26/2023		Reimb. drawer for postage expenses	62099 Copier / Postage	-19.36
TOTAL					-19.36

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
2961	07/28/2023	Choptank Electric		1042 - General Checking Account - SU	
	07/26/2023		Acct. # 218684500 - Back Creek Dock	65088 - Electric- Street Lights	-19.00
			Acct # 218473000 - 125 W Chestnut St.	65088 - Electric- Street Lights	-28.00
			Acct # 218461300 - #2 Well House/110 Mareng	69044 - Electric-Wells & Towers	-821.00
			Acct. # 9913565500 - 800 S. Talbot St	65088 - Electric- Street Lights	-19.00
TOTAL					-887.00
2962	07/26/2023	Doggie Walk Bags	Customer #: 0007569	1042 - General Checking Account - SU	
0108443-IN	07/17/2023		Nature Trail Maintenance / Disp. Bags	650916 - Nature Trail Maintenance	-125.00
TOTAL					-125.00
2963	07/26/2023	Environmental Service, MD	12034	1042 - General Checking Account - SU	
335136	07/19/2023		Landfill Fees	65071 - Landfill Fees	-524.70
TOTAL					-524.70
2964	07/26/2023	Hopkins Sales	14820	1042 - General Checking Account - SU	
465770	07/07/2023		Municipal Bldgs. Maint. & Supplies	62096 - Municipal Bldgs- Maint. & Suppl	-220.54
465997	07/12/2023		Municipal Bldgs. Maint. & Supplies	62096 - Municipal Bldgs- Maint. & Suppl	-122.48
TOTAL					-343.02
2965	07/26/2023	MDIA		1042 - General Checking Account - SU	
847534	07/18/2023		PZ Inspection / 105 Locust St	63052 - P/Z Inspections	-150.00
847664	07/21/2023		PZ Inspection / 104 Conner St	63052 - P/Z Inspections	-60.00
847663	07/21/2023		PZ Inspection / 106B Conner St.	63052 - P/Z Inspections	-60.00
TOTAL					-270.00
2966	07/26/2023	Pep-up	146460-1	1042 - General Checking Account - SU	
5100634	07/20/2023		Police Vehicle Exp.	64046 - Police Vehicle Expense	-1,127.10
			PW Vehicle Exp.	65021 - PW Vehicle Exp.	-112.71
			Parks & Rec. Vehicle Exp.	850913 - Parks/Rec Vehicle Maintenance	-112.71
			Streets Vehicle Exp.	65087 - Streets Vehicle Expense	-450.84
			SW Vehicle Exp.	65073 - SW Vehicle Expense	-450.84
TOTAL					-2,254.20
2967	07/26/2023	Plerson Comfort Group		1042 - General Checking Account - SU	
QB126391	07/20/2023		Parks & Rec. Maint. & Supplies / Porta Pots (Br	650912 - Parks/Rec Maint. & Supplies	-385.40
TOTAL					-385.40
2968	07/26/2023	Spurry's Tire Service		1042 - General Checking Account - SU	
00081290	07/12/2023		Streets Vehicle Exp.	65087 - Streets Vehicle Expense	-336.30
TOTAL					-336.30
2969	07/26/2023	Talbot County Finance	FY23 Animal License Fees	1042 - General Checking Account - SU	
FY23 Animal Lice	07/28/2023		50% of Collected Fees for Animal Licenses #000	62087 - Miscellaneous	-31.25
TOTAL					-31.25
2960	07/26/2023	Utility Service Co., Inc		1042 - General Checking Account - SU	
584948	07/01/2023		Water Tower Maint. / North Tank - Quarterly	69062 - Water Tower Maintenance Contrac	-6,737.15
584950	07/01/2023		Water Tower Maint. / South Tank - Quarterly	69062 - Water Tower Maintenance Contrac	-8,916.10
TOTAL					-13,653.25
2961	07/26/2023	Winzer	Cust. No. 231511	1042 - General Checking Account - SU	
1214642	07/07/2023		Water Dept Materials & Supplies	69051 - Water Materials/supplies	-499.01
TOTAL					-499.01

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
2982	07/26/2023	LGIT	Includes credit from Inv.#:123012	1042 - General Checking Account - SU	
122918	07/03/2023		Admin. Liability & Property Insurance	6207 - Liability & Property Insurance	-10,040.00
			Police Liability & Property Insurance	6403 - Liability & Property Insurance	-14,120.00
			PW Liability & Property Insurance	6503 - Liability & Property Insurance	-8,400.00
			Water Dept. Liability & Property Insurance	6903 - Liability and Property Ins.	-7,600.00
TOTAL					-40,160.00
2983	07/26/2023	Choptank Electric		1042 - General Checking Account - SU	
	07/24/2023		Boy Scout Lodge / Acct. #218470700	62095 - Municipal Bldgs. Utilities	-60.00
			Water St. St. Mary's Sq. / Acct. #218788700	65088 - Electric- Street Lights	-42.00
			109 S. Talbot St.Christmas / Acct. #218777500	65088 - Electric- Street Lights	-19.00
			105 Gloria Ave. #3 Well House / Acct. #218763	69044 - Electric-Wells & Towers	-1,550.00
			St. Mary's Sq. St. Lights / Acct. #218605600	65088 - Electric- Street Lights	-20.00
			Muskral Park Gazebo/ Acct. #218603000	65088 - Electric- Street Lights	-69.00
			Lease Lights 210 S. Talbot St. / Acct.#21851730	65088 - Electric- Street Lights	-3,275.00
			South Tank 108 Woodside Ave. / Acct. #218510	69044 - Electric-Wells & Towers	-56.00
			Public Restrooms 109 S. Talbot St. / Acct. #218	65088 - Electric- Street Lights	-24.00
			SM Police Dept. / Acct. #310690200	64041 - Police Utilities	-434.00
			109 Gloria Ave. / Acct. #218507800	62095 - Municipal Bldgs. Utilities	-103.00
			115 Fremont St / Comfort Station	62095 - Municipal Bldgs. Utilities	-59.00
			109 S. Talbot St.	65088 - Electric- Street Lights	-48.00
TOTAL					-5,759.00
2984	07/26/2023	Midwest Radar		1042 - General Checking Account - SU	
173947	07/28/2023		Police Equipment & Supplies	64045 - Police Equipment & Supplies	-315.00
TOTAL					-315.00
2985	07/28/2023	Ground Effects	VOID:	1042 - General Checking Account - SU	
TOTAL					0.00
2985	07/28/2023	Ground Effects		1042 - General Checking Account - SU	
2203	06/30/2023		Horticulturist Contract / May maintenance	650919 - Horticulturist/Contract	-1,506.25
2204	06/30/2023		Horticulturist Contract	650919 - Horticulturist/Contract	-2,068.75
TOTAL					-3,575.00
2986	07/31/2023	Maryland Small Arms Range, Inc.		1042 - General Checking Account - SU	
6222023	06/22/2023		Police Uniform Exp.	64043 - Police Uniforms	-1,378.00
TOTAL					-1,378.00
2987	07/31/2023	APG Media of Chesapeake LLC	Account No. 131	1042 - General Checking Account - SU	
3028183	07/27/2023		Admin. Notice / Surplus Property 109 S. Talbot	62090 - Admin Notices & Ads	-262.50
TOTAL					-262.50
2988	07/31/2023	At the Scene		1042 - General Checking Account - SU	
674103	07/28/2023		Police Janitorial	64052 - Police Janitorial	-100.00
			Admin. Janitorial	62092 - Admin Janitorial	-30.00
TOTAL					-130.00
2989	07/31/2023	Breezeline	Acct.#: 8335 30 013 0102935	1042 - General Checking Account - SU	
410-745-9535	07/21/2023		Admin. Cable	62094 - Admin Office Expenses	82.16
			Admin. Telephone	62088 - Admin Telephone	-300.36
TOTAL					-382.52
2970	07/31/2023	Craig Parks	Practice Test	1042 - General Checking Account - SU	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
July 1 through August 2, 2023

Num	Date	Name	Memo	Account	Paid Amount
Reimb. Exp.	07/25/2023		Water Dept. Training Exp. / Practice Test Water	69046 Water Travel & Training	-21.20
TOTAL					-21.20
2971	07/31/2023	GEORGE, MILES & BUHR, LLC	West Harbor Rd. / East Chew Proj.	1042 - General Checking Account - SU	
0078353	07/13/2023		Flood Mitigation Study / West Harbor Rd. & East	700300 Flood Mitigation / N. Harbor Rd	-7,607.50
TOTAL					-7,607.50
2972	07/31/2023	Hopkins Sales	14820	1042 - General Checking Account - SU	
466740	07/26/2023		Police Office Exp.	64053 Police Office Expenses	-124.27
TOTAL					-124.27
2973	07/31/2023	Jimenez Towing	St. Michaels Police Dept.	1042 - General Checking Account - SU	
	07/26/2023		Police Vehicle Exp. / Towed 2020 Chevrolet Tal	64046 Police Vehicle Expense	-150.00
TOTAL					-150.00
2974	07/31/2023	MDIA		1042 - General Checking Account - SU	
847692	07/24/2023		PZ Inspection / 701 Division St	63052 P/Z Inspections	-60.00
847693	07/24/2023		PZ Inspection / 110 Lee St.	63052 P/Z Inspections	-205.00
847743	07/26/2023		PZ Inspection / 204 S. Talbot St.	63052 P/Z Inspections	-60.00
847760	07/27/2023		PZ Inspection / 209 Seymour Ave.	63052 P/Z Inspections	-80.00
847813	07/28/2023		PZ Inspection / 203/207 Seymour Ave.	63052 P/Z Inspections	-200.00
TOTAL					-605.00
2975	07/31/2023	Pixel Print & Post		1042 - General Checking Account - SU	
84350	06/16/2023		PZ Office Exp. / Signs	63051 P/Z Office Expense	-102.00
TOTAL					-102.00
2976	07/31/2023	ShoreGate Storage, LLC		1042 - General Checking Account - SU	
74053146	07/27/2023		Rent - Unit R11 rent for 1 mos. period starting 8/	62105 Storage Unit	-125.00
74032605	07/27/2023		Storage Unit R11 / Insurance Premium	62105 Storage Unit	-9.00
TOTAL					-134.00
2977	08/01/2023	United Healthcare Insurance	Membership #: 399369903-1	1042 - General Checking Account - SU	
Edgar L. Thomas	08/01/2023		Retiree Benefit / Edgar L. Thomas HI	6202 Retirees Benefits	-330.75
TOTAL					-330.75
2978	08/01/2023	Well Care	Acct.#: 23708404 / Edgar L. Thomas, Sr.	1042 - General Checking Account - SU	
Edgar L. Thomas,	08/01/2023		Retiree Benefit / Edgar L. Thomas Sr. RX	6202 Retirees Benefits	-71.30
TOTAL					-71.30
7142023	07/07/2023	Retirement, State	00008525	1042 - General Checking Account - SU	
			pp 6/27/2023 - 7/10/2023	24500 State Retirement	-2,983.57
TOTAL					-2,983.57
7282023	07/26/2023	Retirement, State	00008525	1042 - General Checking Account - SU	
			pp 7/11/2023 - 7/24/2023	24500 State Retirement	-3,086.17
TOTAL					-3,086.17
				TOTAL	-662672.68

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Budget	\$ Over Budget	% of Budget
Income				
4960 · Proceeds from Sale of Asset	645,510.75	0.00	645,510.75	100.0%
4001 · Taxes Receipts				
40011 · Real Estate Taxes	0.00	1,480,872.00	(1,480,872.00)	0.0%
4002 · Taxes- Other				
40021 · Local Income Tax	0.00	225,000.00	(225,000.00)	0.0%
40022 · Accomodation Tax	0.00	750,000.00	(750,000.00)	0.0%
40023 · Admissions & Amusements	0.00	150,000.00	(150,000.00)	0.0%
40024 · Highway Use Tax	0.00	102,000.00	(102,000.00)	0.0%
Total 4002 · Taxes- Other	0.00	1,227,000.00	(1,227,000.00)	0.0%
4012 · Property Taxes				
40121 · Personal Property- Utilities	0.00	69,000.00	(69,000.00)	0.0%
40123 · Taxes- Int.,Disc.,Allow,net,etc	0.00	1,000.00	(1,000.00)	0.0%
40125 · Financial Corp. Tax	0.00	1,123.00	(1,123.00)	0.0%
Total 4012 · Property Taxes	0.00	71,123.00	(71,123.00)	0.0%
Total 4001 · Taxes Receipts	0.00	2,778,995.00	(2,778,995.00)	0.0%
4003 · Licenses and Permits				
40039 · Inspection Fees	0.00	44,000.00	(44,000.00)	0.0%
40038 · Special Event Fee	200.00	16,000.00	(15,800.00)	1.3%
40031 · Board of Appeals	0.00	1,200.00	(1,200.00)	0.0%
40032 · Other Licenses & Permits	1,000.00	2,000.00	(1,000.00)	50.0%
40033 · Land Use Management Fees	0.00	1,000.00	(1,000.00)	0.0%
40034 · HDC Permits	150.00	2,000.00	(1,850.00)	7.5%
40035 · Building Permits	980.00	5,700.00	(4,720.00)	17.2%
40036 · Animal Licenses	25.00	30.00	(5.00)	83.3%
40037 · Business/Traders Licenses	0.00	3,000.00	(3,000.00)	0.0%
Total 4003 · Licenses and Permits	2,355.00	74,930.00	(72,575.00)	3.1%
4004 · Grants/Revenue from other Agenc				
400426 · MDOT Grant / Nature Trail Ext.	0.00	28,000.00	(28,000.00)	0.0%
400427 · Flood Mitigation Study NH Rd.	0.00	60,000.00	(60,000.00)	0.0%
400428 · Flood Mitigation Study /SD Cr.	14,335.00	44,850.00	(30,515.00)	32.0%
40040 · Water Department Overhead	0.00	96,900.00	(96,900.00)	0.0%
40041 · State Fire, Rescue & Amb. Fnd.	0.00	3,000.00	(3,000.00)	0.0%
400413 · SMPD SMYLE Donations	2,750.00	15,000.00	(12,250.00)	18.3%
40044 · Critical Area Grant	0.00	4,500.00	(4,500.00)	0.0%
40046 · Police Protection State	0.00	55,256.00	(55,256.00)	0.0%
40047 · Crossing Guard/Talbot County	0.00	18,500.00	(18,500.00)	0.0%
40049 · FEMA Grant/ Stormwater Mitigati	0.00	210,000.00	(210,000.00)	0.0%
Total 4004 · Grants/Revenue from other Agenc	17,085.00	536,006.00	(518,921.00)	3.2%
4005 · Franchise and Rental Revenue				
400511 · Boat Slip LIST Fee	150.00	1,850.00	(1,700.00)	8.1%
40051 · Boat Slip Rent	0.00	27,920.00	(27,920.00)	0.0%
40053 · T-Mobile Tower Rent	3,427.53	37,404.00	(33,976.47)	9.2%
40054 · AT&T Tower Rent	0.00	55,008.00	(55,008.00)	0.0%
40056 · Verizon- Tower Rent	0.00	51,213.00	(51,213.00)	0.0%
40057 · Atlantic Broadband Cable Fee	0.00	26,733.00	(26,733.00)	0.0%
Total 4005 · Franchise and Rental Revenue	3,577.53	200,128.00	(196,550.47)	1.8%
4006 · Interest (Revenue from investments in cash, ...				
400611 · Interest- Repair&Replacement Fd	0.00	100,000.00	(100,000.00)	0.0%
400612 · Interest- Capital Projects Fd	0.00	15,000.00	(15,000.00)	0.0%
400613 · Interest- General Investment Fd	0.00	100,000.00	(100,000.00)	0.0%
400615 · Interest - Contingency Fund	0.00	8,000.00	(8,000.00)	0.0%
Total 4006 · Interest (Revenue from investments in c...	0.00	223,000.00	(223,000.00)	0.0%
4007 · Fines				
40071 · Parking and Civil Violations	240.00	6,000.00	(5,760.00)	4.0%

3:12 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Budget	\$ Over Budget	% of Budget
40073 · PZ - Fines and Violations	0.00	100.00	(100.00)	0.0%
Total 4007 · Fines	240.00	6,100.00	(5,860.00)	3.9%
4009 · Other Revenues				
400901 · Kayak Rental Space	35.00	1,400.00	(1,365.00)	2.5%
400911 · Miscellaneous Income	375.00	3,000.00	(2,625.00)	12.5%
400913 · War of 1812 Book Sales	40.00	0.00	40.00	100.0%
40096 · Police Dept. Misc.	0.00	1,000.00	(1,000.00)	0.0%
Total 4009 · Other Revenues	450.00	5,400.00	(4,950.00)	8.3%
40099 · Reimbursed Expenses-Income				
400992 · Reimbursed Advertising	0.00	1,000.00	(1,000.00)	0.0%
400995 · Reimbursed Engineering	360.00	3,000.00	(2,640.00)	12.0%
400999 · Reimbursed Expense- Other	1,122.87	8,000.00	(6,877.13)	14.0%
Total 40099 · Reimbursed Expenses-Income	1,482.87	12,000.00	(10,517.13)	12.4%
4400 · Water Funding				
4412 · Transf. from Water Inv. Fund	0.00	25,000.00	(25,000.00)	0.0%
4401 · Water Capital Charges	0.00	3,300.00	(3,300.00)	0.0%
4402 · Water Connections	0.00	6,600.00	(6,600.00)	0.0%
4403 · Water Services	190,354.89	646,000.00	(455,645.11)	29.5%
4404 · Interest- Water Fund	0.00	4,400.00	(4,400.00)	0.0%
4407 · Misc Water Reimbursements	426.50	0.00	426.50	100.0%
4409 · American RP Funds/Water Meters	0.00	250,548.00	(250,548.00)	0.0%
Total 4400 · Water Funding	190,781.39	935,848.00	(745,066.61)	20.4%
4500 · Capital Fund				
4501 · Capital Funding				
45009 · Transf from Capital Inv. Hybrid	0.00	40,000.00	(40,000.00)	0.0%
Total 4501 · Capital Funding	0.00	40,000.00	(40,000.00)	0.0%
4502 · Repair & Replacement Funding				
450291 · N. Fremont St. Mill & Overlay	0.00	30,000.00	(30,000.00)	0.0%
45029 · Mill St. Bathroom Renovation	0.00	10,000.00	(10,000.00)	0.0%
Total 4502 · Repair & Replacement Funding	0.00	40,000.00	(40,000.00)	0.0%
Total 4500 · Capital Fund	0.00	80,000.00	(80,000.00)	0.0%
Total Income	861,482.54	4,852,407.00	(3,990,924.46)	17.8%
Gross Profit	861,482.54	4,852,407.00	(3,990,924.46)	17.8%
Expense				
6000 · Gen'l Operational Disbursemen				
6001 · Payroll Tax Expense	8,192.57	0.00	8,192.57	100.0%
6100 · COSM Expenses				
610021 · Retirement	0.00	296.00	(296.00)	0.0%
61001 · Regular Salaries- COSM	1,538.50	20,000.00	(18,461.50)	7.7%
61002 · Benefits- COSM	0.00	1,890.00	(1,890.00)	0.0%
61003 · Other Expenses- COSM				
610031 · MML Convention- COSM	(257.97)	5,000.00	(5,257.97)	(5.2)%
610032 · Dues- COSM	0.00	1,000.00	(1,000.00)	0.0%
610033 · Other meetings, expenses- COSM	0.00	2,500.00	(2,500.00)	0.0%
610034 · Other Expenses-ESAM	0.00	500.00	(500.00)	0.0%
610035 · COSM Electronic Allowance	0.00	3,500.00	(3,500.00)	0.0%
Total 61003 · Other Expenses- COSM	(257.97)	12,500.00	(12,757.97)	(2.1)%
Total 6100 · COSM Expenses	1,280.53	34,686.00	(33,405.47)	3.7%
6200 · Administrative Expenses				
6201 · Net Total Employment				
62011 · Employment				
6201131 · Retirement	0.00	24,464.00	(24,464.00)	0.0%

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Budget	\$ Over Budget	% of Budget
620110 · Salary Town Administrator	10,507.70	135,700.00	(125,192.30)	7.7%
620111 · Administrative Staff (3)	12,185.61	163,864.00	(151,678.39)	7.4%
620112 · Overtime Salaries- General	424.90	1,000.00	(575.10)	42.5%
620113 · Benefits	4,042.33	49,802.00	(45,759.67)	8.1%
620114 · PR Taxes	0.00	23,529.00	(23,529.00)	0.0%
620115 · Admin Workmens Comp	0.00	689.00	(689.00)	0.0%
620116 · Health Reimbursement Expense	3,872.48	0.00	3,872.48	100.0%
Total 62011 · Employment	31,033.02	399,048.00	(368,014.98)	7.8%
62012 · Less Costs to Other Depts.- Gen	0.00	(28,172.00)	28,172.00	0.0%
Total 6201 · Net Total Employment	31,033.02	370,876.00	(339,842.98)	8.4%
6202 · Retirees Benefits	3,186.19	31,000.00	(27,813.81)	10.3%
6203 · Tourism/Communications	183.29	25,000.00	(24,816.71)	0.7%
6204 · Legal Expense- General	3,825.00	25,000.00	(21,175.00)	15.3%
6205 · Audit- General	0.00	19,500.00	(19,500.00)	0.0%
6206 · Engineering				
62062 · Engineering Climate Ch./Sea Ris	0.00	25,000.00	(25,000.00)	0.0%
6206 · Engineering - Other	0.00	7,500.00	(7,500.00)	0.0%
Total 6206 · Engineering	0.00	32,500.00	(32,500.00)	0.0%
6207 · Liability & Property Insurance	10,040.00	15,000.00	(4,960.00)	66.9%
6208 · Other Identified Expenses				
62081 · Bank Service Charge	94.50	1,821.00	(1,726.50)	5.2%
62082 · Real Estate Taxes	12,119.01	6,197.00	5,922.01	195.6%
62084 · Website- development & maint.	0.00	25,000.00	(25,000.00)	0.0%
62085 · Volunteer Acknowledgement	0.00	200.00	(200.00)	0.0%
62086 · Election	0.00	1,500.00	(1,500.00)	0.0%
62087 · Miscellaneous	31.25	2,000.00	(1,968.75)	1.6%
62088 · Admin Telephone	300.36	3,960.00	(3,659.64)	7.6%
62089 · Admin Dues & Subscriptions	190.77	7,000.00	(6,809.23)	2.7%
62090 · Admin Notices & Ads	577.50	6,500.00	(5,922.50)	8.9%
62091 · Admin Travel / Training	0.00	3,000.00	(3,000.00)	0.0%
62092 · Admin Janitorial	250.00	3,500.00	(3,250.00)	7.1%
62093 · Codification Maintenance	0.00	5,000.00	(5,000.00)	0.0%
62094 · Admin Office Expenses	82.16	0.00	82.16	100.0%
62095 · Municipal Bldgs. Utilities	1,329.26	18,000.00	(16,670.74)	7.4%
62096 · Municipal Bldgs- Maint. & Suppl	650.52	15,000.00	(14,349.48)	4.3%
62097 · Document Retention	150.00	2,500.00	(2,350.00)	6.0%
62099 · Copier / Postage	669.78	8,000.00	(7,330.22)	8.4%
62100 · Internet	494.17	3,500.00	(3,005.83)	14.1%
62101 · IT Consultant	3,335.00	25,000.00	(21,665.00)	13.3%
62102 · Office Supplies	729.31	3,500.00	(2,770.69)	20.8%
62103 · HVAC/Electrical/Plumbing Repair	0.00	10,000.00	(10,000.00)	0.0%
62105 · Storage Unit	259.00	1,500.00	(1,241.00)	17.3%
62106 · Supplies	0.00	4,000.00	(4,000.00)	0.0%
Total 6208 · Other Identified Expenses	21,262.59	156,678.00	(135,415.41)	13.6%
Total 6200 · Administrative Expenses	69,530.09	675,554.00	(606,023.91)	10.3%
6300 · Planning & Zoning				
6301 · Total Employment				
63011 · Regular Salaries	14,549.55	169,133.00	(154,583.45)	8.6%
63012 · Overtime	0.00	1,000.00	(1,000.00)	0.0%
63013 · Benefits	2,732.69	39,070.00	(36,337.31)	7.0%
63014 · PR Taxes	0.00	13,398.00	(13,398.00)	0.0%
63015 · PZ Workmans Comp	0.00	8,457.00	(8,457.00)	0.0%
Total 6301 · Total Employment	17,282.24	231,058.00	(213,775.76)	7.5%
6302 · PZ Legal				
63021 · Legal, BOZA	0.00	6,000.00	(6,000.00)	0.0%

3:12 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Budget	\$ Over Budget	% of Budget
63022 · Legal, P&Z Issues	0.00	3,000.00	(3,000.00)	0.0%
Total 6302 · PZ Legal	0.00	9,000.00	(9,000.00)	0.0%
6304 · Consulting				
63040 · Consulting / PZ	0.00	5,000.00	(5,000.00)	0.0%
63043 · Consulting New Town Office	(10,000.00)	0.00	(10,000.00)	100.0%
63044 · PZ Consulting - Drafting/Survey	0.00	5,000.00	(5,000.00)	0.0%
Total 6304 · Consulting	(10,000.00)	10,000.00	(20,000.00)	(100.0)%
6305 · Other Expenses				
63051 · P/Z Office Expense	553.91	8,000.00	(7,446.09)	6.9%
63052 · P/Z Inspections	995.00	44,000.00	(43,005.00)	2.3%
63053 · P/Z Advertising	87.50	5,000.00	(4,912.50)	1.8%
63054 · PZ / Travel & Training	0.00	3,800.00	(3,800.00)	0.0%
63055 · Technical / Equipment	2,665.53	2,460.00	205.53	108.4%
Total 6305 · Other Expenses	4,301.94	63,260.00	(58,958.06)	6.8%
Total 6300 · Planning & Zoning	11,584.18	313,318.00	(301,733.82)	3.7%
6400 · Police				
64000 · SMYLE Expenses	1,329.33	15,000.00	(13,670.67)	8.9%
6401 · Employment				
64011 · Sworn Officers				
640108 · Salary - Chief	8,076.92	105,000.00	(96,923.08)	7.7%
640111 · Regular Salaries / PFC & Patrol	32,395.64	484,536.00	(452,140.36)	6.7%
640112 · Overtime Officers	3,251.64	48,223.00	(44,971.36)	6.7%
Total 64011 · Sworn Officers	43,724.20	637,759.00	(594,034.80)	6.9%
64012 · Other Salaries				
640124 · Crossing Guard OT	240.00	0.00	240.00	100.0%
640121 · Administrative Assistant - PD	3,460.80	44,990.00	(41,529.20)	7.7%
640122 · Overtime Other	0.00	500.00	(500.00)	0.0%
640123 · Crossing Guards	740.00	18,500.00	(17,760.00)	4.0%
Total 64012 · Other Salaries	4,440.80	63,990.00	(59,549.20)	6.9%
64013 · Benefits	5,906.13	299,978.00	(294,071.87)	2.0%
64014 · PR Taxes	0.00	50,553.00	(50,553.00)	0.0%
64015 · Police Workmans Comp	0.00	37,493.00	(37,493.00)	0.0%
Total 6401 · Employment	54,071.13	1,089,773.00	(1,035,701.87)	5.0%
6402 · Consulting- Police				
64022 · Legal- Police	0.00	2,500.00	(2,500.00)	0.0%
Total 6402 · Consulting- Police	0.00	2,500.00	(2,500.00)	0.0%
6403 · Liability & Property Insurance	14,120.00	15,000.00	(880.00)	94.1%
6404 · Other Identified Expenses				
64061 · "MAX" Retirement Pay	0.00	3,000.00	(3,000.00)	0.0%
64041 · Police Utilities	434.00	5,608.00	(5,174.00)	7.7%
64042 · Police Personnel Testing	0.00	3,000.00	(3,000.00)	0.0%
64043 · Police Uniforms	0.00	8,000.00	(8,000.00)	0.0%
64044 · Communications (radio)	4,251.61	4,500.00	(248.39)	94.5%
64045 · Police Equipment & Supplies	458.62	7,800.00	(7,341.38)	5.9%
64046 · Police Vehicle Expense	2,131.12	40,000.00	(37,868.88)	5.3%
64049 · Police Telephone	1,506.75	22,000.00	(20,493.25)	6.8%
64050 · Police Dues & Subscriptions	5,154.40	5,000.00	154.40	103.1%
64051 · Police Travel/Training	0.00	4,000.00	(4,000.00)	0.0%
64052 · Police Janitorial	400.00	6,000.00	(5,600.00)	6.7%
64053 · Police Office Expenses	1,223.01	7,500.00	(6,276.99)	16.3%
64054 · Security Systems (Security Systems)	0.00	1,200.00	(1,200.00)	0.0%
64056 · Generator Maintenance / SMPD	0.00	1,500.00	(1,500.00)	0.0%

**The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023**

	Jul 1 - Aug 2, 23	Budget	\$ Over Budget	% of Budget
Total 6404 · Other Identified Expenses	15,559.51	119,108.00	(103,548.49)	13.1%
Total 6400 · Police	85,079.97	1,241,381.00	(1,156,301.03)	6.9%
6500 · Public Works				
65022 · Generator Maint. / Public Works	0.00	2,000.00	(2,000.00)	0.0%
65021 · PW Vehicle Exp.	112.71	0.00	112.71	100.0%
65020 · PW Office Exp.	0.00	1,000.00	(1,000.00)	0.0%
6501 · Employment				
65010 · Supervisor / Public Works	0.00	81,440.00	(81,440.00)	0.0%
65011 · Regular Salaries / Crew (5)	23,489.77	218,205.00	(194,715.23)	10.8%
65012 · Overtime	786.78	7,000.00	(6,213.22)	11.2%
65013 · Benefits	6,456.33	112,603.00	(106,146.67)	5.7%
65014 · PR Taxes	0.00	24,491.00	(24,491.00)	0.0%
65015 · PW Workmans Comp	0.00	15,407.00	(15,407.00)	0.0%
65019 · Employee Time Billed to W Dept.	0.00	(93,860.00)	93,860.00	0.0%
Total 6501 · Employment	30,732.88	365,286.00	(334,553.12)	8.4%
6503 · Liability & Property Insurance	8,400.00	7,800.00	600.00	107.7%
6505 · Tree Planting & Maintenance				
65051 · Tree Planting & Main Reim	0.00	2,100.00	(2,100.00)	0.0%
6505 · Tree Planting & Maintenance - Other	0.00	20,000.00	(20,000.00)	0.0%
Total 6505 · Tree Planting & Maintenance	0.00	22,100.00	(22,100.00)	0.0%
6506 · Maint. & Grounds				
65060 · Honeymoon Bridge Wash & Seal	0.00	5,000.00	(5,000.00)	0.0%
65069 · Small Tools	0.00	4,000.00	(4,000.00)	0.0%
65063 · Mosquito Control	0.00	2,500.00	(2,500.00)	0.0%
65067 · M/G Telephone	137.11	1,500.00	(1,362.89)	9.1%
Total 6506 · Maint. & Grounds	137.11	13,000.00	(12,862.89)	1.1%
6507 · Sanitation & Waste				
65076 · Trash Pick-Up	0.00	134,000.00	(134,000.00)	0.0%
65071 · Landfill Fees	524.70	10,000.00	(9,475.30)	5.2%
65072 · S/W Repairs & Maintenance	0.00	2,000.00	(2,000.00)	0.0%
65073 · S/W Vehicle Expense	450.84	8,000.00	(7,549.16)	5.6%
65074 · Recycling Service	0.00	68,000.00	(68,000.00)	0.0%
65077 · Brush Disposal	0.00	4,000.00	(4,000.00)	0.0%
Total 6507 · Sanitation & Waste	975.54	226,000.00	(225,024.46)	0.4%
6508 · Streets/Sidewalks				
65081 · Signs	425.00	11,280.00	(10,855.00)	3.8%
65082 · Sidewalk Repair	0.00	4,000.00	(4,000.00)	0.0%
65083 · Streets Maintenance & Supplies	0.00	8,000.00	(8,000.00)	0.0%
65084 · Storm Drain Repair & Maint.	0.00	5,000.00	(5,000.00)	0.0%
65086 · Parking Lots- Repair & Maint.	0.00	4,000.00	(4,000.00)	0.0%
65087 · Streets Vehicle Expense	787.14	20,000.00	(19,212.86)	3.9%
65088 · Electric- Street Lights	4,105.00	48,956.00	(44,851.00)	8.4%
65089 · Alley Maintenance	0.00	1,500.00	(1,500.00)	0.0%
Total 6508 · Streets/Sidewalks	5,317.14	102,736.00	(97,418.86)	5.2%
6509 · Parks & Recreation				
650920 · Nature Trail Ext. / MDOT Grant	2,900.00	28,000.00	(25,100.00)	10.4%
650921 · Nature Trail Ext. / Town Match	0.00	7,000.00	(7,000.00)	0.0%
65091 · Other Expenses				
650911 · Harbor Maintenance	188.05	2,500.00	(2,311.95)	7.5%
650912 · Parks/Rec Maint. & Supplies	385.40	20,000.00	(19,614.60)	1.9%
650913 · Parks/Rec Vehicle Maintenance	112.71	3,000.00	(2,887.29)	3.8%
650916 · Nature Trail Maintenance	125.00	5,000.00	(4,875.00)	2.5%
650918 · Park Enhancement Fund	0.00	10,000.00	(10,000.00)	0.0%
650919 · Horticulturist/Contract	0.00	30,000.00	(30,000.00)	0.0%
Total 65091 · Other Expenses	811.16	70,500.00	(69,688.84)	1.2%

**The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023**

	<u>Jul 1 - Aug 2, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6509 · Parks & Recreation	3,711.16	105,500.00	(101,788.84)	3.5%
Total 6500 · Public Works	49,386.54	845,422.00	(796,035.46)	5.8%
6800 · Donations to Outside Agencies				
6815 · SMCC Building Donation	50,000.00	50,000.00	0.00	100.0%
6812 · St. Michaels in Bloom	1,000.00	1,000.00	0.00	100.0%
6802 · Fire Department	0.00	83,000.00	(83,000.00)	0.0%
6803 · Talbot County Arts Council	1,000.00	1,000.00	0.00	100.0%
6804 · St. Mary's Square Museum	3,000.00	3,000.00	0.00	100.0%
6806 · Talbot County Library	7,000.00	7,000.00	0.00	100.0%
6807 · St. Michaels Comm. Center	3,000.00	3,000.00	0.00	100.0%
6809 · Bay Hundred Pool Donation	2,000.00	2,000.00	0.00	100.0%
Total 6800 · Donations to Outside Agencies	67,000.00	150,000.00	(83,000.00)	44.7%
Total 6000 · Gen'l Operational Disbursemen	292,053.88	3,260,361.00	(2,968,307.12)	9.0%
6900 · Water Department Expenses				
6903 · Liability and Property Ins.	7,600.00	8,000.00	(400.00)	95.0%
6904 · Other Identified Expenses				
690534 · Third Water Well & Pump Study	0.00	25,000.00	(25,000.00)	0.0%
69039 · Staff Time / Water Dept.	0.00	122,032.00	(122,032.00)	0.0%
69040 · Water Dept. Overhead	0.00	96,900.00	(96,900.00)	0.0%
69041 · Water Office Expenses	23.49	3,500.00	(3,476.51)	0.7%
69042 · Water Computer/Telem. Software	0.00	2,000.00	(2,000.00)	0.0%
69043 · Water Postage	0.00	1,500.00	(1,500.00)	0.0%
69044 · Electric-Wells & Towers	2,427.00	30,000.00	(27,573.00)	8.1%
69045 · Water Testing	0.00	4,800.00	(4,800.00)	0.0%
69046 · Water Travel & Training	21.20	2,500.00	(2,478.80)	0.8%
69047 · Water Dues/subscriptions	0.00	500.00	(500.00)	0.0%
69048 · Water Telephone	137.11	3,000.00	(2,862.89)	4.6%
69051 · Water Materials/supplies	499.01	55,000.00	(54,500.99)	0.9%
69052 · Maint. on Arsenic System	0.00	10,000.00	(10,000.00)	0.0%
69053 · Water Miscellaneous	0.00	1,000.00	(1,000.00)	0.0%
690531 · Maintenance on Generator #2 & 3	0.00	5,500.00	(5,500.00)	0.0%
690532 · Server Time - Mission Units	0.00	2,374.00	(2,374.00)	0.0%
Total 6904 · Other Identified Expenses	3,107.81	365,606.00	(362,498.19)	0.9%
6906 · Water Capital Expenses				
69076 · Boat Slip Waterline	0.00	30,000.00	(30,000.00)	0.0%
69062 · Water Tower Maintenance Contrac	13,653.25	57,000.00	(43,346.75)	24.0%
69074 · Water Meter Replacements	77,360.00	250,548.00	(173,188.00)	30.9%
Total 6906 · Water Capital Expenses	91,013.25	337,548.00	(246,534.75)	27.0%
6907 · Interfund Loan-N Tower 1997 CDA	0.00	20,000.00	(20,000.00)	0.0%
6909 · 2006 Arsenic Debt Service	0.00	43,907.00	(43,907.00)	0.0%
Total 6900 · Water Department Expenses	101,721.06	775,061.00	(673,339.94)	13.1%
7000 · Capital Expenditures				
7003 · Streets & Sidewalks				
700300 · Flood Mitigation / N. Harbor Rd	7,607.50	60,000.00	(52,392.50)	12.7%
70040 · PW Hybrid Vehicle	0.00	40,000.00	(40,000.00)	0.0%
Total 7003 · Streets & Sidewalks	7,607.50	100,000.00	(92,392.50)	7.6%
7004 · Parks and Recreation				
700493 · FEMA Grant SW Mitigation Proj.	0.00	210,000.00	(210,000.00)	0.0%
700492 · Flood Mitigation/San Domingo Cr	0.00	44,850.00	(44,850.00)	0.0%
Total 7004 · Parks and Recreation	0.00	254,850.00	(254,850.00)	0.0%
7008 · Repair & Replacement				
70091 · Mill St. Bathroom Renovation	0.00	10,000.00	(10,000.00)	0.0%
70092 · N. Fremont St. Improvement Proj	0.00	30,000.00	(30,000.00)	0.0%

3:12 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
July 1 through August 2, 2023

	<u>Jul 1 - Aug 2, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 7008 · Repair & Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total 7000 · Capital Expenditures	7,607.50	394,850.00	(387,242.50)	1.9%
Total Expense	401,382.44	4,430,272.00	(4,028,889.56)	9.1%
Net Income	<u>460,100.10</u>	<u>422,135.00</u>	<u>37,965.10</u>	<u>109.0%</u>

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Jul 1 - Aug 2, 22	\$ Change	% Change
Income				
4960 · Proceeds from Sale of Asset	645,510.75	0.00	645,510.75	100.0%
4001 · Taxes Receipts				
40011 · Real Estate Taxes	0.00	1,584,712.39	(1,584,712.39)	(100.0)%
4002 · Taxes- Other				
40027 · Deferred Highway User Tax	0.00	19,407.73	(19,407.73)	(100.0)%
40026 · Deferred Accomodation Tax	0.00	263,829.16	(263,829.16)	(100.0)%
40021 · Local Income Tax	0.00	1,168.89	(1,168.89)	(100.0)%
40024 · Highway Use Tax	0.00	(19,407.73)	19,407.73	100.0%
Total 4002 · Taxes- Other	0.00	264,998.05	(264,998.05)	(100.0)%
40048 · Pymnt in Lieu of Taxes (PILOTS)	0.00	0.00	0.00	0.0%
Total 4001 · Taxes Receipts	0.00	1,849,710.44	(1,849,710.44)	(100.0)%
4003 · Licenses and Permits				
40038 · Special Event Fee	200.00	0.00	200.00	100.0%
40032 · Other Licenses & Permits	1,000.00	1,000.00	0.00	0.0%
40034 · HDC Permits	150.00	100.00	50.00	50.0%
40035 · Building Permits	980.00	2,795.30	(1,815.30)	(64.9)%
40036 · Animal Licenses	25.00	5.00	20.00	400.0%
Total 4003 · Licenses and Permits	2,355.00	3,900.30	(1,545.30)	(39.6)%
4004 · Grants/Revenue from other Agenc				
400425 · SMPD Donation / Eugenio	0.00	13,266.00	(13,266.00)	(100.0)%
400428 · Flood Mitigation Study /SD Cr.	14,335.00	0.00	14,335.00	100.0%
400413 · SMPD SMYLE Donations	2,750.00	525.00	2,225.00	423.8%
Total 4004 · Grants/Revenue from other Agenc	17,085.00	13,791.00	3,294.00	23.9%
4005 · Franchise and Rental Revenue				
40064 · Deferred Lease Rent	0.00	4,267.74	(4,267.74)	(100.0)%
400511 · Boat Slip LIST Fee	150.00	320.00	(170.00)	(53.1)%
40052 · Building Rent (Long & Foster)	0.00	3,816.01	(3,816.01)	(100.0)%
40053 · T-Mobile Tower Rent	3,427.53	0.00	3,427.53	100.0%
40057 · Atlantic Broadband Cable Fee	0.00	(6,441.00)	6,441.00	100.0%
Total 4005 · Franchise and Rental Revenue	3,577.53	1,962.75	1,614.78	82.3%
4006 · Interest (Revenue from investments in cash...				
400611 · Interest- Repair&Replacement Fd	0.00	7,707.47	(7,707.47)	(100.0)%
400612 · Interest- Capital Projects Fd	0.00	905.82	(905.82)	(100.0)%
400613 · Interest- General Investment Fd	0.00	4,299.42	(4,299.42)	(100.0)%
400615 · Interest - Contingency Fund	0.00	565.60	(565.60)	(100.0)%
400616 · Interest - Am. Res. Plan Inv.	0.00	273.20	(273.20)	(100.0)%
Total 4006 · Interest (Revenue from investments in...	0.00	13,751.51	(13,751.51)	(100.0)%
40062 · Other Interest	0.00	2.89	(2.89)	(100.0)%
4007 · Fines				
40071 · Parking and Civil Violations	240.00	1,080.00	(840.00)	(77.8)%
40074 · Speed Cameras	0.00	18,123.15	(18,123.15)	(100.0)%
Total 4007 · Fines	240.00	19,203.15	(18,963.15)	(98.8)%
4009 · Other Revenues				
400901 · Kayak Rental Space	35.00	0.00	35.00	100.0%
400911 · Miscellaneous Income	375.00	321.57	53.43	16.6%
400913 · War of 1812 Book Sales	40.00	0.00	40.00	100.0%
Total 4009 · Other Revenues	450.00	321.57	128.43	39.9%

3:17 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Jul 1 - Aug 2, 22	\$ Change	% Change
40099 · Reimbursed Expenses-Income				
400995 · Reimbursed Engineering	360.00	1,235.00	(875.00)	(70.9)%
400999 · Reimbursed Expense- Other	1,122.87	2,022.19	(899.32)	(44.5)%
40099 · Reimbursed Expenses-Income - Other	0.00	295.00	(295.00)	(100.0)%
Total 40099 · Reimbursed Expenses-Income	1,482.87	3,552.19	(2,069.32)	(58.3)%
4400 · Water Funding				
4401 · Water Capital Charges	0.00	2,200.00	(2,200.00)	(100.0)%
4402 · Water Connections	0.00	4,400.00	(4,400.00)	(100.0)%
4403 · Water Services	190,354.89	0.00	190,354.89	100.0%
4404 · Interest- Water Fund	0.00	340.76	(340.76)	(100.0)%
4407 · Misc Water Reimbursements	426.50	700.00	(273.50)	(39.1)%
Total 4400 · Water Funding	190,781.39	7,640.76	183,140.63	2,396.9%
Total Income	861,482.54	1,913,836.56	(1,052,354.02)	(55.0)%
Gross Profit	861,482.54	1,913,836.56	(1,052,354.02)	(55.0)%
Expense				
6000 · Gen'l Operational Disbursemen				
6001 · Payroll Tax Expense	8,192.57	0.00	8,192.57	100.0%
6100 · COSM Expenses				
61001 · Regular Salaries- COSM	1,538.50	826.17	712.33	86.2%
61002 · Benefits- COSM	0.00	143.31	(143.31)	(100.0)%
61003 · Other Expenses- COSM				
610031 · MML Convention- COSM	(257.97)	0.00	(257.97)	(100.0)%
610033 · Other meetings, expenses- COSM	0.00	27.75	(27.75)	(100.0)%
610034 · Other Expenses-ESAM	0.00	(240.00)	240.00	100.0%
Total 61003 · Other Expenses- COSM	(257.97)	(212.25)	(45.72)	(21.5)%
Total 6100 · COSM Expenses	1,280.53	757.23	523.30	69.1%
6200 · Administrative Expenses				
6201 · Net Total Employment				
62011 · Employment				
620110 · Salary Town Administrator	10,507.70	8,261.53	2,246.17	27.2%
620111 · Administrative Staff (3)	12,185.61	10,496.11	1,689.50	16.1%
620112 · Overtime Salaries- General	424.90	347.50	77.40	22.3%
620113 · Benefits	4,042.33	4,492.13	(449.80)	(10.0)%
620114 · PR Taxes	0.00	2,523.01	(2,523.01)	(100.0)%
620116 · Health Reimbursement Expen...	3,872.48	1,773.96	2,098.52	118.3%
Total 62011 · Employment	31,033.02	27,894.24	3,138.78	11.3%
Total 6201 · Net Total Employment	31,033.02	27,894.24	3,138.78	11.3%
6202 · Retirees Benefits	3,186.19	2,137.92	1,048.27	49.0%
6203 · Tourism/Communications	183.29	11,912.32	(11,729.03)	(98.5)%
6204 · Legal Expense- General	3,825.00	1,750.00	2,075.00	118.6%
6207 · Liability & Property Insurance	10,040.00	9,386.00	654.00	7.0%
6208 · Other Identified Expenses				
62081 · Bank Service Charge	94.50	253.14	(158.64)	(62.7)%
62082 · Real Estate Taxes	12,119.01	11,905.49	213.52	1.8%
62087 · Miscellaneous	31.25	1.78	29.47	1,655.6%
62088 · Admin Telephone	300.36	289.09	11.27	3.9%

3:17 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Jul 1 - Aug 2, 22	\$ Change	% Change
62089 · Admin Dues & Subscriptions	190.77	4,119.58	(3,928.81)	(95.4)%
62090 · Admin Notices & Ads	577.50	0.00	577.50	100.0%
62092 · Admin Janitorial	250.00	280.00	(30.00)	(10.7)%
62094 · Admin Office Expenses	82.16	82.16	0.00	0.0%
62095 · Municipal Bldgs. Utilities	1,329.26	1,307.26	22.00	1.7%
62096 · Municipal Bldgs- Maint. & Suppl	650.52	784.59	(134.07)	(17.1)%
62097 · Document Retention	150.00	300.00	(150.00)	(50.0)%
62099 · Copier / Postage	669.78	767.37	(97.59)	(12.7)%
62100 · Internet	494.17	206.87	287.30	138.9%
62101 · IT Consultant	3,335.00	1,913.05	1,421.95	74.3%
62102 · Office Supplies	729.31	2,508.93	(1,779.62)	(70.9)%
62105 · Storage Unit	259.00	134.00	125.00	93.3%
Total 6208 · Other Identified Expenses	21,262.59	24,853.31	(3,590.72)	(14.5)%
Total 6200 · Administrative Expenses	69,530.09	77,933.79	(8,403.70)	(10.8)%
6300 · Planning & Zoning				
6301 · Total Employment				
63011 · Regular Salaries	14,549.55	11,253.57	3,295.98	29.3%
63012 · Overtime	0.00	0.00	0.00	0.0%
63013 · Benefits	2,732.69	2,635.25	97.44	3.7%
63014 · PR Taxes	0.00	1,394.00	(1,394.00)	(100.0)%
Total 6301 · Total Employment	17,282.24	15,282.82	1,999.42	13.1%
6303 · Legal- Reimbursable	0.00	75.00	(75.00)	(100.0)%
6304 · Consulting				
63043 · Consulting New Town Office	(10,000.00)	10,000.00	(20,000.00)	(200.0)%
Total 6304 · Consulting	(10,000.00)	10,000.00	(20,000.00)	(200.0)%
6305 · Other Expenses				
63051 · P/Z Office Expense	553.91	365.25	188.66	51.7%
63052 · P/Z Inspections	995.00	634.00	361.00	56.9%
63053 · P/Z Advertising	87.50	280.00	(192.50)	(68.8)%
63055 · Technical / Equipment	2,665.53	0.00	2,665.53	100.0%
Total 6305 · Other Expenses	4,301.94	1,279.25	3,022.69	236.3%
6306 · Reimbursable Expenses				
63069 · Misc. Reimbursable Expenses	0.00	85.05	(85.05)	(100.0)%
Total 6306 · Reimbursable Expenses	0.00	85.05	(85.05)	(100.0)%
Total 6300 · Planning & Zoning	11,584.18	26,722.12	(15,137.94)	(56.7)%
6400 · Police				
64000 · SMYLE Expenses	1,329.33	1,658.98	(329.65)	(19.9)%
6401 · Employment				
64011 · Sworn Officers				
640108 · Salary - Chief	8,076.92	7,682.01	394.91	5.1%
640111 · Regular Salaries / PFC & Patrol	32,395.64	38,731.93	(6,336.29)	(16.4)%
640112 · Overtime Officers	3,251.64	3,747.50	(495.86)	(13.2)%
Total 64011 · Sworn Officers	43,724.20	50,161.44	(6,437.24)	(12.8)%
64012 · Other Salaries				
640124 · Crossing Guard OT	240.00	770.25	(530.25)	(68.8)%
640121 · Administrative Assistant - PD	3,460.80	3,007.20	453.60	15.1%
640123 · Crossing Guards	740.00	694.40	45.60	6.6%
Total 64012 · Other Salaries	4,440.80	4,471.85	(31.05)	(0.7)%
64013 · Benefits	5,906.13	4,229.09	1,677.04	39.7%
64014 · PR Taxes	0.00	6,827.86	(6,827.86)	(100.0)%
Total 6401 · Employment	54,071.13	65,690.24	(11,619.11)	(17.7)%
6403 · Liability & Property Insurance	14,120.00	13,358.00	762.00	5.7%

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Jul 1 - Aug 2, 22	\$ Change	% Change
6404 · Other Identified Expenses				
64061 · "MAX" Retirement Pay	0.00	321.19	(321.19)	(100.0)%
64057 · Body Camera Maint.	0.00	0.00	0.00	0.0%
64041 · Police Utilities	434.00	282.00	152.00	53.9%
64043 · Police Uniforms	0.00	31.07	(31.07)	(100.0)%
64044 · Communications (radio)	4,251.61	3,854.90	396.71	10.3%
64045 · Police Equipment & Supplies	458.62	513.35	(54.73)	(10.7)%
64046 · Police Vehicle Expense	2,131.12	2,183.47	(52.35)	(2.4)%
64049 · Police Telephone	1,506.75	1,739.18	(232.43)	(13.4)%
64050 · Police Dues & Subscriptions	5,154.40	9,528.92	(4,374.52)	(45.9)%
64051 · Police Travel/Training	0.00	149.00	(149.00)	(100.0)%
64052 · Police Janitorial	400.00	500.00	(100.00)	(20.0)%
64053 · Police Office Expenses	1,223.01	885.53	337.48	38.1%
64056 · Generator Maintenance / SMPD	0.00	455.75	(455.75)	(100.0)%
Total 6404 · Other Identified Expenses	15,559.51	20,444.36	(4,884.85)	(23.9)%
Total 6400 · Police	85,079.97	101,151.58	(16,071.61)	(15.9)%
6500 · Public Works				
65022 · Generator Maint. / Public Works	0.00	1,390.00	(1,390.00)	(100.0)%
65021 · PW Vehicle Exp.	112.71	116.20	(3.49)	(3.0)%
65020 · PW Office Exp.	0.00	34.97	(34.97)	(100.0)%
6501 · Employment				
65010 · Supervisor / Public Works	0.00	500.00	(500.00)	(100.0)%
65011 · Regular Salaries / Crew (5)	23,489.77	19,040.80	4,448.97	23.4%
65012 · Overtime	786.78	614.24	172.54	28.1%
65013 · Benefits	6,456.33	5,115.14	1,341.19	26.2%
65014 · PR Taxes	0.00	2,440.54	(2,440.54)	(100.0)%
Total 6501 · Employment	30,732.88	27,710.72	3,022.16	10.9%
6503 · Liability & Property Insurance	8,400.00	7,800.00	600.00	7.7%
6505 · Tree Planting & Maintenance	0.00	2,721.00	(2,721.00)	(100.0)%
6506 · Maint. & Grounds				
65069 · Small Tools	0.00	1,313.77	(1,313.77)	(100.0)%
65061 · M/G Maint. & supplies	0.00	5.37	(5.37)	(100.0)%
65067 · M/G Telephone	137.11	140.80	(3.69)	(2.6)%
Total 6506 · Maint. & Grounds	137.11	1,459.94	(1,322.83)	(90.6)%
6507 · Sanitation & Waste				
65076 · Trash Pick-Up	0.00	10,637.50	(10,637.50)	(100.0)%
65071 · Landfill Fees	524.70	736.17	(211.47)	(28.7)%
65073 · S/W Vehicle Expense	450.84	659.47	(208.63)	(31.6)%
65074 · Recycling Service	0.00	5,065.75	(5,065.75)	(100.0)%
Total 6507 · Sanitation & Waste	975.54	17,098.89	(16,123.35)	(94.3)%
6508 · Streets/Sidewalks				
65081 · Signs	425.00	0.00	425.00	100.0%
65083 · Streets Maintenance & Supplies	0.00	31.99	(31.99)	(100.0)%
65084 · Storm Drain Repair & Maint.	0.00	400.00	(400.00)	(100.0)%
65087 · Streets Vehicle Expense	787.14	3,017.91	(2,230.77)	(73.9)%
65088 · Electric- Street Lights	4,105.00	2,409.00	1,696.00	70.4%
Total 6508 · Streets/Sidewalks	5,317.14	5,858.90	(541.76)	(9.3)%
6509 · Parks & Recreation				
650920 · Nature Trail Ext. / MDOT Grant	2,900.00	0.00	2,900.00	100.0%

3:17 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	Jul 1 - Aug 2, 23	Jul 1 - Aug 2, 22	\$ Change	% Change
65091 · Other Expenses				
650911 · Harbor Maintenance	188.05	0.00	188.05	100.0%
650912 · Parks/Rec Maint. & Supplies	385.40	1,800.81	(1,415.41)	(78.6)%
650913 · Parks/Rec Vehicle Maintenance	112.71	310.86	(198.15)	(63.7)%
650916 · Nature Trail Maintenance	125.00	252.24	(127.24)	(50.4)%
Total 65091 · Other Expenses	811.16	2,363.91	(1,552.75)	(65.7)%
Total 6509 · Parks & Recreation	3,711.16	2,363.91	1,347.25	57.0%
Total 6500 · Public Works	49,386.54	66,554.53	(17,167.99)	(25.8)%
6800 · Donations to Outside Agencies				
6815 · SMCC Building Donation	50,000.00	0.00	50,000.00	100.0%
6812 · St. Michaels in Bloom	1,000.00	0.00	1,000.00	100.0%
6802 · Fire Department	0.00	35,476.00	(35,476.00)	(100.0)%
6803 · Talbot County Arts Council	1,000.00	1,000.00	0.00	0.0%
6804 · St. Mary's Square Museum	3,000.00	3,000.00	0.00	0.0%
6806 · Talbot County Library	7,000.00	5,000.00	2,000.00	40.0%
6807 · St. Michaels Comm. Center	3,000.00	3,000.00	0.00	0.0%
6809 · Bay Hundred Pool Donation	2,000.00	2,000.00	0.00	0.0%
Total 6800 · Donations to Outside Agencies	67,000.00	49,476.00	17,524.00	35.4%
Total 6000 · Gen'l Operational Disbursemen	292,053.88	322,595.25	(30,541.37)	(9.5)%
66000 · Payroll Expenses (Payroll expenses)	0.00	(5,262.51)	5,262.51	100.0%
6900 · Water Department Expenses				
6901 · Employment				
69011 · Regular Salaries	0.00	0.00	0.00	0.0%
69013 · Benefits	0.00	7.50	(7.50)	(100.0)%
Total 6901 · Employment	0.00	7.50	(7.50)	(100.0)%
6903 · Liability and Property Ins.	7,600.00	7,000.00	600.00	8.6%
6904 · Other Identified Expenses				
69041 · Water Office Expenses	23.49	337.50	(314.01)	(93.0)%
69043 · Water Postage	0.00	560.00	(560.00)	(100.0)%
69044 · Electric-Wells & Towers	2,427.00	2,439.00	(12.00)	(0.5)%
69045 · Water Testing	0.00	2,701.00	(2,701.00)	(100.0)%
69046 · Water Travel & Training	21.20	50.00	(28.80)	(57.6)%
69047 · Water Dues/subscriptions	0.00	9.25	(9.25)	(100.0)%
69048 · Water Telephone	137.11	287.84	(150.73)	(52.4)%
69051 · Water Materials/supplies	499.01	11,969.55	(11,470.54)	(95.8)%
69053 · Water Miscellaneous	0.00	34.66	(34.66)	(100.0)%
Total 6904 · Other Identified Expenses	3,107.81	18,388.80	(15,280.99)	(83.1)%
6906 · Water Capital Expenses				
69062 · Water Tower Maintenance Contrac	13,653.25	12,751.15	902.10	7.1%
69074 · Water Meter Replacements	77,360.00	2,639.85	74,720.15	2,830.5%
Total 6906 · Water Capital Expenses	91,013.25	15,391.00	75,622.25	491.3%
6910 · 2016 MDE Arsenic Removal FSyste	0.00	107,497.62	(107,497.62)	(100.0)%
Total 6900 · Water Department Expenses	101,721.06	148,284.92	(46,563.86)	(31.4)%
7000 · Capital Expenditures				
7001 · Police				
700204 · Police Dept. HVAC Replacement	0.00	6,203.03	(6,203.03)	(100.0)%
Total 7001 · Police	0.00	6,203.03	(6,203.03)	(100.0)%
7003 · Streets & Sidewalks				
700300 · Flood Mitigation / N. Harbor Rd	7,607.50	0.00	7,607.50	100.0%
Total 7003 · Streets & Sidewalks	7,607.50	0.00	7,607.50	100.0%

3:17 PM

08/02/23

Accrual Basis

The Commissioners of St. Michaels
Profit & Loss Prev Year Comparison
July 1 through August 2, 2023

	<u>Jul 1 - Aug 2, 23</u>	<u>Jul 1 - Aug 2, 22</u>	<u>\$ Change</u>	<u>% Change</u>
7004 · Parks and Recreation				
70041 · Public Restrooms				
700415 · - New Comfort Station	0.00	53.96	(53.96)	(100.0)%
Total 70041 · Public Restrooms	0.00	53.96	(53.96)	(100.0)%
Total 7004 · Parks and Recreation	0.00	53.96	(53.96)	(100.0)%
7006 · Municipal Bldgs. Capital Exp.				
70070 · Comfort Station	0.00	166.11	(166.11)	(100.0)%
Total 7006 · Municipal Bldgs. Capital Exp.	0.00	166.11	(166.11)	(100.0)%
Total 7000 · Capital Expenditures	7,607.50	6,423.10	1,184.40	18.4%
Total Expense	401,382.44	472,040.76	(70,658.32)	(15.0)%
Net Income	460,100.10	1,441,795.80	(981,695.70)	(68.1)%



THE COMMISSIONERS OF ST. MICHAELS
OFFICE OF CODE ENFORCEMENT, PLANNING AND ZONING

SETTLED 1670-1680
INCORPORATED 1804

300 MILL STREET
P.O. BOX 206
ST. MICHAELS, MD 21663

TELEPHONE: 410.745.9535
FACSIMILE: 410.745.3463

Planning/Zoning Projects & Activities – July, 2023

A public outreach meeting was held on the Nature Trail extension project at Bradley Park on July 8th and attended by approximately 20 people.

Sustainable Communities Work Group met to review “Housing” issues for the Sustainable Communities plan report.

A final report on staff work efforts were sent to the Critical Area Commission in compliance with our annual staff assistance funding grant. The Town receives \$4,500 each year from the State in order to assist in our Chesapeake Bay protection standards implementation. A new grant request was submitted for FY24.

A Request for Proposal (RFP) from 9 firms were submitted to the Town to develop a master plan and lead a consensus building process for design improvements. A committee was formed to review these proposals and make a recommendation to the Commissioners for authorization to proceed.

Completed initial review and processing of the following Zoning Text Amendments which were reviewed by the Planning Commission: Allowing architectural extensions into setback areas.

Review and execution of the Memorandum of Agreement with FEMA/MDEM flood mitigation grant – and drafted associated new Request for Proposal for consultant assistance.

Reviewed various plans related to Climate Change/Sea Level Rise consultant projects.

Board Meetings Held

- Planning Commission – July 6th
- Board of Zoning Appeals – No Meeting
- Historic District Commission Meeting – July 6th
- Climate Change/Sea level Rise – July 13th Public Input Meeting

Public Works Report

July 2023

Water consumption for July 2023 was 10.531 million gallons, this is an increase of 892 thousand gallons from July 2022's consumption of 9.640 million gallons.

Water System Jobs:

1. New water meter at unit 10-11 at shopping plaza
2. Water meter reads
3. Water line mapping software created
4. Water meter installed at 212 Webb Lane
5. Water leak at 301 South Talbot
6. Installed a water meter pit riser at 204 Cleveland
7. Installed water meter pit riser at 24390 Chester Park
8. Installed new water meter at 106 South Freemont
9. Installed new water meter at 114 Connor Street
10. Installed new water meter at 211 East Marengo
11. Installed water meter pit riser at 216 South Talbot
12. Repaired water leak at 804 Calvert Street
13. Water meter meetings
14. Chemical deliveries to #3 and #2 well Houses
15. Replaced Chlorine injector, hose, and rebuilt pump
16. New water meter at 205 Webb Lane
17. Water meter leak check at 117 Grace Street

Maintenance Jobs:

1. Removed poison ivy from flower beds at entrance to Freemont parking lot
2. Trimmed trees on multiple streets throughout town for Republic
3. Cleaned up fuel spill at Back creek Park
4. Pulled weeds at Town Office
5. Replaced lights at Mill Street Restrooms
6. Moved speed radar for the police
7. Installed door on Kathys Office
8. Removed old table and installed 2 new tables at Back Creek Park
9. Went over signs for the Harbor with Marc Van Fleet
10. Assist fire company with house fire at 401 Water Street (street and sidewalk closures)
11. New recycle can to 111 Dodson Avenue
12. Pushed up the town dump

13. Cleaned up outside windows at Town Hall
14. Weed and cleaned up beds at Bradley Park
15. Power wash trash cans, tables, and playground equipment at Back Creek Park
16. Trim trees at Back Creek Park
17. Replaced 20 busted/broke poles along the nature trail
18. Installed new water software to desktop

Weekly Jobs:

1. Daily cleaning and restocking of all three public restrooms
2. Trail Maintenance
3. Daily water testing of Wells 2 and 3
4. Trash pick-up Tuesdays (bulk items) Fridays and Sundays for public cans
5. Brush pick-up Tuesdays
6. Street sweeping Thursdays
7. Grass Cutting and trimming
8. Weekly miss utilities
9. Administrative duties
10. Various meetings
11. Watering of Town Planters, Mondays, Wednsdays, and Fridays

July 2023 Diesel Pump

DRIVER	DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
Craig	7/3/2023	9:10	Mower	N/A	79825.5	79836.0	10.5
Kevin	7/6/2023	1:00	Sweeper	N/A	79836	79851	15
Kevin	7/7/2023	7:00	Trash Truck	38464	79851	79887	36
Craig	7/10/2023	10:45	Ram 5500	3023	79887.0	79928.6	41.6
Shawn	7/12/2023	8:25	Mower	N/A	79928.6	79939.0	10.4
Shawn	7/19/2023	12:00	Backhoe	N/A	79939.0	79965.7	26.7
Kevin	7/28/2023	9:00	Both Mowers	N/A	79965	79986	21

July 2023 Gasoline Pump

DRIVER	DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
Tyler	7/4/2023	6:40	2010 F-150	91913.9	1485	1517	32
Brian	7/5/2023	12:30	2018 Ram	76433	1517	1539	22
Craig	7/7/2023	7:30	Gator	N/A	1584.9	1588.3	3.4
Brian	7/10/2023	11:45	2018 Ram	76676	1648.5	1668.8	20.5
Brian	7/13/2023	9:07	2018 Ram	76915	1709.7	1729.1	19.6
Craig	7/14/2023	10:15	2014 F-150	103107.2	1729.1	1759.9	30.8
Brian	7/18/2023	6:45	2018 Ram	77151	1851.4	1870.3	18.9
Shawn	7/19/2023	9:34	Old F-150	92086	1883.2	1913.7	30.5
Brian	7/21/2023	2:30	2018 Ram	77412	1936.4	1959.0	22.6
Brian	7/27/2023	9:16	2018 Ram	77716	2057.9	2080.7	22.8



Board: Town Commission
Meeting Date: August 9, 2023
Agenda Subject: No. 547 - Noise Control Ordinance §216
Recommendation: Discussion on proposed amendment

Background Information:

On July 12th, 2023 the proposed amendment was presented in a public meeting, which was open for citizen comment. During this forum, a concerned citizen wished to discuss the proposed amendment further. Subsequent meetings resulted in several changes to which I believe strengthened the agency's ability to reasonably and effectively enforce the ordinance. The improvements are presented as follows:

216-4 (2) (A)

Previous Amendment: "The permit must be renewed annually."

Updated Amendment: "The permit must be requested annually."

216-4 (D) (1)

Previous Amendment "at a level that exceeds the limits set forth in Table 1, below, when measured as set forth in §216-5.B.

Updated Amendment: "That would substantially and unreasonably disturb the peace of persons of ordinary sensibilities on other properties as observed by an enforcing officer to a degree and duration to cause a public disturbance."

The proposed ordinance amendment would provide law enforcement the ability to control noise pollution without sole reliance on a noise decibel meter. This authority would be granted in times where a baseline noise measurement is not possible due to environmental or background noise or when the use of equipment to provide a measurement is not feasible. This amendment would grant law enforcement the authority to issue citations based upon an officer's observations of noise conditions to a degree and duration that would substantially and unreasonably disturb the peace of persons of ordinary sensibilities. Officer discretion during these times will ensure that every noise complaint is investigated, the spirit of the ordinance is recognized, and the objective of compliance is gained.

Action:

Approve Noise Control Amendment

For Discussion – June 14, 2023
Introduction – June 14, 2023
Public Hearing – July 12, 2023 & August 9, 2023
Adopted –
Enacted –

ORDINANCE NO. 547

AN ORDINANCE AMENDING CHAPTER 216, “NOISE”, FOR THE PURPOSE OF CLARIFYING THOSE CONDITIONS THAT CONSTITUTE A NUISANCE IN THE TOWN AND THE INCREASING THE EFFICIENCY AND EFFICACY OF CODE ENFORCEMENT EFFORTS WITH RESPECT TO NUISANCE NOISE.

WHEREAS, pursuant to Md. Code Ann., Local Government, § 5-202, the Commissioners of St. Michaels (“the Town”) has the general power to adopt such ordinances as it may deem necessary in order to assure the good government of the Town, to protect and preserve the Town’s rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the residents of the Town; and

WHEREAS, Md. Code Ann., Environment Article, Title 3 “Noise Control” (“Title 3”), does not limit the power of a political subdivision to adopt noise control ordinances, rules, or regulations, except that a political subdivision may not adopt any noise control ordinance, rule, or regulation that is less stringent than the environmental noise standards, sound level limits, and noise control rules and regulations adopted under Title 3; and

WHEREAS, pursuant to this authority, and as authorized by the Town Charter, the Town enacted Chapter 216, “Noise,” of the Town Code; and

WHEREAS, the Commissioners desire to preserve peace and good order in the Town and to protect the health, comfort, and convenience of the residents of the Town by amending the Town’s Noise Ordinance to further control noise levels in the Town that can negatively impact residents’ quiet enjoyment of their properties, in particular regarding amplified sound in establishments serving food and drink.

Section 1. NOW, THEREFORE, BE IT ORDAINED by the Commissioners of St. Michaels, that Chapter 216, “Noise,” § 216-4, “Prohibited acts” of the Town Code be and is hereby amended to read as follows:

§ 216-4. Prohibited acts.

A. A person shall not:

1. Be a source of noise pollution;
2. Cause or permit a source of noise pollution to exist on property owned, leased, rented, or otherwise controlled by ~~him or his~~ THE PERSON OR THE PERSON’S agent.

B. 1. In the Central Commercial Zone, Gateway Commercial Zone, Historic Redevelopment Zone, or the Maritime Commercial Zone, a person shall not:

~~1.A.~~ Cause or permit an audio speaker to be located outside of a fully enclosed

~~Strikethrough~~ : Indicates matter deleted from existing law

UNDERLINED SMALL CAPS : Indicate matter added to existing law

Asterisks * * * : Indicate matter remaining in existing law but omitted herein

structure, or located in any structure that is not fully enclosed or located so that it is exposed directly to the outdoors unless an annual permit has been issued by the Town as noted in § 216- of this chapter;
2-B. Cause or permit an audio speaker that is located within a structure to be directed toward an open window, door, or other opening in the structure.

2. IN THE CENTRAL COMMERCIAL, MARITIME COMMERCIAL AND HISTORIC REDEVELOPMENT ZONES, OUTDOOR MUSIC ACCESSORY TO A BUSINESS, THE PRIMARY PURPOSE OF WHICH IS THE SALE OF FOOD AND BEVERAGES TO THE GENERAL PUBLIC, REQUIRES A PERMIT FROM THE TOWN, WHICH SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

A. THE PERMIT MUST BE REQUESTED ANNUALLY;

B. A PERMIT MAY BE ISSUED ONLY FOR MUSIC INTENDED FOR THE PLEASURE OF THE CUSTOMERS OF THE PRIMARY STRUCTURE IN THE OUTDOOR DINING AREA OF THE PERMIT HOLDER'S BUSINESS ESTABLISHMENT.

C. MUSIC MUST STOP BY 9:00 P.M. ON SUNDAY THROUGH THURSDAY AND 10:00 P.M. ON FRIDAY AND SATURDAY.

D. MUSIC SHALL NOT EXCEED THE DBA LEVELS AS SET FORTH IN § 216-5.A.

E. THREE VIOLATIONS OF THIS NOISE ORDINANCE WITHIN ANY CALENDAR YEAR SHALL RESULT IN THE REVOCATION OF THE PERMIT, WHICH MAY NOT BE REISSUED FOR A PERIOD OF SIX MONTHS.

F. FOUR WRITTEN NOTICES OF VIOLATIONS AND/OR CITATIONS MAY RESULT IN THE DENIAL OF FUTURE PERMITS.

G. ALL WRITTEN WARNINGS AND CITATIONS SHALL BE ISSUED TO THE PERMIT HOLDER WITH NOTIFICATION OF SUCH VIOLATION TO THE PROPERTY OWNER. FINES ASSOCIATED WITH THE FOREGOING VIOLATIONS MUST BE PAID IN FULL PRIOR TO THE REISSUANCE OF A NEW PERMIT.

H. WHEN BASELINE NOISE MEASUREMENTS ARE NOT POSSIBLE DUE TO ENVIRONMENTAL OR BACKGROUND NOISE OR WHEN THE USE OF EQUIPMENT TO PROVIDE A BASELINE MEASUREMENT IS NOT FEASIBLE, AN OFFICER MAY ISSUE A CITATION BASED ON THE OFFICER'S OBSERVATIONS OF NOISE CONDITIONS OF A DEGREE AND DURATION THAT WOULD SUBSTANTIALLY AND UNREASONABLY DISTURB THE PEACE OF PERSONS OF ORDINARY SENSIBILITIES ON OTHER PROPERTIES. "BASELINE NOISE MEASUREMENT" MEANS THE MEASUREMENT OF DBA SOUND LEVELS TAKEN PRIOR TO THE ALLEGED SOURCE OF NOISE POLLUTION AT A RECEIVING PROPERTY

C. A commercial establishment offering indoor live amplified music or other live amplified entertainment shall not leave its exterior doors OR WINDOWS open during performances.

D. The following acts, among others, are declared to be noise pollution prohibited by this chapter:

~~4. Between the hours of 10:00 p.m. and 7:00 a.m., the playing of, using of, operating of, or permitting to be played, used, or operated any radio receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound (hereafter in this subsection "the source") in such a manner as to be at a level that exceeds the limits set forth in Table 1 below, when measured as set forth in § 216-5.B.~~ THAT WOULD SUBSTANTIALLY AND UNREASONABLY DISTURB THE PEACE OF PERSONS OF ORDINARY SENSIBILITIES ON OTHER PROPERTIES AS OBSERVED BY AN ENFORCING OFFICER TO A DEGREE AND DURATION TO CAUSE A PUBLIC DISTURBANCE.

2. Between the hours of 10:00 p.m. and 7:00 a.m., vocal disturbances (e.g., shouting, whistling or singing) EMANATING FROM A ~~in the public streets~~ STREET, public area, from ~~OR private property in such a manner as to be plainly audible at a distance of 50 feet from the public street, public area, building, structure, or vehicle from which the noise emanates~~

Strikethrough : Indicates matter deleted from existing law
UNDERLINED SMALL CAPS : Indicate matter added to existing law
Asterisks * * * : Indicate matter remaining in existing law but omitted herein

3. Between the hours of 10:00 p.m. and 7:00 a.m., human conversation AND OTHER VOCAL DISTURBANCES (E.G., SHOUTING, WHISTLING, AND SINGING) EMANATING FROM OR ONTO A PUBLIC STREET OR PUBLIC AREA, OR A PRIVATE BUILDING, STRUCTURE, OR VEHICLE IN SUCH A MANNER AS TO BE PLAINLY AUDIBLE AND CAUSING A PUBLIC DISTURBANCE ~~from a public gathering area at a volume audible inside a closed residence and causing a disturbance~~ OF A DEGREE AND DURATION THAT WOULD SUBSTANTIALLY AND UNREASONABLY DISTURB THE PEACE OF PERSONS OF ORDINARY SENSIBILITIES ON OTHER PROPERTIES located 75 feet or more from the public gathering area. the actual words of the conversation need not be intelligible; audibility of the sound of conversation, AS WITNESSED BY AN ENFORCING OFFICER ~~under the conditions described~~, is sufficient to constitute noise pollution.

Section 2. BE IT FURTHER ORDAINED AND ENACTED that Chapter 216, “Noise” of the Code of St. Michaels, Section 216-5, “Maximum allowable noise levels”, be and hereby is amended to read as follows

§216-5 Maximum allowable noise levels.

A. With the exception of those specific acts and circumstances described in § **216-6** of this chapter, any sound produced, reproduced, or amplified to a level that exceeds the limits of Table 1 below is hereby declared to be noise pollution.

* * *

~~C. In the Central Commercial, Maritime Commercial and Historic Redevelopment Zones, outdoor music accessory to a business, whose primary use is the offering of food and beverages to the general public, may apply for a permit, subject to the following conditions:~~

- ~~(1) The permit shall be requested annually.~~
- ~~(2) The purpose of the music is for the pleasure of the customers of the primary structure in their outdoor dining area.~~
- ~~(3) Music shall stop by 9:00 p.m. on Sunday through Thursday and 10:00 p.m. on Friday and Saturday.~~
- ~~(4) Maximum dBA levels as set forth in § 216-5 shall be in effect.~~
- ~~(5) The issuance of three citations within any calendar year shall result in the nullification of the permit with no reissuance thereof for a period of six months. Additionally, multiple written notices of violations and the issuance of multiple citations may result in the denial of future permits.~~
- ~~(6) All written warnings and citations shall be issued to the permit holder with notification of such violation to the property owner. Fines associated with the foregoing violations must be paid in full prior to the reissuance of a new permit.~~

Section 3: AND BE IT FURTHER ORDAINED that If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 4: AND BE IT FURTHER ORDAINED that all ordinances or parts of ordinances

- ~~Strikethrough~~ : Indicates matter deleted from existing law
- UNDERLINED SMALL CAPS : Indicate matter added to existing law
- Asterisks * * * : Indicate matter remaining in existing law but omitted herein

inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 5: AND BE IT FURTHER ORDAINED that the title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

Section 6: AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days after adoption, having been introduced on the ___ day of _____, 2023, and passed by a majority vote of The Commissioners of St. Michaels following a public hearing of The Commissioners of St. Michaels on the ___ day of _____, 2023, which latter date shall be at least six and no more than 70 days after the date of its introduction.

Breimhurst ___
Harrod ___
DuPont ___
Whittington ___
Mercier ___

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS

Vickie Sharp, Town Clerk

David Breimhurst, President

I HEREBY CERTIFY that an exact copy of the above Ordinance was posted from the ___ day of _____, 2023, at 8:30 a.m. to the ___ day of _____, 2023, at 4:30 p.m., on the bulletin board at the St. Michaels Town Office, and that a summary of the above Ordinance, the date of its passage, its effective date, and a statement that the entire text of the Ordinance will appear on the bulletin board of the Town Office, St. Michaels, Maryland, for at least twenty (20) days following the passage, has been published at least once each week for two (2) consecutive weeks following the passage of said Ordinance in a newspaper having general circulation in the Town of St. Michaels.

Date: _____, 2023

Robert Straebel, Town Administrator

~~Strikethrough~~ : Indicates matter deleted from existing law
UNDERLINED SMALL CAPS : Indicate matter added to existing law
Asterisks * * * : Indicate matter remaining in existing law but omitted herein



Board: Town Commission

Meeting Date: August 9, 2023

Agenda Subject: Consideration to Approve a Change to the Police Department Organizational Structure/Job Description

Recommendation: Discuss proposed structure and job description

Background Information:

As you may know, the Chief's recent appointment has left the Captain position unfilled. In lieu of attempting to locate and pay \$85k to \$100k for a Captain, the Chief would like to fulfill these duties through a restructuring of his command and promote two of his officers to the rank of Sergeant. Doing so will have a minimal impact on the overall budget, boost morale, and create forward mobility for my officers. Although these Sergeants would be able to fulfill each other's roles, each would have a separate primary focus on assisting the Chief of Police. One would assist the Chief with the handling of patrol responsibilities, while the other would aid in all matters relevant to administrative tasks. The Chief previously handled the responsibilities of the Captain position for 12 years while holding the rank of Sergeant/Lieutenant. Therefore, he would like to extend the same opportunities to his officers.

The total base salary impact for this restructuring would be \$7,200. The promoted Sergeants would receive mandatory "first line administrator" training and would be recognized by the Police Training Commission to temporarily take command pending my absence. Please note that these positions would also come with a two-year probationary period, which would include performance appraisals to demonstrate proficiency.

Please see the two attachments. One will show our current structure, while the other will show the proposed structure.

As always, the Chief truly appreciates your time and attention to this matter. His goal is to provide his officers with an opportunity for advancement, get the most out of the deserved talent we already have, and do so with limited fiscal impact.

Action:

Approve pay increase and revision to remove the Captain's title from the job description and replace it with the title of Sergeant. See attached job description.



ST. MICHAELS POLICE DEPARTMENT (CURRENT RANK STRUCTURE)

Tiffany Sweeney
(Administrative
Assistant)



**CHIEF
OSWALD**



**CAPTAIN
(VACANT)**

**\$85k-\$100k (if position
filled)**



Corporal



Corporal



Officer



Officer



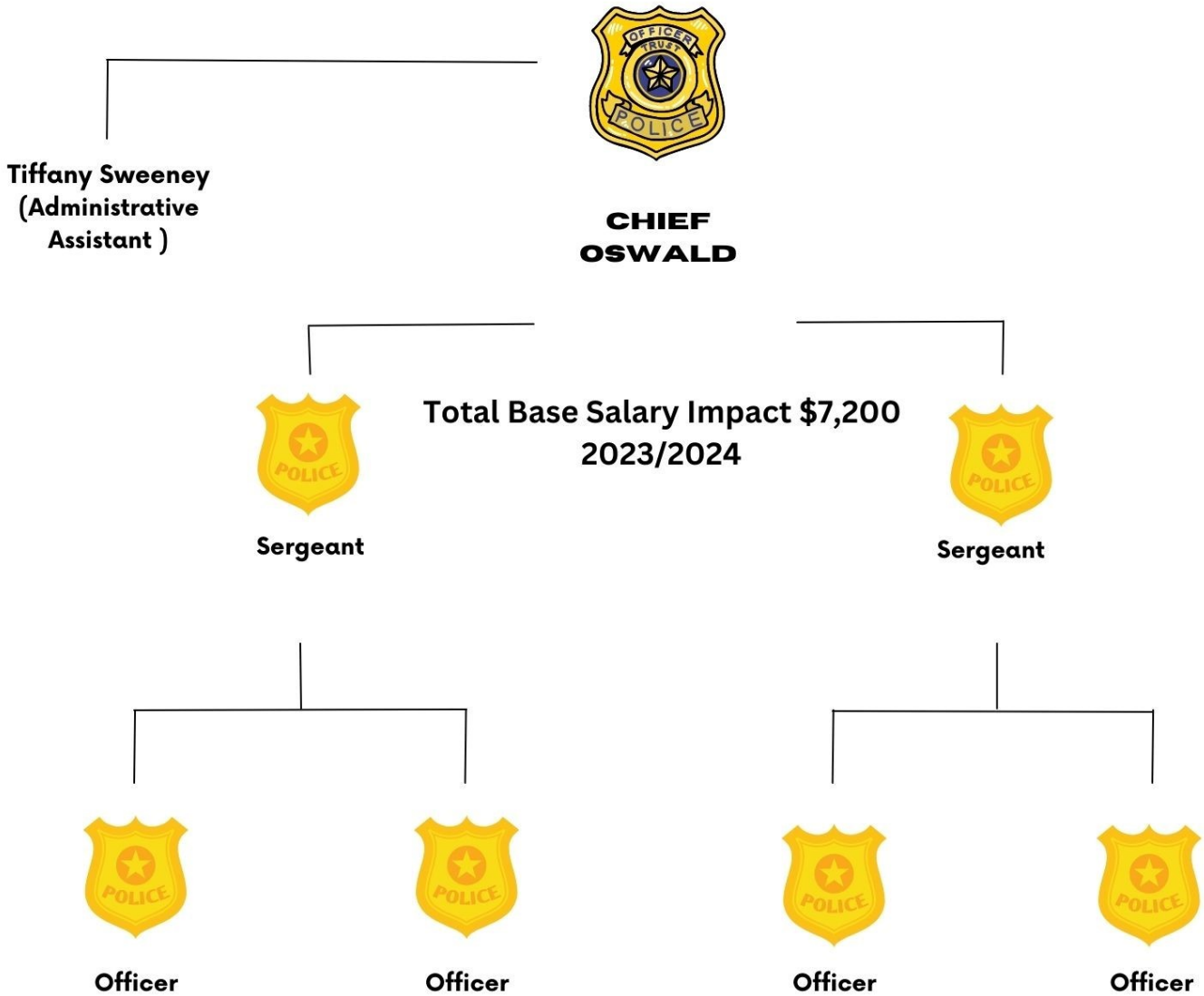
Officer



Officer



ST. MICHAELS POLICE DEPARTMENT (PROPOSED RANK STRUCTURE)





Police Captain Sergeant

Reports To:

The Police Captain Sergeant is a non-exempt position under the general supervision of the Chief of Police, provides general and close supervision for other officers and employees in the police department.

General Definition of Work:

The Police Captain Sergeant establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork, and acts as a division commander for all divisions of the police department.

Purpose:

The primary purpose of this role is to provide general supervision over all operational activities of the department.

Essential Tasks:

- Develops and analyzes the department's organizational structure.
- Fulfills the role of acting Chief of Police in the event of an unexpected absence of the Chief.
- Provides supervision of all police employees under the direction of the Chief of Police.
- Assists in the planning, organizing, and monitoring of activities of the police department.
- Assists in the development of department policy, procedures, rules, and regulations; reviews and analyzes reports to determine trends and make recommendations to the Chief of Police.
- Conducts and maintains records of all internal investigations of personnel.
- Maintains all necessary police records and submits reports to the Chief of Police and if requested the Town Administrator.
- Delegates duties to subordinate personnel; trains employees and officers to meet the tasks of police service with periodic refreshers to improve the department's professional standards.
- Conducts employee performance reviews; when appropriate, initiates disciplinary actions.
- Receives and reviews citizen and personnel complaints.

- Provides assistance to the patrol division for all patrol duties.
- Participates in criminal and accident investigations and witness and prisoner questioning.
- Reviews and prepares reports for prosecution and court proceedings.
- Assists in the preparation of the annual departmental budget, reviews and monitors departmental expenditures, and determines the need for supplies and equipment.
- Oversees maintenance, disposition, and use of supplies, equipment, and facilities.
- Manages Supervises evidence room management; conducts internal audits and maintains state and federal licensing.

Knowledge, Skills and Abilities:

- Ability to communicate ideas effectively, including the preparation of reports and logs.
- Must have and maintain a valid Maryland driver's license.
- Ability to establish and implement effective administrative programs and procedures.
- Evaluates and exercises appropriate judgment in establishing priorities and resolving complex matters.
- Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

Education and Experience:

- Associates degree (related field) preferred from an accredited university.
- Five (5) years of law enforcement experience.
- Two (2) years of supervisory experience.

Or

- Ten (10) years of law enforcement experience.
- Four (4) years of supervisory experience.

Physical Requirements:

- Be able to perform tasks that exert moderate, though not constant physical effort.
- Moderate levels of walking, standing, sitting, and lifting.
- Some combination of climbing, balancing, stooping, kneeling, crouching, running, and crawling.
- Some lifting to include overhead lifting, carrying, pushing, and/or pulling moderately heavy objects and materials (20-50 pounds).
- May occasionally involve heavier objects and materials (up to 100 pounds).

Other Requirements:

- Must obtain First Line Supervisory Training Certification.
- Must complete Maryland State Mandated Police Administrator School.
- ~~Must complete Maryland State Certified Leadership School.~~
- Must maintain Field Training Officer (FTO) Certification, if assigned to the position.
- Must maintain a valid CPR / AED Certification.

- Be a United States citizen.
- Possess a valid Maryland driver's license and have a good overall driving record.
- Be in excellent physical and mental condition as determined by comprehensive examinations.
- Be able to pass a written police examination.
- Be able to pass a background and security check, be of good moral character, with no felony convictions or misdemeanor convictions for which a sentence of imprisonment for one year or more could have been imposed.
- Must be or able to obtain a Maryland Police & Training Commission Police Officer Certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Town of St. Michaels does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Employee Signature

Date



Board: Town Commission

Meeting Date: August 9, 2023

Agenda Subject: Consideration to Approve a Request for Proposal (RFP) for Development/Maintenance of a New Town Website

Recommendation: Discussion with motion to approve the draft RFP

Background Information:

In the FY 2024 budget, there is \$25,000 earmarked for Website Development/Maintenance. Staff has drafted a Request For Proposal (RFP) for redesign and maintenance of the Town's current website. Staff has identified the following key features we would like to see incorporated into a future redesign of the Town website:

- ❖ Design a consistent, user-friendly and dynamic navigation framework for the Town website that is understandable to users on all levels.
- ❖ Migrate the current website content to the new design.
- ❖ Integrate one-click social media profile join buttons for Facebook, Twitter and Instagram.
- ❖ Maintain the Town of St. Michaels website security and security updates.
- ❖ Initial and on-going training will be provided for employees who post content including technical support as needed.
- ❖ Design a mobile site viewable on a tablet and mobile phone.
- ❖ A robust search function that allows the user to easily search the whole site or specific subsections within the site map.
- ❖ The ability to easily track website visitor statistics and develop reports.
- ❖ The ability to download and submit Town forms, permits, and applications necessary to view information by Staff (i.e. Adobe Reader).
- ❖ A way for site visitors to submit comments online and have comments directed to the appropriate town official such as a public comment portal for committee/commission agenda related.
- ❖ Capability to maintain and archive existing and past records such as agendas, minutes, press releases, newsletters, and Zoom audio/video recordings.

- ❖ All documents, including maps and tables, should be available in a 'printer friendly' format to provide ease of viewing, printing, and downloading.
- ❖ Include an intranet accessible only by Town of St. Michaels employees and others with authorization.
- ❖ Design website with 3rd party on-line payment portal electronic bill payment options for water billing, permits and applications.

Action:

Comments regarding the Website Development and Maintenance Request for Proposal. Bids will be reviewed by an evaluation committee that will make a recommendation to the Town Commission regarding the most qualified individual or firm to the work.

REQUEST FOR PROPOSALS



WEBSITE REDESIGN/MAINTENANCE SERVICES

August 9, 2023

**Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663
410-745-9535
410-745-3463 fax
www.stmichaelsmd.gov**

I. General Information

A. Introduction/Project Summary

The Town of St. Michaels is requesting sealed proposals for an individual or firm to provide three services related to its website: (1) hosting and security protection of the Town of St. Michaels website, (2) maintenance and technical support of the future website located at _____, and (3) redesign of the current site and migration from the existing website to the new site.

B. Background

St. Michaels is a small town located on the Eastern Shore of Maryland in Talbot County. The 2020 census data puts the population at around 1,050 full time residents. Tourism can easily result in double or triple the population during peak season. It is less than 1.5 square miles in size with about 800 acres. The Town has a few vacant parcels and limited annexation potential due to land use and surrounding geographic factors. There are several thousand additional people that live nearby outside of the Town limit. Depending upon the source, there are somewhere around 700 housing units in town. There are many short-term rental housing units to accommodate visitors and over 20 festivals throughout the year. Many properties owners have second homes here or rent their property. The Town is a popular destination for tourists as it is situated between two bodies of water: the Miles River and San Domingo Creek, and both lead into larger bodies of water and the Chesapeake Bay is nearby. The Town has a rich history and there are many historic structures. The Town includes a historic residential district, main commercial corridor, and a waterfront harbor with both commercial and residential structures. The Town has several museums including the Chesapeake Bay Maritime Museum and grounds which attracts many visitors. Residents work locally in many professional capacities and work from home for national companies in sales and other jobs. There are many jobs in retail, accommodations, and food service due to tourism.

C. Anticipated Selection Schedule

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- | | |
|--------------------------------------|--|
| • RFP Advertised | Week of August 14, 2023 |
| • Proposal Due Date (post marked by) | September 15, 2023 by 2:00 pm |
| • Opening (with Town Clerk) | September 15, 2023 at 2:00 pm |
| • Selection Committee Evaluation | Week of September 18, 2023 |
| • Interviews (if needed) | Week of September 25, 2023 |
| • Contract Approval | October 11, 2023 (Town Commission Meeting) |
| • Commencement of Contract | October 16, 2023 |

D. Scope of Work/Deliverables

1. Responsibilities

- a. Review, maintain, and update existing Town of St. Michaels website for accuracy, currency, and functionality.
- b. Work with staff to create a new design that gives the site a professional, attractive, and contemporary look.
- c. Identify the optimum server platform and development language for the new website redesign, considering both functionality and cost.
- d. Migrate the current website content to the new design.
- e. Integrate one-click social media profile join buttons for Facebook, Twitter and Instagram.
- f. Provide a web interface that can accommodate individuals with disabilities in accordance with the Americans with Disabilities Act. See www.ada.gov/websites2_prnt.pdf and <https://www.w3.org/WAI/intro/wcag>.
- g. Maintain documentation of the Town of St. Michaels website.
- h. Perform other related duties and responsibilities as required and as time allows.
- i. Maintain the Town of St. Michaels website security and security updates.
- j. The new site must be designed for continuous secure operation, 24 hours a day, 7 days a week with maintenance windows clearly defined.
- k. The Town of St. Michaels will be in charge of content management and will own all content.
- l. The individual or firm must identify a secure hosting facility outside its institutional technical architecture.
- m. Initial and on-going training will be provided for employees who post content including technical support as needed.

2. Development and Technical Requirements

- a. Design a consistent, user-friendly and dynamic navigation framework for the Town website that is understandable to users on all levels.
- b. Design a mobile site viewable on a tablet and mobile phone.
- c. A robust search function that allows the user to easily search the whole site or specific subsections within the site map.
- d. The ability to create a meeting calendar, event page and news pages based on category and/or department as well as job postings and Commission/Board openings.
- e. The ability to easily post emergency notices on the homepage.
- f. The ability to easily track website visitor statistics and develop reports.
- g. The ability to download and submit Town forms, permits, and applications necessary to view information by Staff (i.e. Adobe Reader).

- h. A way for site visitors to submit comments online and have comments directed to the appropriate town official such as a public comment portal for committee/commission agenda related. Residents would be able to report problems, ask questions, submit comments, voice concerns, etc. and based on the subject, the comment would generate an e-mail to the appropriate Town staff member. This could be an integrated solution or a third-party application.
- i. The ability for Staff to easily create digital forms for users to complete and submit online and in the original format
- j. Capability to maintain and archive of existing and past records such as agendas, minutes, press releases, newsletters, and Zoom audio/video recordings.
- k. Website must support but is not limited to Internet Explorer, Google Chrome, Safari, and FireFox.
- l. All documents, including maps and tables, should be available in a 'printer friendly' format without extensive graphics, to provide ease of viewing, printing, and downloading.
- m. Include an intranet accessible only by Town of St. Michaels employees and others with authorization.
- n. Design website with 3rd party on-line payment portal electronic bill payment options for water billing, permits and applications.

E. Qualifications Proposal Information

The Proposer is to provide adequate information that will render it qualified and capable of cost effectively accomplishing the program services. The Town's assigned evaluation team will grade and rank each proposal. Since there is no assurance of the Proposer having any other opportunity to communicate its ability, the proposals must negate any ambiguity with respect to the proposer's ability and approach.

1. **Proposers Qualifications:** A qualified individual or firm shall have at least five (5) five years of experience providing similar services preferably with governmental agencies or municipalities. Proposers must provide their firms' number of continuous years in operation. All things being equal, partnerships, subsidiaries, mergers, and similar corporate arrangements, which collectively can satisfy the five (5) year experience requirement, will be considered. Moreover, a firm with less than five (5) years' experience but with a division who independently can satisfy the five (5) year experience requirement will also be considered. It is incumbent on the proposer to clearly explain the relationship between these different entities and the corporation.
2. **Management Philosophy:** This part will contain the proposer's management philosophy in relation to personnel, operations, cost control, and responsiveness to Town concerns.
3. **Implementation Plan:** This part will contain the proposer's detailed implementation plan consisting of specific personnel requirements, schedule, and organization chart to include management structure.
4. **Company Experience:** This part will contain the proposer's particular experience history with other clients providing contact name, address, phone number, fax number, email address, scope of services, and other relevant data as outline in the proposer's qualification section. Provide, in this section, a list of projects where the proposer has been terminated, or replaced, on similar projects.
5. **Subcontractors:** The Proposer shall provide a list of subcontractors, by name and address, who they intend to use during the life of the contract. If names are not available, then the proposer must list the services to be subcontracted.

II. Proposal Instructions

A. Proposal Submittal and Due Date

Proposers shall provide eight hard copies and one electronic copy of the proposals in a sealed envelope clearly marked: "Confidential: Town of St. Michaels Website Redesign and Maintenance Services". Proposals shall be submitted by 2:00 p.m. on September 15, 2023, to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663

Proposals shall be organized as specified in Article II.D, Proposal Contents. The Town of St. Michaels assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the Town by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as nonresponsive.

Proposals will be opened on September 15, 2023, at 2:00 p.m. at St. Michaels Town Office. Copies of this RFP are available for review at St. Michaels Town Office.

B. Inquires

Questions concerning this RFP should be submitted to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663

Email:

C. Reservation of Rights

The Town reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the Town and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by the Town in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the Town's sole judgment, it is in the Town's best interest to do so; and 7) request any additional information the Town deems reasonably necessary to allow the Town to evaluate, rank, and select the most qualified Proposer to perform the services described in this RFP.

D. Proposal Contents

Proposals should contain the total cost of the project, as well as detailed "line item" breakdown. In addition, please specify:

1. A la cart pricing for website functionality and development above specifications proposed in the RFP response.
2. All associated costs for maintenance, and any other fees. Include the frequency of fees.
3. Any additional costs/charges (such as traveling expenses).
4. Information and costs for optional services should be submitted separately.
5. Proposal(s) should identify a single vendor as the "responsible lead vendor". Please include any subcontractor(s) that will be required to meet the needs of the proposal or clearly indicate what portion of the services are not included as part of the proposal.
6. Eight (8) copies of the proposal must be submitted as a hard copy and one (1) electronic copy.
7. Signed cover sheet and Execution of Proposal Documentation.
8. The signed cover sheet should include:
 - Firm's Name
 - Address
 - Telephone Number
 - Point of Contact
 - Fax Number
 - E-mail Address

9. Years of experience related to website design, maintenance, implementation, and development, on the proposed solution.
10. Provide an estimated detailed timeline for completion of this project.
11. Provide a list of comparable websites, including municipal and governmental agencies, designed by your business.
12. Provide a list of three to five references as outlined in this RFP.

E. Information Release

Proposers are hereby advised that the Town may solicit background information based upon all information, including references, provided in response to this RFP. By submission of a proposal, Proposer agrees to such activity and releases the Town from all claims arising from such activity.

F. Public Records

All proposals submitted are the property of the Town of St. Michaels and are thus subject to disclosure pursuant to the public records law.

Accordingly, proposals received and opened shall not be available for public inspection until after the Town has scheduled a public discussion at a Commissioners of St. Michaels Town meeting.

G. Costs

Proposers responding to this RFP do so solely at their own expense.

III. Proposal Evaluation

A. Minimum Qualifications

The Town will review proposals received to determine whether each proposer meets the following minimum qualifications:

- Ability to provide the website redesign, maintenance, implementation, and development services work needed by the Town to the standards required by the Town.
- Has the financial resources for the performance of the desired website redesign, maintenance, implementation, and development services, or the ability to obtain such resources.

B. Evaluation Criteria

Proposals meeting the above minimum qualifications will be evaluated by the Town using the following criteria:

	Maximum Points
1) Specialized experience in the type of work to be performed, specifically including work in a city of similar size and geographic location.	(40)
2) Qualifications and experience of the staff assigned by proposer to perform these services.	(40)

3) Quality of proposed approach/work plan.	(20)
4) Quality of work samples.	(20)
5) Familiarity with the Town and Town locale.	(20)
6) Availability and capability to perform the website redesign, maintenance, implementation, and development services described in this RFP on an ongoing basis.	(30)
7) Costs proposal for website redesign and annual maintenance	(30)
Maximum Total Points	200

Special consideration may be given to proposers with website design, maintenance, implementation, and development experience within the St. Michaels area.

Interviews may be requested prior to final selection. The award will be made to the highest ranked Proposer according to the evaluation criteria. If contract negotiations are unsuccessful with the highest ranked Proposer, the Town reserves the right to enter negotiations with the next highest ranked proposer.

C. Selection

An evaluation committee will evaluate all proposals that meet the minimum qualifications listed in Section III.A of this RFP. The Town Administrator will act as the committee chair. Each committee member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Section III.B of this RFP. Completed evaluations shall be combined and tallied. The Town REQUEST FOR PROPOSALS reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the Commissioners of St. Michaels along with a recommendation to award the contract to the highest ranked Proposer.

Upon receipt of the evaluation committee’s scoring recommendation, the Commissioners of St. Michaels may: 1) begin negotiating a contract with the highest ranked Proposer; 2) send the proposals back to the evaluation committee for re-evaluation with specific instructions; 3) conduct its own evaluations of the proposals, which may include an interview of one or more of the Proposers; or 4) cancel the RFP.

If the Town and the highest ranked Proposer are unable for any reason to negotiate a contract the Town shall, either orally or in writing, formally terminate negotiations with the selected candidate. The Town may then negotiate with the next highest ranked candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the Town terminates this RFP.

It is the desire of the Town to have a new website redesign, maintenance, implementation, and development services contract in place no later than October 11, 2023.

D. Contract

The selected Proposer will be expected to sign a written agreement, which will incorporate this RFP and the awardee’s proposal. Negotiations shall be limited to terms the Town chooses to negotiate, in Town’s sole discretion.

The Town anticipates payment for website redesign, implementation, and development services on a flat fee with ala-carte items specifically quoted. Annual maintenance shall be bid on a lump sum yearly basis or on a hourly basis. The annual maintenance fee(s) shall include technical and training support, software upgrades and subscription costs, and website hosting. The Town reserves the right to negotiate a compensation package that is fair and reasonable to the Town, as determined solely by Town.

It is anticipated that the Town of St. Michaels will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for additional two (2) year terms.

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations.

The Town of St. Michaels is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.



Board: Town Commission

Meeting Date: August 9, 2023

Agenda Subject: Discussion Regarding St. Michaels Tourism Board

Recommendation: Discussion.

Background Information:

On July 18, 2023 Commissioner Whittington and the Town Administrator met with representatives from the restaurant association regarding the Town's marketing efforts. After much discussion, there was interest from the businesses to re-establish the St. Michaels Tourism Board that was dissolved in May of 2014 based upon the Town hiring a full-time Communications Director. A few years ago, the Communication Director position was eliminated that led to the hiring of Fovndry, a marketing firm located in Rockville and Baltimore. Fovndry's contract has expired as of the end of this fiscal year, June 30, 2023. The Town has budgeted \$25,000 in the Tourism and Communications line item for FY 2024.

Attached are two ordinances: 1) Ordinance 352 establishing the St. Michaels Tourism Board; and 2) Ordinance 451-dissolving the Tourism Board while retaining the right for Commissioners to appoint a new Tourism Advisory Board.

Action:

Discussion

ORDINANCE NO. 352

AN ORDINANCE CONCERNING BOARDS, COMMISSIONS, COMMITTEES, AND PANELS - CODIFICATION; POWERS, DUTIES AND COMPOSITION OF THE ST. MICHAELS PLANNING COMMISSION - FOR THE PURPOSE OF CODIFYING CERTAIN BOARDS, COMMISSIONS, COMMITTEES, AND PANELS CREATED BY THE COMMISSIONERS OF ST. MICHAELS TO BE CHAPTER 98 OF THE ST. MICHAELS CODE; ALTERING THE COMPOSITION OF THE PLANNING COMMISSION; SPECIFYING THE TERMS OF THE MEMBERS OF THE PLANNING COMMISSION AND CERTAIN OTHER BOARDS AND COMMISSIONS; MAKING CERTAIN CHANGES TO CERTAIN BOARDS, COMMISSIONS, AND PANELS; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY; AND GENERALLY RELATING TO CERTAIN BOARDS, COMMISSIONS, COMMITTEES, AND PANELS IN THE TOWN OF ST. MICHAELS BY ADDING SECTIONS 98-1 THROUGH 98-4, CHAPTER 98. BOARDS, COMMISSIONS, COMMITTEES, AND PANELS, ST. MICHAELS CODE, 2006

WHEREAS, The Commissioners of St. Michaels (hereafter the "Commissioners") have adopted the codification and revision of the charter, ordinances and certain resolutions of the Town of St. Michaels, County of Talbot, State of Maryland; providing for the maintenance of said Code, establishing a penalty for altering or tampering with the Code; and making certain changes in previously adopted Ordinances (Ordinance 337, adopted June 7, 2006); and

WHEREAS, It is the intention of the Commissioners of St. Michaels and it is hereby ordained that the provisions of this ordinance shall be included in the Code of the Town of St. Michaels, that the sections and subsections of this ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" shall be changed to "section" or other appropriate word, as required for codification.

WHEREAS, Article 66B of the Annotated Code of Maryland provides for and regulates municipal planning commissions; and

WHEREAS, The Commissioners of St. Michaels wish to define the powers and responsibilities of the St. Michaels Planning Commission within the scope provided in Article 66B of the Annotated Code of Maryland and to codify the same in the Code of the Town of St. Michaels; and

WHEREAS, all the requirements of the Maryland Code (1957) Article 66B, as amended, and Chapter 1 (General Provisions), Article I (Adoption of the Code) § 1-5. (Amendments to Code) of the Code of the Town of St. Michaels, have been satisfied; and

WHEREAS, the Commissioners desire to create a chapter of the St. Michaels Code that contains all of the boards, commissions, committees, and panels created by the Commissioners so that the membership requirements and duties and functions of these boards, commissions, committees, and panels is easily accessed; and

WHEREAS, for the reasons stated above the Commissioners deem it in the interest of the public health, welfare and safety of the citizens of the Town, and for the good government of the Town, to enact the following Ordinance.

SECTION 1.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COMMISSIONERS OF ST. MICHAELS that the Sections 98-1 through 98-4 are hereby added to the St. Michaels Code, 2006, as amended, and there is hereby created a new Chapter 98 titled "Boards, Commissions, Committees, and Panels" that reads as follows:

Chapter 98 - Boards, Commissions, Committees, and Panels.

General Conditions - Unless otherwise stated in the subparagraphs below, all boards, commissions, committees and panels, hereafter "the Board(s)" named in this Chapter shall adhere to and be governed by the following rules:

- (1) The meetings of all Boards shall be open to the public, unless the conditions and qualifications of Maryland Code, State Government Art., § 10-508 (a) are met.

- (2) Notice of the meetings of all Boards shall be posted on the bulletin board in the Edgar M. Bosley, Jr. Administration Building (Town Office).
- (3) Each of the Boards shall keep minutes and a copy of the minutes deposited with the Town Manager.
- (4) The Boards shall adopt written rules of procedure to govern their meetings or shall follow those of the Commissioners to the extent that they apply.
- (5) Vacancies on the Boards occurring otherwise than through the expiration of term shall be filled for the unexpired term by the Town Commissioners in the manner specified for original appointments.
- (6) All members of the Boards shall serve as such without compensation, unless the Commissioners, by resolution, determine that appropriate compensation should be made to the members.

§98-1. Planning Commission.

- A. In accordance with Section 3 (Planning Commission) of Article 66B of the Annotated Code of Maryland, there is a Planning Commission.
- B. The Planning Commission consists of:
 - (a) three (3) members appointed by the Commissioners of St. Michaels for five (5) year terms;
 - (b) one (1) alternate member appointed by the Commissioners.
- C. Each appointed member of the Planning Commission shall be a full-time resident of the Town of St. Michaels at the time of appointment and during the term of the member. For the purpose of this paragraph, full-time resident" means declaring the Town of St. Michaels the person's primary residence for tax purposes.
- D.
 - (1) Members of the Planning Commission may be removed by the Town Commissioners, after a public hearing, for inefficiency, neglect of duty or malfeasance in office.
 - (2) The Commissioners shall file a written statement among its records of reasons for such removal.
- E.
 - (1) The Planning Commission shall elect one of its members to be its chair.
 - (2) The term of chair shall be one (1) year, with eligibility for reelection.
- F. The Planning Commission may create other offices and elect to fill those offices with one of the appointed members and create and fill such other of its offices as it may determine.

- H. The Planning Commission shall hold at least one (1) regular meeting each month.
- I. The alternate member of the Planning Commission:
- (1) must attend the meetings of the Planning Commission;
 - (2) may participate in the discussions of the Planning Commission; and
 - (3) may not vote on any matter before the Planning Commission unless a member is absent or is recused from voting on a matter; and
 - (4) will be appointed annually.
- J. The Planning Commission shall have the powers necessary to enable it to fulfill its functions, promote planning, and execute the purposes of the Code of the Town of St. Michaels. Those functions include the following powers and duties:
- (1) prepare, and approve a Comprehensive Plan and subsequent updates to cover the lands and waters of the Town, which the Planning Commission shall recommend to the Town Commissioners for adoption;
 - (2) approve and publish plans for major geographic sections or divisions of the Town;
 - (3) recommend the boundaries of the various districts and appropriate regulations to be enforced therein that the Town may avail itself of the zoning powers conferred by the Annotated Code of Maryland, Article 66B;
 - (4) when directed by the Commissioners prepare and make recommendations to the Town Commissioners relative to amendments to the Town's Comprehensive Plan and Implementation Documents;
 - (5) advise the Town Commissioners and Board of Appeals on matters relating to zoning, annexations, applications for special exceptions and variances when appropriate;
 - (6) review site plans for compliance with this Code and standards herein.
 - (7) approve proposed subdivision plats and resubdivision of existing record plats and all plats must bear the signature of the Chairman before legal filing in the Land Records of Talbot County;
 - (8) review and make recommendations to the Town Commissioners on applications for Growth Allocation;
 - (9) prepare, adopt, and file an annual report with the Town Commissioners as per the requirements of Section 309 of Article 66B of the Annotated Code of Maryland;
 - (10) exercise any other powers, or discharge any other duties, granted to or imposed upon the Planning Commissions by any other Ordinance or Regulation of the Town of St. Michaels or by the laws of the State of Maryland;

- (11) to recommend and nominate to the Commissioners of St. Michaels qualified candidates for the Waterways Management Advisory Panel, whose duties and functions are described in §98-2 of this chapter.

§98-2. Waterways Management Advisory Panel.

- A. There is a Waterways Management Advisory Panel (the "Panel") which shall act as an advisory and consultative body to the Planning Commission on policy and planning issues affecting the waters of the Town.
- B. The Panel shall have three (3) or five (5) members who are appointed by the Commissioners of St. Michaels and who shall report to the Planning Commission. The Planning Commission shall determine if the Panel shall have three (3) or five (5) members and shall annually appoint the chairperson for the panel. Panel members shall be appointed for terms of 3 years each.
- C. Each appointed member of the Waterways Management Advisory Panel shall be a full-time resident of the Town of St. Michaels at the time of appointment, and during the term of the member. For the purpose of this paragraph, full-time resident" means declaring the Town of St. Michaels the person's primary residence for tax purposes.
- D. The duties of the Waterways Advisory Panel are:
 - (1) to act as an advisory and consultative body to the Planning Commission on policy and planning issues affecting the waters of the Town;
 - (2) upon the creation of the Waterways Advisory Panel, to conduct a review of and produce a report to the Planning Commission on all structures, appurtenances, and uses in, on or over the waters of the Town. Review to include but not be limited to:
 - (a) the current location of the Waterways Management Line and any recommended changes; and
 - (b) recommendations to the Planning Commission for needed changes or amendments to Chapter 333 of the Code;
 - (3) to repeat the review outlined in paragraph (2) of this subsection once every six years with the review to be conducted in conjunction with the update of the Town's Comprehensive Plan;
 - (4) to submit to the Planning Commission recommendations for updates to the Waterways Map to reflect changes since the last six year review was completed;
 - (5)(a) to meet at least once a year to review any changes in, on or over the waters of the Town and to report on any changes to the Planning Commission that shall identify any areas of concern that may warrant monitoring; and
 - (b) to meet at other times as needed to review and make recommendations to the Planning Commission on all:

- [1] applications for amendment or alteration of the Waterways Management Line;
- [2] annexations that entail an addition to the waters of the Town;
- [3] growth allocation applications that would entail additions, amendments or any other changes to the waters of the Town;
- [4] applications for zoning changes that would entail additions, amendments or any other changes to the waters of the Town; and
- [5] proposed amendments to uses allowed in the waters of the Town.

§ 98-3. Parks and Recreation Advisory Board.

- A. There is a Parks and Recreation Advisory Board.
- B. (1) The Parks and Recreation Advisory Board consists of five (5) members appointed by the Commissioners of St. Michaels;
 - (2) A majority of the appointed members of the Parks and Recreation Advisory Board shall be full-time residents of the Town of St. Michaels at the time of appointment and during the term of the member. For the purposes of this paragraph, “full-time resident” means declaring the Town of St. Michaels the person’s primary residence for tax purposes.
- C. The term of a member of the Parks and Recreation Advisory Board is three (3) years.
- D. The Parks and Recreation Advisory Board shall elect one of its members to be its chair.
- E. All members of the Parks and Recreation Advisory Board shall serve as such without compensation.
- F. The Parks and Recreation Advisory Board shall meet as frequently as it considers necessary but not less than once every three (3) months.
- G. (1) The Parks and Recreation Advisory Board shall act as an advisory body that may issue recommendations to the Commissioners of St. Michaels.
 - (2) Without the express written approval of the Commissioners of St. Michaels,:
 - (a) no policies for the parks shall be imposed;
 - (b) no permanent fixtures, improvements, or structures may be installed or constructed;

- (c) no permission for use may be granted;
- (d) no programs or events may be scheduled; and
- (e) no other authorization may be given.

H. The Parks and Recreation Advisory Board shall exercise its assigned duties and functions in relation to those parks and recreation facilities explicitly designated by the Commissioners as within the Boards purview.

I. The duties and functions of the Parks and Recreation Advisory Board are:

- (1) to observe conditions, uses, activities, and programs;
- (2) to report to the Commissioners any needs for maintenance and to recommend to the Commissioners policies and practices and the means of their implementation;
- (3) to interact with community agencies, citizen groups, donors, and other parties in making recommendations to the Commissioners on the planning, design, development, and enhancement of facilities and programs;
- (4) to coordinate approved activities by citizen volunteers;
- (5) by February 1 of each year, to prepare for the Commissioners budget recommendations for capital improvement to be considered in the overall Town budget process;
- (6) to report to the Commissioners as appropriate but not less than once every three (3) months and to submit an annual written report of their activities and recommendations, said report to be submitted to the Commissioners by February 1 of each year;
- (7) to coordinate with and assist the Town staff and Public Works Department on projects that the Commissioners have approved.

§98-4. St. Michaels Tourism Board

- A. There is a St. Michaels Tourism Board.
- B. (1) The St. Michaels Tourism Board consists of seven (7) members appointed by the Commissioners of St. Michaels:

(a) Five (5) members shall be from the tourist industry and to the extent possible in the sole discretion of the Commissioners, there will be one member from each of the following sectors:

- [1] retail;
- [2] food and beverage;
- [3] hotel/motel;
- [4] bed and breakfast-inns; and
- [5] not-for-profit;

(b) One (1) member shall represent the St. Michaels Business Association; and

(c) One (1) member shall be at large.

(2) Nominations for the five tourist industry positions and the at-large position may be made by:

- (a) members of the Tourism Board whose terms are not expiring;
- (b) interested persons who nominate themselves;
- (c) groups of persons belonging to one of the represented tourist industries; and
- (d) the Commissioners of St. Michaels.

(3) Nominations for the position held by the St. Michaels Business Association will be made by the St. Michaels Business Association.

(4) Nominations must be:

- (a) signed;
- (b) specify the seat for which the nominee is proposed; and
- (c) include the nominee's credentials.

(5) The following persons are eligible to serve on the Tourism Board:

- (a) citizens of the Town;
- (b) owners or employees of tourist-focused businesses or organizations, either profit or not-for-profit, located in the Town of St. Michaels;
- (c) owners or employees of tourist-focused businesses that are not located in the Town of St. Michaels, but whose Accommodation Tax receipts are paid to the Town.

C. The term of a member of the St. Michaels Tourism Board is three (3) years.

D. (1) The Commissioners of St. Michaels shall annually appoint the chair of the St. Michaels Tourism Board.

- (2) The appointment of the chair shall take effect July 1 of each year.
- E. All members of the St. Michaels Tourism Board shall serve without compensation.
- F. The St. Michaels Tourism Board shall meet as often as necessary, but not less than once per quarter.
- G. (1) The duties of the St. Michaels Tourism Board are:
- (a) to develop, in cooperation with the Talbot County Office of Tourism (TCOT), a marketing and advertising campaign to promote tourism in St. Michaels;
 - (b) to work with the TCOT and any other agents to ensure the campaign is implemented as intended by the Board;
 - (c) to submit annually to the Commissioners for their approval a budget for the upcoming fiscal year, accompanied by an explanation of goals and strategies for the upcoming fiscal year;
 - (d) to submit at the end of each fiscal year a report to the Commissioners evaluation the success of the closing year's marketing campaign;
 - (e) to oversee the disbursement of funds allocated to its budget and to the extent possible, sufficient funds should be disbursed in cooperation with the TCOT to permit the TCOT to take full advantage of any many funds that may be available to it through the State of Maryland or other source that may be available; and
 - (f) to act as an advisory and consultative body to the Commissioners on policy, planning and funding issues.
- (2) The budget required to be submitted under paragraph (c) of this subsection shall:
- (a) be developed subject to the guidelines set forth in the Memorandum of Understanding designated in subsection I. of this section; and
 - (b) show the distribution of the formula allocation among the various activities by the Board.
- H. (1) All disbursements by the Board from public funds shall be paid through a government agency, the Town Office or the Talbot County Office of Finance, pursuant to procedures and controls established with the respective government agency.

(2) Disbursements may also be regulated by the Memorandum of Understanding designated in subsection I. of this section.

(3) The Commissioners shall have the power to review, approve, disapprove, modify, amend or substitute any contract entered into or proposed by the Board.

(4) Contracts entered into by the TCOT for its own purposes, through which the TCOT may choose to implement the Board's plans, shall not be subject to further review, approval, disapproval, modification, amendment or substitution by the Commissioners.

I. (1) The St. Michaels Tourism Board shall be further governed by the terms of a Memorandum of Understanding (MOU) between Talbot County and the Commissioners.

(2) The terms of this MOU may be amended from time to time as deemed necessary by both parties.

SECTION 2.

AND BE IT FURTHER ORDAINED AND ENACTED, that for those Boards in existence prior to the date of enactment of this Ordinance, the members of those Boards shall continue to serve the terms under which they were appointed. Thereafter for all members serving a full term:

1. Members of the Planning Commission shall be appointed to serve a five year terms with the term beginning on January 1 of their appointment year and ending on December 31 of the year in which their term expires.

In the two intervening years in which no terms expire, no appointments or changes will be made to the Commission unless a vacancy occurs.

The term for any Town Commissioner who serves in an ex-officio capacity shall be concurrent with his or her term in office.

2. Members of the Waterways Management Advisory Panel shall be appointed for three-year terms, with the term beginning on January 1 of their appointment year and ending on December 31 of the year in which their term expires. In the case of a three (3)-member panel, the appointments shall be staggered to permit only one term to expire in any given year. In the case of

a five (5)-member panel, appointments shall be staggered to permit a maximum of two terms to expire in any year.

3. Members of the Parks and Recreation Advisory Board shall be appointed for three-year terms, with the term beginning on January 1 of their appointment year and ending on December 31 of the year in which their term expires. Initial appointments shall be staggered to permit only a maximum of two terms to expire in any year.
4. Members of the St. Michaels Tourism Board shall be appointed for three year terms. The terms of members are staggered as required by the terms in effect for members on December 20, 2006.

After the initial appointments, new appointments shall commence on the first day of July, beginning in 2008.

SECTION 3.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Ordinance shall take effect twenty (20) days from the date of its enactment, having been read at two (2) meetings of The Commissioners of St. Michaels and having been passed by a yea and nay votes of the Commissioners of St. Michaels.

HAVING BEEN INTRODUCED, read for the first time and ordered posted on the Town bulletin board at the Public Meeting of the Commissioners of St. Michaels held on this August 8, 2007, at 6:30 o'clock p.m., in the meeting room at the Edgar M. Bosley, Jr. (Town Office), 300 Mill Street, St. Michaels, Maryland.

Cheril S Thomas (SEAL)
CHERIL S. THOMAS
Town Clerk/Manager

HAVING BEEN READ for the second time and passed by a yea and nay vote of The Commissioners of St. Michaels at a Public Meeting of The Commissioners of St. Michaels held on this August 22, at 6:30 o'clock p.m., in the meeting room of the Town Office, St. Michaels, Maryland.

Clark - Yea

Dinkel - Yea

Doyle - Yea

Noble - Yea

Snyder - Yea

I HEREBY CERTIFY that the above Ordinance No. 352 was passed by a yea and nay vote of The Commissioners of St. Michaels on the 22 day of August, 2007.

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS

Cheril S Thomas (Seal)
Cheril S. Thomas, Town Clerk\Manager

By: Edward Doyle
Edward Doyle, President

I HEREBY CERTIFY that an exact copy of this Ordinance was posted from the 9th day of August, 2007, at 8:30 o'clock a.m. to the 12 day of September, 2007, at 8:30 o'clock a.m., on the bulletin board at the Town Office in St. Michaels, Maryland, and that a summary of the aforesaid Ordinance No. 352, the date of its passage, its effective date and the fact that the entire text of the Ordinance may be read on the bulletin board of the Town Office, St. Michaels, Maryland, for at least twenty (20) days following the passage, has been published at least once each week for two (2) consecutive weeks following the passage of said Ordinance in a newspaper having general circulation in the Town of St. Michaels.

Date: September 14, 2007 Cheril S Thomas (Seal)
Cheril S. Thomas, Town Clerk\Manager

Introduction – May 14, 2014
Vote – May 28, 2014
Effective – June 18, 2014

ORDINANCE NO. 451

THE PURPOSE OF THIS ORDINANCE IS TO AMEND CHAPTER 98 (BOARDS, COMMISSIONS, COMMITTEES AND PANELS), § 98-5 OF THE CODE OF THE TOWN OF ST. MICHAELS FOR THE PURPOSE OF DISSOLVING THE ST. MICHAELS TOURISM BOARD; AND ALLOWING FOR THE CREATION OF A TOURISM ADVISORY BOARD AND PROVIDING THAT THIS TITLE OF THIS ORDINANCE SHALL BE A FAIR SUMMARY HEREOF.

WHEREAS, pursuant to Ordinance No. 352, adopted August, 22, 2007, The Commissioners of St. Michaels (the “Commissioners”) created the St. Michaels Tourism Board (the “Tourism Board”), which consists of seven members appointed by the Commissioners; and

WHEREAS, the duties of the Tourism Board are to: (1) develop, in cooperation with the Talbot County Office of Tourism (the “TCOT”), a marketing and advertising campaign to promote tourism in the Town of St. Michaels (the “Town”); (2) work with the TCOT and any other agents to ensure the campaign is implemented as intended by the Tourism Board; (3) submit annually to the Commissioners for their approval a budget for the upcoming fiscal year, accompanied by an explanation of goals and strategies for the upcoming fiscal year; (4) submit at the end of each fiscal year a report to the Commissioners evaluating the success of the closing year’s marketing campaign; (5) oversee the disbursement of funds allocated to its budget, and to the extent possible, sufficient funds should be disbursed in cooperation with the TCOT to permit the TCOT to take full advantage of any funds that may be available to it through the State of Maryland or other source that may be available; and (6) act as an advisory and consultative body to the Commissioners on policy, planning, and funding issues; and

WHEREAS, the Commissioners have budgeted for a full-time Communications Director for the Town, who is expected to begin working for the Town in such capacity on or about June 1, 2014; and

WHEREAS, the Communication Director’s job duties include those duties that are currently performed by the Tourism Board, thereby obviating the need for a tourism board in the Town as currently constituted per § 98-5 of the Code of the Town of St. Michaels (the “Code”); and

WHEREAS, in their SWOT (Strengths, Weakness, Opportunities and Threats) analysis dated March 2014, the St. Michaels Tourism Board (SMTB) encouraged the Commissioners to hire a professional to work for the Town, with input from the SMTB as an advisory board; and

WHEREAS, it is the desire of the Commissioners to amend Chapter 98 (Boards, Commissions, Committees and Panels) of the Code to dissolve the Tourism Board while retaining the ability to appoint a new tourism advisory board in the future if the Commissioners so desire; and

Introduction – May 14, 2014
Vote – May 28, 2014
Effective – June 18, 2014

~~(2) Nominations for the five tourist industry positions and the at large position may be made by:~~

~~(a) Members of the Tourism Board whose terms are not expiring;~~

~~(b) Interested persons who nominate themselves;~~

~~(c) Groups of persons belonging to one of the represented tourist industries; and~~

~~(d) The Commissioners of St. Michaels.~~

~~(3) Nominations for the position held by the St. Michaels Business Association will be made by the St. Michaels Business Association.~~

~~(4) Nominations must be:~~

~~(a) Signed;~~

~~(b) Specify the seat for which the nominee is proposed; and~~

~~(c) Include the nominee's credentials.~~

~~(5) The following persons are eligible to serve on the Tourism Board:~~

~~(a) Citizens of the Town;~~

~~(b) Owners or employees of tourist-focused businesses or organizations, either profit or not for profit, located in the Town of St. Michaels;~~

~~(c) Owners or employees of tourist-focused businesses that are not located in the Town of St. Michaels, but whose accommodation tax receipts are paid to the Town.~~

~~C. The term of a member of the St. Michaels Tourism Board is three years.~~

~~D. Chair of Board.~~

~~(1) The Commissioners of St. Michaels shall annually appoint the chair of the St. Michaels Tourism Board.~~

~~(2) The appointment of the chair shall take effect July 1 of each year.~~

~~E. All members of the St. Michaels Tourism Board shall serve without compensation.~~

~~F. The St. Michaels Tourism Board shall meet as often as necessary, but not less than once per quarter.~~

Introduction – May 14, 2014
Vote – May 28, 2014
Effective – June 18, 2014

~~G. Duties; budget.~~

~~(1) The duties of the St. Michaels Tourism Board are:~~

- ~~(a) To develop, in cooperation with the Talbot County Office of Tourism (TCOT), a marketing and advertising campaign to promote tourism in St. Michaels;~~
- ~~(b) To work with the TCOT and any other agents to ensure the campaign is implemented as intended by the Board;~~
- ~~(c) To submit annually to the Commissioners for their approval a budget for the upcoming fiscal year, accompanied by an explanation of goals and strategies for the upcoming fiscal year;~~
- ~~(d) To submit at the end of each fiscal year a report to the Commissioners evaluating the success of the closing year's marketing campaign;~~
- ~~(e) To oversee the disbursement of funds allocated to its budget, and to the extent possible, sufficient funds should be disbursed in cooperation with the TCOT to permit the TCOT to take full advantage of any funds that may be available to it through the State of Maryland or other source that may be available; and~~
- ~~(f) To act as an advisory and consultative body to the Commissioners on policy, planning and funding issues.~~

~~(2) The budget required to be submitted under Subsection G(1)(c) of this subsection shall:~~

- ~~(a) Be developed subject to the guidelines set forth in the memorandum of understanding designated in Subsection I of this section; and~~
- ~~(b) Show the distribution of the formula allocation among the various activities by the Board.~~

~~H. Disbursements; contracts.~~

- ~~(1) All disbursements by the Board from public funds shall be paid through a government agency, the Town office or the Talbot County Office of Finance, pursuant to procedures and controls established with the respective government agency.~~
- ~~(2) Disbursements may also be regulated by the memorandum of understanding designated in Subsection I of this section.~~

Introduction – May 14, 2014
Vote – May 28, 2014
Effective – June 18, 2014

~~(3) The Commissioners shall have the power to review, approve, disapprove, modify, amend or substitute any contract entered into or proposed by the Board.~~

~~(4) Contracts entered into by the TCOT for its own purposes, through which the TCOT may choose to implement the Board's plans, shall not be subject to further review, approval, disapproval, modification, amendment or substitution by the Commissioners.~~

~~I. Memorandum of understanding.~~

~~(1) The St. Michaels Tourism Board shall be further governed by the terms of a memorandum of understanding (MOU) between Talbot County and the Commissioners.~~

~~(2) The terms of this MOU may be amended from time to time as deemed necessary by both parties.))~~

SECTION II.

The Recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION III.

The provisions of this Ordinance are declared to be severable. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, the same shall be deemed separate, distinct, and independent from, and such holding shall not affect the validity of, the remaining portions of this Ordinance, it being the intent of the Commissioners that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase, or portion hereof.

SECTION IV.

All ordinances or parts of ordinances of the Town inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION V.


The title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

SECTION VI.

This Ordinance shall take effect twenty (20) days from the date of its enactment, having been read at two (2) meetings of The Commissioners of St. Michaels and having been passed by a ye and nay vote of The Commissioners of St. Michaels.

Introduction – May 14, 2014
Vote – May 28, 2014
Effective – June 18, 2014

HAVING BEEN INTRODUCED, read for the first time and ordered posted on the Town bulletin board at the Public Meeting of The Commissioners of St. Michaels held on this 14th day of May, 2014, at 5:00 'clock p.m., in the meeting room at the Edgar M. Bosley, Jr. (Town Office), 300 Mill Street, St. Michaels, Maryland.

 (SEAL)
Jean R. Weisman
Town Clerk\Manager

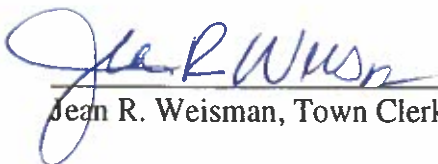
HAVING BEEN READ for the second time and passed by a yea and nay vote of The Commissioners of St. Michaels at a Public Meeting of The Commissioners of St. Michaels held on this 28th day of May, 2014 at 5:00 o'clock p.m., in the meeting room of the Town Office, St. Michaels, Maryland.

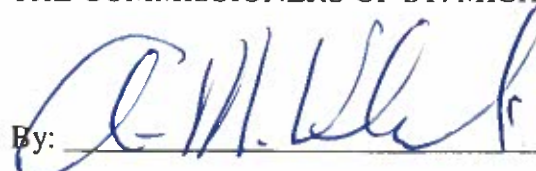
Vlahovich	-	___ yea ___
Clark	-	___ yea ___
Borders	-	___ yea ___
Myers	-	___ yea ___
Harrod	-	___ yea ___

I HEREBY CERTIFY that the above Ordinance No. 451 was passed by a yea and nay vote of The Commissioners of St. Michaels on the 28th day of May, 2014.

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS


Jean R. Weisman, Town Clerk\Manager

By:  (Seal)
A. Michael Vlahovich, President

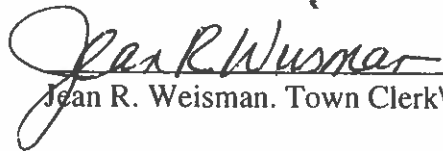
Introduction – May 14, 2014

Vote – May 28, 2014

Effective – June 18, 2014

I HEREBY CERTIFY that an exact copy of this Ordinance was posted from the 29th day of May, 2014, at 8:30 o'clock a.m. to the 17th day of June, 2014, at 4:30 o'clock p.m., on the bulletin board at the Town Office in St. Michaels, Maryland, and that a summary of the aforesaid Ordinance No. 451, the date of its passage, its effective date and the fact that the entire text of the Ordinance may be read on the bulletin board of the Town Office, St. Michaels, Maryland, for at least twenty (20) days following the passage, has been published at least once each week for two (2) consecutive weeks following the passage of said Ordinance in a newspaper having general circulation in the Town of St. Michaels.

Date: 6/18/14, 2014

 (Seal)
Jean R. Weisman, Town Clerk\Manager



Board: Town Commission

Meeting Date: August 9, 2023

Agenda Subject: Consultant Selection for Environmental Concern Master Plan Design

Recommendation: The selection committee will make a formal request for a preferred consulting firm at your meeting. Consider the recommendation, select your preferred firm and authorize staff to proceed with the project.

Background Information:

The Town Commissioners recently approved the purchase of the 7.6-acre Environmental Concern property. In conjunction with that purchase, you authorized the staff to draft a Request for Proposal (RFP) to initiate a public consensus building process and develop a master plan for the use of parks, recreation and preservation of the property. The master plan will then be used to solicit grant funding and fundraising efforts to build the park. You also authorized us to form a Selection Review Committee that consists of the Town Administrator, the Town Planner, a Town Commissioner, a member of the Planning Commission and a member of the Parks and Recreation Board.

The committee reviewed the proposals, met and narrowed the proposals to the top three firms. In no particular order, the top three selected firms are:

- A Morton Thomas and Associates, Inc. (Rockville, Maryland)
- Mahan Rykiel Associates Inc. (Baltimore, Maryland)
- Andropogon Associates, Ltd. (Philadelphia, Pennsylvania)

We received 9 submittals from very qualified firms and teams of professionals. Most of the submittals include multiple experts such as landscape architects, planners, environmental scientists and cost estimators. The fees varied to a great extent with the average around \$100,000. When considering the fees, keep in mind the work includes community surveys and extensive public outreach as well as several design concepts and a final merged master plan. We have asked for the top three firms to fine tune their proposals and make a presentation to the Selection Review Committee on August 8th. At your meeting on August 9th, the Selection Committee will report back to you and make a recommendation on our preferred choice for this work along with their proposed fee for the work.

Attached are the submittals from the top three firms for your review. The final fees are still being adjusted based on some additional details and questions that were asked of the firms.

Action:

1. Review the three proposals that are attached to your packet.
2. Consider the Review Selection Committee's recommendation on the top firm that will be presented to you at your meeting on August 9th.
3. Vote to select your preferred candidate firm to perform this work.
4. Authorize the Town Administrator to negotiate a contract based on the proposed work and fee and commence the project.



REQUEST FOR PROPOSALS 7.61 Acre Community Design Charette Process



Top Left: Existing Site Image
Right: Existing Site Image
Bottom Left: Existing Site Image

July 21, 2023

Town of St. Michaels

300 Mill Street
P.O. Box 206
St. Michaels, Maryland 21663

A. Morton Thomas and Associates, Inc.
700 King Farm Boulevard
Suite 300
Rockville, Maryland 20850
301.881.2545
amtengineering.com



July 21, 2023

The Commissioners of St. Michaels
Town of St. Michaels
300 Mill Street
P.O. Box 206
St. Michaels, Maryland 21663

**Re: Request for Proposals
7.61 Acre Community Design Charette Process**

Dear Commissioners of St. Michaels:

A. Morton Thomas and Associates, Inc. (AMT) is pleased to submit five (5) copies and one (1) digital copy of our proposal to provide professional planning, design, and community engagement services to the Town of St. Michaels for the design charette process for the 7.61-acre community. This proposal was prepared in accordance with the Town’s Request for Proposals. AMT will be joined by **Coastal Resources, Inc.** to provide natural resource and environmental assessments.

AMT is an Engineering News-Record Top 250 Firm with specialized experience in the planning, design, and implementation of master plans and designs for regional parks throughout Maryland and the Mid-Atlantic Region of the United States. As a multi-discipline firm, we have worked with a wide range of clients and stakeholders to understand the needs, design the facilities, develop the construction plans, and manage the construction effort for park and recreation facilities. We have assisted municipalities throughout the region to plan and develop exceptional, award-winning recreational facilities that meet the needs of the community, provide sustainable amenities, and showcase the historic, cultural, and environmental significance of the public lands. Some of our clients for whom we have provided similar master planning, design, and/or community engagement services for park and recreation facilities include:

- Baltimore County, Maryland
- City of Bowie, Maryland
- City of Rockville, Maryland
- Maryland-National Capital Park & Planning Commission
- Talbot County, Maryland
- St. Mary’s County, Maryland
- Arlington County, Virginia
- City of Alexandria, Virginia
- City of Newport News, Virginia
- City of Suffolk, Virginia
- Prince William County, Virginia

Our team offers the Town of St. Michaels capable, available personnel with proven, successful park experience that is committed to the success of this project. We appreciate the opportunity to present our qualifications and we look forward to the next stage in your selection process.

Sincerely,

A. Morton Thomas and Associates, Inc.


JoAnn Trach Tongson, CLA, LEED AP, SITES AP
Project Manager
jtongson@amtengineering.com


Timothy Kirk, PE, PTOE
Principal-in-Charge/President
tkirk@amtengineering.com



EXISTING SITE IMAGE

TABLE OF CONTENTS

- Firm Overview 5
- Similar Project Experiences 7
- Project Team 12
- Project Understanding and Approach 22
- Project Schedule and Timeline 29
- Projected Total Costs 32

Firm Overview



Firm Overview

A. Morton Thomas and Associates, Inc. (AMT) is full-service engineering firm that has provided master planning, design, and engineering services for local government agencies for the past 68 years, many involving park, recreation, and coastal facilities.

The AMT team is comprised of planners, landscape architects, water resources engineers, transportation planners, civil engineers, environmental professionals, and licensed surveyors with extensive experience providing services for park projects in Maryland ranging in size from local community parks to large regional parks. Our team has demonstrated experience with park master planning that has involved leading design charrettes and the community engagement process.

RELEVANT EXPERIENCE

DESIGN CHARETTE AND COMMUNITY ENGAGEMENT

AMT understands the importance of engaging the community and stakeholders in the development of projects that are to provide for public's use and enjoyment. As leaders in parks and recreation planning and design, our landscape architects and engineers incorporate many innovative approaches and solutions for community projects throughout the region, including climate resiliency, carbon evaluation, and overview of opportunities for alternative energy.

AMT crafts engagement plans with our clients to meet the timeline and needs of the community as a partner. AMT is well-versed in Citizen Information Meetings and Public Hearing processes and has provided these services to multiple municipalities.

Our team routinely provides renderings, illustrations, and three-dimensional visualization graphics to help communicate the design intent for new projects. These graphics can vary depending on the audience and setting in which they are being presented. We can provide a very quick sketch or rendering for design coordination purposes or develop a detailed 3-D model for a

public presentation. We understand the importance of a clear and appealing rendering to help people visualize a design and generate interest and reactions from an audience. This experience includes in-person and virtual meetings.

PARK PLANNING AND DESIGN

Since 1955, our firm has provided planning, landscape architecture, engineering, environmental services, survey, and construction administration for a wide variety of park and recreational facilities. This experience includes the design and development of master plans often expanding to construction documents for park facilities and redevelopment projects involving open spaces, greenspaces, and pedestrian connections.

AMT has assisted park and recreation districts to plan and develop exceptional, award-winning regional and community recreation facilities that meet the needs of the community, provide sustainable amenities, and showcase the historic, cultural and environmental significance of the public lands. Our experience ranges from neighborhood parks to major regional parks, involving passive and active recreational amenities. We have successfully completed park projects that include waterfront facilities, shoreline enhancements, entrance drives and gateways, parking areas, pedestrian pathways, dog parks, multi-use trails, sports fields, boardwalks, pavilions, picnic shelters, boating docks, canoe/kayak launches, playgrounds, open spaces, and bio-retention rain gardens.

LOCAL EXPERIENCE

AMT and our team of specialists are pleased to bring our considerable local planning and design experience to this project for similar to the work we completed for the award-winning such as AMT's Talbot County Oxford Conservation Park project. We offer a highly skilled group of professionals specifically selected for their ability to deliver thoughtful and exceptional community engagement and park design for this exciting project.



EXISTING SITE IMAGE - AMT staff have toured the site for an initial walk through to gain an understanding the project requirements.

Similar Project Experiences



Similar Project Experiences

Bill Burton Fishing Pier State Park Master Plan Talbot County, MD

AMT has completed site assessment, public outreach, and development of preliminary and final master plans for this 25-acre state park. The project is a collaborative effort between DNR and the County involving the development and implementation of an ecological restoration and waterfront recreational enhancement master plan. The goal of the project is to facilitate the long-term protection, restoration and management of the property while creating a master plan for the property. Planning for the project capitalized on the site's location and natural resources, and was developed to expand opportunities for education, recreation, protection and development.

Relevance: Community Engagement, Park Design, Local Experience



Oxford Conservation Park Talbot County, MD

AMT provided planning, landscape architecture, engineering, environmental design, phased construction documents and permitting services for creating a wetlands complex and gateway park for the Town of Oxford. The passive park design focused on creating recreational opportunities around a newly created central wetland complex including an overlook, bridges, boardwalk, parking lots, restroom facilities, multipurpose paths, art interpretation, and habitat creation. The site also includes design elements associated with the agrarian landscape and historic railroad that once served the local industries in Oxford during the turn of the 19th century. AMT has continued to offer guidance to community members advocating for the full realization of the plans developed.

Relevance: Community Engagement, Park Design, Local Experience

Snow Hill Park St. Mary's County, MD

AMT developed a Master Plan and phased plan to guide the development of the 163-acre Snow Hill Community Park. The proposed plan contains passive and active recreational facilities including a boat ramp, kayak launch, picnic areas, walking trails, and a disc golf course. The master plan scope of work included environmental due diligence, field reconnaissance, GIS research, site survey, archaeological survey and study, property data research, interviews with St. Mary's County personnel, development of project mapping and historical and cultural due diligence. The primary aim of the master plan was to provide citizens of St. Mary's County with boating access while preserving the natural and historical feel of the site. AMT worked with St. Mary's County Department of Recreation and Parks to engage with the community and gather their input for consideration for the overall Master Plan. Several meetings occurred with a panel of stakeholders at important project junctures make sure all comments were heard. There were also public meetings held to inform and gather information. Public meetings engaged a wider audience to gather information on preferences and desires and inform the concept outcomes.

Relevance: Community Engagement, Park Design



Shannon Farm Park Master Plan St. Mary's County, MD

St. Mary County Recreation and Parks Department hired AMT to develop a master plan for a 365-acre property. The County envisioned a passive recreation facility with a restroom, water access, trails, picnicking, canoe/kayak launch, playground, and interpretation. AMT developed a design for the parcel in three (3) phases: Phase I focused on providing beach access, Phase II was the overall master plan, and Phase III is the final buildout for the site. AMT presented the master plan to community stakeholder groups and St. Mary's County representatives and refined for preferred access and preservation goals. The master plan included design options and an order of magnitude cost estimate for each concept.

Relevance: Community Engagement, Park Design



Driver Sports Complex Master Plan Suffolk County, VA

AMT provided comprehensive master planning for the Driver Sports Complex located on the Nansemond River in Suffolk, Virginia. The 380-acre site was the former home of the Navy Radio Transmitter Facility during WWII and was transferred to the City of Suffolk for use as a park facility. The proposed master plan provides a vision that fits within the City's budget and provides the most effective and efficient use of the City's lands and funds.

The phased development conceptual plans include waterfront facilities, multi-use fields, softball and baseball fields, concession stands, ropes course, maintenance facilities, site access design, roadways, nature centers, parking lots, and paved and stone dust trails. In addition to site programming, AMT analyzed stormwater management requirements, provided vehicle counts to support entrance improvements, a traffic study, and evaluation of the existing large radio transmitter facility for reuse schematic utility design.

Relevance: Community Engagement, Park Design

Stoney Run Park Master Plan City of Newport News, VA

AMT provided planning, landscape architectural and engineering expertise for the development of a master plan and vision for the Stoney Run property (a former landfill) to include improvements for both passive and active recreational facilities. Public participation, information gathering, and stakeholder research are integral to the first phase of the Stoney Run Master Plan. Our team began with environmental due diligence and a robust public information collection phase prior to engaging in a more detailed site development and planning for this park. AMT conducted public outreach (during the pandemic) through virtual public meetings, in-person public meetings, and an online survey. Our work expanded to in-person and online engagement to allow people to come together and hear each other's concerns and needs and record and communicate when gathering is not advised. AMT met with stakeholders and helped the City to determine priorities in the new Master Plan.

Relevance: Community Engagement, Park Design



Brookside Gardens Front Entrance Montgomery County, MD

AMT provided planning, design, and construction phase services for Brookside Gardens, Montgomery County’s award-winning passive public park and display garden in Wheaton Regional Park. AMT led the effort to implement the entrance, parking and access improvements of the master plan. This project included various stakeholders for the project including Park design staff, Brookside Gardens staff, Friends of Brookside Gardens, neighborhood groups, and County agencies. To help develop consensus among the various opinions and ensure that all stakeholders voices were heard, our design team held over 30 charettes with stakeholders. The process developed a plan that set the tone for the rest of the master plan implementation of sustainable and restorative practices.

Relevance: Community Engagement, Park Design



Western Grove Urban Park Montgomery County, MD

AMT designed the facility plan and construction documents for this 2-acre open space preserved near the urban core of Chevy Chase, Maryland. Designed to be minimally invasive on the land, it provides a tranquil open space that appeals to a wide variety of park users. It includes gateway features, informal gathering spaces, picnic and seating areas, moveable furnishings, a natural play area, human sundial, water feature, and pathways that provide linkages with the surrounding areas and amenities.

Relevance: Community Engagement, Park Design

Harbor Drive Wellness Park Prince William County, VA

AMT provided concept planning for the park with the Prince William County Department of Parks & Recreation. The concept included a drastic reduction in pavement, loop trail, themed playground for various age groups (2-5 and 5-12), exercise equipment, parking for vehicles and bikes, pollinator garden, great lawn, and augmented buffer planting. The goal of the park is to concentrate on increasing the wellness of both children and adults in the community. A Kaiser Permanente grant was obtained to fund some of the equipment for the park. AMT provided digitally-rendered color plans and perspective views for the County to showcase the Public at public meetings. The renderings conveyed design intent/program, encouraged discussion and generated excitement for the project. AMT prepared the construction documentation and provided construction administration services.

Relevance: Community Engagement, Park Design



Central Avenue Connector Trail Phase 2 Prince George's County, MD

AMT provided planning services and 30% construction documents for Phase II of the Central Avenue Connector Trail (CACT). The Maryland-National Capital Park & Planning Commission project included four miles of shared-use trail and a one-mile of streetscape improvements. Community outreach and engagement was a major component of the process and included community presentations and unique ways to reach out to the community. The design team prepared before/after renderings, assembled graphics, and led stakeholder presentations for meetings with over 100 attendees. The selected alignment and typical sections used for the project were driven by community and stakeholder input.

Relevance: Community Engagement, Park Design



Whitemarsh Park Improvements City of Bowie, MD

AMT prepared the master plan for this 97.5-acre park. To realize the execution of the master plan preserving 75 acres in forestland, AMT worked with the City to develop a four part phasing plan. The design process included concept design development, public meetings, construction documents, permitting, cost estimating, and construction phase services. AMT staff participated in a public meeting with residents of the surrounding neighborhoods to present the project and answer questions regarding the design and construction. Following the public meeting AMT staff presented the project to the City Council for review and approval. AMT has provided design, project management and construction administration for two phases and is completing design services for a third phase.

Relevance: Community Engagement, Park Design

Benjamin Banneker Park Arlington County, VA

AMT provided master planning design, public outreach, and construction documents for Benjamin Banneker Park. The 12.5-acre park is located along the border of City of Falls Church near I-66 and the East Falls Church metro station and is divided by Four Mile Run into distinct north and south sections. The park improvements feature a trailhead, dog park, playground, picnic facilities, parking lot, and a natural turf field. AMT engaged in multiple public meetings, online surveys and a public open house to share and modify concepts based on community feedback. As part of the design and approval process, AMT worked with DES for both LDA and CEP plan reviews.

Relevance: Community Engagement, Park Design



Project Team



Project Team

PROJECT TEAM

The AMT team is comprised of planners, landscape architects, engineers, environmental professionals, certified ISA arborists, and environmental professionals with extensive experience providing community engagement, planning, and design services for park projects in Maryland ranging in size from local community parks to large regional parks. Our team has demonstrated experience with leading public agencies, communities, and stakeholders through the design charette process for park and community spaces.

The organizational structure for this project is demonstrated in the organization chart below that provides all necessary disciplines and specific individuals assigned to this project.

SUBCONSULTANT

AMT will be joined by Coastal Resources, Inc. (CRI) to provide natural resource and environmental assessments. CRI is a certified

women-owned small business with over 40 years of experience working with a wide variety of natural resources management issues. Our staff has significant experience and extensive training and includes environmental scientists, hydrologists, wildlife biologists, environmental specialists, landscape architects, certified arborist, and environmental and water resources engineers with training in the latest federal, state, and local regulations and assessment methodologies.

CRI has considerable experience conducting site assessments and design of restoration projects on parkland including wetland creation, stream restoration, habitat/wildlife enhancement, trails networks through sensitive areas, and sustainable design.

KEY PERSONNEL

Detailed resumes of key staff assigned to the project are provided on the following pages.

LEGEND

AMT employee unless otherwise indicated
CRI Coastal Resources, Inc.

*Resume included

TOWN OF ST. MICHAELS





JoAnn Trach Tongson, RLA, LEED AP, SITES AP | Contract Manager

EDUCATION

- BLA, 1989
Landscape Architecture
Pennsylvania State University

CERTIFICATIONS

- Registered Landscape Architect: MD (#3005)
- LEED Accredited Professional
- SITES Accredited Professional

EXPERIENCE

- 32 years (2 with AMT)

Ms. Trach Tongson has over 30 years of landscape architecture design and project management experience for a broad spectrum of project types. In addition to master planning and site-specific design work, Ms. Trach Tongson's responsibilities have included project management, community engagement, preparation of specifications, green rating systems documentation, and construction administration. She is well-versed in all phases of the design and construction process and has experience in a variety of project types including parks, trails, playgrounds, green infrastructure, streetscape, institutional, and environmental projects.

RELEVANT PROJECTS

Herring Run Park Master Plan – Baltimore, MD: Project Manager for the development of a master plan for Herring Run Park in NE Baltimore City. Through a stake holder engaged process, concepts were developed for the 3-mile long stream valley park. The key concept elements included in the final master plan were natural resource protection and enhancement, active and passive recreation, historic interpretation, community connectivity, community centered park system, safety and maintenance and long-term stewardship. As a result of the adoption of the Master Plan, concepts developed included a park trail head parking, featuring bio-retention practices.

Arnold Sumpter Park Master Plan – Baltimore, MD: Project Manager for the master plan and implementation plans for renovation of a neighborhood park in the Bolton Hill neighborhood with a process grounded in stakeholder participation. Design included reuse of stone from an adjacent redevelopment site, improved ornamental fencing and lighting, new playground, and placeholders for future community ornamental gardens. Improved pedestrian circulation and incorporation of a playground were significant enhancements to this neighborhood park.

Kirk Avenue Community Park Master Plan & Design – Baltimore, MD: Project Manager for area open space master plan and site design work for multi-disciplinary team. Prepared streetscape enhancement plans including pavement removal, greening, and lighting studies for the blocks surrounding the Kirk Avenue Bus Facility. Facilitated community meetings to gather input and feedback on plans for streetscape and park. Produced construction documents for a community park including a gazebo, signage, benches, loop trail, fencing, and plantings on MTA property.

Shannon Farm Community Park Master Plan and Design – St. Mary's County, MD: QA/QC Reviewer for landscape 385 acre park master plan and site development. Shannon Farm offers beautiful forested landscapes, forested wetlands, tidal wetlands, and beach access. The County envisioned a passive recreation facility with a restroom, water access, trails, picnicking, canoe/kayak launch, playground, and interpretation. The project consists of three (3) phases: Phase I focuses on beach access, Phase II is the master plan, and Phase III is the final site buildout. AMT is developing Phases I and II simultaneously for a cohesive design outcome and accelerated opening for use.

Cimaglia Park Master Plan – Baltimore, MD: Project Manager for this park master plan. The project's focus was to renovate this 39.9-acre park to guide future long and short-term park improvements. Concepts created for this former Army vehicle testing site were based upon facilitated community meetings to explore the desired amenities, history of place and improve positive park use. The key elements included clearly defined edges, enhanced trails, expansion of the community garden, community gathering and picnicking area, baseball fields, basketball courts, meadow creation, signage, and expansion of forest for increased biodiversity and habitat.

East McIntire Park Master Plan – Charlottesville, VA: Construction Project Manager for this 80-acre park master plan and accessible entry/gateway project. The project's focus was to create a gateway entry plaza, accessible paths and pedestrian bridges and conversion of a golf course to a natural open space with trails, access, and comfort station.



K. Kyle Mundy, RLA | Project Manager

EDUCATION

- BLA, 2007
Landscape Architecture
Pennsylvania State University

CERTIFICATIONS

- Registered Landscape Architect: MD
(#3565)

EXPERIENCE

- 16 years (5 with AMT)

Ms. Mundy is a Landscape Architect with 16 years of experience specializing in place-making concepts, park master planning, multi-use trail and transportation design, and stormwater management design. She creates comprehensive, functional, and cost-effective designs that meet the needs of clients today and in the future. Ms. Mundy is skilled in project development, site planning, environmental design, and community outreach. Her community experience includes conducting charettes, planning and leading for public workshops, and working with focus groups and steering committees. She has experience creating both graphic presentations, planning documents, and construction documents for projects.

RELEVANT PROJECTS

Snow Hill Park – St. Mary’s County, MD: Project Manager for the development of a master plan and design of a 163-acre site situated on the Patuxent River and is currently being used as a park and an active farm on 30 acres of leased land. Recreational uses envisioned for the site included: a boat ramp with dual launch and trailer parking; hiking and nature trails; flexible use athletic practice fields; canoe/kayak launch area; picnicking; beach access area; parking; restrooms; education/nature interpretation and forested conservation; and a playground. Ms. Mundy met with community members and stakeholders to ensure that the park is responsive to community needs and concerns. The public outreach influenced the design of the Master Plan and was reflected in the report. Particular emphasis is being given to environmental factors, including research into sea level rise and adaptation. Ms. Mundy coordinated with the client, community, and permitting agencies and kept the project on time and on budget.

Shannon Farm Park – St. Mary’s County, MD: Project Manager responsible for leading the design team for the development of a master plan and report for a 385-acre parcel of land located on the Chesapeake Bay between the Patuxent River Naval Station and Elms Beach Park. The master plan and report were influenced heavily by the public when a neighborhood concern required a redesign of the park. Ms. Mundy changed the plan and developed a concept that included boardwalks to avoid environmentally sensitive forested wetland area while still allowing the public to access the beach. She continues to develop a phased implementation for an access road and trail and is directing the construction documentation team.

Stoney Run Master Plan – Newport News, VA: Project Manager for the development of a master plan and vision for the Stoney Run property that was once a landfill and include improvements such as softball fields, a playground, and supporting parking. The focus of planning efforts involves more than 160 acres of underutilized land out of 228 total acres. Ms. Mundy conducted public outreach (during the pandemic) through virtual public meetings, in-person public meetings, and an online survey. Public participation, information gathering, and stakeholder research are integral to the first phase of the Stoney Run Master Plan. Met with stakeholders and helped the City to determine priorities in the new Master Plan. Ms. Mundy developed two (2) conceptual master plans that were presented to Newport News Department of Parks and Recreation. These will be refined and developed into a complete master plan and report.

Driver Park Complex Master Plan – Suffolk, VA: Project Manager for the development of a Master Plan that capitalizes on the beautiful location of the Driver Sports Complex, by the Nansemond River, to provide residents and visitors many options for both passive and active recreation. She developed concepts, met with stakeholders, and was key in drafting the Master Plan Report. There were several community meetings and public input shaped the programming of the park, determining that it should be more passive recreation than originally intended.



Andrea Stirton, RLA, CPSI | Park Design and Landscape Architecture

EDUCATION

- BLA, 2011
Landscape Architecture
Pennsylvania State University

CERTIFICATIONS

- Registered Landscape Architect: MD (#3956)
- Certified Playground Safety Inspector

EXPERIENCE

- 11 years (11 with AMT)

Mrs. Stirton is experienced in landscape architecture and environmental design including park and recreational facilities, hiker/biker trails, environmental assessment, and natural resource plans. She has also worked on trail designs in accordance with SHA, AASHTO, and ADA guidelines. She has worked to implement environmental site design (ESD) and Low Impact Development (LID) for stormwater management in urban and natural sites. She has experience applying for permits with DNR, MDE, and various county agencies. Her skills include interpretive playspace design, panel graphic design, plan renderings, illustrative sections, photo-realistic perspective renderings, and digital models.

RELEVANT PROJECTS

Oxford Gateway Park – Talbot County, MD: Landscape Architect for the preparation of design and construction documents for an 86-acre passive recreation conservation park including a newly created wetland complex with an overlook, bridges, boardwalk, parking lots, restroom facilities, multipurpose paths, art, interpretation, and habitat creation. General engineering tasks included landscape architecture, engineering, environmental design, construction documents and permitting through MDE and Talbot County.

Elms Beach Park Master Plan – St. Mary's County, MD: Landscape Designer responsible for the creation of the master plan documents. The park renovation improves and expands amenities offered. Project includes updating parking, new restroom facility, storage area, play structures, and accessible path. Renderings include a master plan showing land use with an accompanying report with images and text explaining the project intent.

Little Bennett Regional Park Master Plan and Phase I Day Use Area (M-NCPPC) – Montgomery County, MD: Landscape Architect on a multi-disciplinary team of engineers, arborists and artists responsible for the award-winning master plan for the rural 110-acre site. The master plan includes un-programmed open spaces, pedestrian and equestrian trails, vehicular circulation and parking, playground, amphitheater, outdoor classrooms, signage, restroom facilities. ADA accessibility and innovative low-impact development stormwater strategies are seamlessly integrated into the entirety of the park. Implemented Phase I of the master plan with permits and construction documents (demolition, parking, SWM, picnic area, passive trails, native planting, tree preservation).

Brookside Gardens Entrance and Parking Renovations – Montgomery County, MD: Landscape Designer responsible for design development and construction documents. The project enhanced an entry point to be the main gateway to the public garden. Project includes new parking lot garden, extensive bioretention, gatehouse, public art elements, composting toilet, plaza spaces, tree planting and new gardens. Renderings of the bioretention and overlook platform were completed on this project using Photoshop and a digital model.

Harbor Drive Wellness Park – Woodbridge, VA: Landscape Architect responsible for concept design of a 2.5-acre park located on a former park-and-ride facility at the intersection of Harbor Drive and Minnievale Road. The implemented plan reduced the amount of asphalt paving, includes a loop trail with workout stations, provides a playground for 2-5 and 5-12-year-olds, provides a gathering space with a pavilion and public art, and includes a pollinator garden. Additionally, the forest buffer is expanded on the North and West side of the property to buffer the park from the surrounding residences.

Andrew Streagle, RLA, ISA | Park Design and Landscape Architecture



EDUCATION

- MNR, 2013
Natural Resources
Virginia Polytechnic Institute and State
University
- BLA, 2003
Landscape Architecture
Pennsylvania State University

CERTIFICATIONS

- Registered Landscape Architect: MD
(#3381)
- ISA Certified Arborist

EXPERIENCE

- 20 years (16 with AMT)

Mr. Streagle is a Registered Landscape Architect and ISA Certified Arborist with 20 years of experience providing environmental and landscape architecture services for park and municipal projects throughout Maryland. His expertise includes site analysis, planning and design, landscape planting design, landscape construction, natural resource inventories, tree evaluation, tree protection measures, wetland delineation, environmental permitting, and forest conservation planning, for numerous local, state, and federal government facilities. He has prepared planning studies, design and construction documents, and routinely coordinates with state, local, and federal agencies regarding permitting.

RELEVANT PROJECTS

Oxford Conservation Park – Talbot County, MD: Landscape Architect/Environmental Specialist for an 86-acre passive recreation conservation park including a newly created wetland complex with an overlook, bridges, boardwalk, parking lots, restroom facilities, multi-purpose paths, art, interpretation, and habitat creation. General engineering tasks included landscape architecture, engineering, environmental design, construction documents and permitting through MDE and Talbot County.

On-Call Landscape Architecture/Civil Engineering Services – Baltimore County, MD: Lead Landscape Architect/Environmental Professional for environmental and landscape architectural services as part of an on-call contract for improvements at various County facilities and parks. Assignments include parking area renovations, health path with fitness stations, vehicle access roads, hiker/biker trails, pier renovation/construction, sports field design, vehicle maintenance facility, and therapeutic equestrian facility. Services provided include natural resource inventories, forest conservation, tree protection, wetland delineation and permitting, landscape planting design, hardscape design, and site design.

Chancellors Point ADA Access Improvements – St. Mary's County, MD: Lead Landscape Architect/Environmental Professional for wetland delineation, tree inventory, tree protection planning, and wetland permitting for new ADA accessible connections to an historic building and to the adjacent bank of the St. Mary's River. Proposed improvements are in the Critical Area and cross over archaeologically sensitive areas, as such, the proposed asphalt path and wood boardwalk were sited and graded to minimize disturbance of existing soils and large trees on-site.

Point Lookout State Park Lighthouse Restoration – St. Mary's County, MD: Lead Landscape Architect/Environmental Professional for the restoration of the historic Lighthouse, Buoy Shed, and Coal Shed at Point Lookout State Park in St. Mary's County. Provided design for site improvements, landscape planting design, hardscape design, and Tidal Wetland/Floodplain (404) Permit. Coordinated with MD DNR staff on plant selections for site restoration.

St. Inigoes Landing Bulkhead Replacement – St. Mary's County, MD: Landscape Architect/Environmental Specialist for the replacement of 300 linear feet of existing bulkhead, and associated site improvements and permitting in St. Mary's County. Living shoreline design assistance and Tidal Wetland (404) Permit, and Critical Area Permit.

Piney Point Landing Pier Improvements – Piney Point, MD: Landscape Architect/ Environmental Specialist for the replacement of 1,650 square feet of existing pier, ADA ramp, and associated site improvements and permitting in St. Mary's County. Pier design assistance and Tidal Wetland (404) Permit, and Critical Area Permit.

Drum Point Lighthouse Bulkhead Replacement – Calvert County, MD: Landscape Architect/Environmental Specialist for comprehensive civil engineering services for replacement of an existing bulkhead, replacement of two (2) existing piers, and redesign of an existing breakwater at the Drum Point Lighthouse site near the Calvert Marine Museum. Permit coordination will include USACE, MDE, and CAC.



Philip Rhodes, PE | Civil Engineering

EDUCATION

- BS, 1999
Civil Engineering
University of Maryland

CERTIFICATIONS

- Professional Engineer: MD (#37683)

EXPERIENCE

- 23 years (21 with AMT)

Mr. Rhodes has 23 years of experience in civil engineering design associated with public and private projects throughout Maryland, including parks and waterfront projects. His projects have included parks and recreation facilities, parking improvements, shoreline access, erosion and sediment (E/S) control, sustainable site design, innovative stormwater management (SWM) drainage, permitting, cost estimating, and LEED-compliant design. He has prepared technical reports, studies, conducted engineering investigations, concepts, and construction documents. He serves as a liaison between clients and various federal, state and local agencies, including Maryland Department of the Environment (MDE).

RELEVANT PROJECTS

Chancellor Point Education Center Boardwalk and Pathways – St. Mary's County, MD: Project Manager for civil engineering and permitting services for the design of a new parking area and ADA-accessible pathways at the Chancellor's Point Education Center at St. Mary's College. The ADA accessible pathway and viewing area from the Chancellor's Point entrance circle to a river view area are adjacent to the shoreline of the St. Mary's River and are approximately 270' in length. The innovative design included a helical pier system to support the boardwalk in order to minimize impacts to the environmentally- and archaeologically-sensitive site. The accessible pathway's alignment eliminated cut while negotiating steep slopes adjacent to the St. Mary's River.

Point Lookout State Park Lighthouse Restoration – St. Mary's County, MD: Project Manager for comprehensive civil engineering services for the restoration of the Lighthouse, Buoy Shed, and Coal Shed at Point Lookout State Park in St. Mary's County. Provided design for site improvements, new parking area, new water and sanitary sewer services, storm drainage, stormwater management, grading, and erosion and sediment control. Permit coordination for the project includes Maryland Department of the Environment for SWM and Tidal Wetlands (404), and with Critical Area Commission.

Piney Point Landing Pier Improvements – St. Mary's County, MD: Project Manager for the replacement of approximately 1,650 square feet of existing pier, ADA ramp, and associated site improvements in St. Mary's County. Final design addressed existing drainage issues, construction access, asphalt replacement, continued operation of the site during construction, and minimized disturbance to the existing environment and infrastructure. Provided cost estimates at each design submission and bid assistance during the procurement phase. Coordinated local permit approvals including Land Use and Growth Management Permit, Tidal Wetlands (404) Permit, and Critical Area Permit.

Bowie Allen Pond Park – Bowie, MD: Project Manager for the phased Allen Pond Park improvements project. The project is designed in three separate design packages for a new amphitheater, restroom facilities, and full parking lot. Design aspects included grading, utility design, stormwater management, and ADA accessibility. Permit coordination included SWM Concept approval through the City of Bowie, SCD, WSSC, PG M-NCPPC, DPIE, MDE, and BGE.

Hirshhorn Museum Sculpture Garden – Washington, DC: Project Manager for civil engineering design services associated with the complete redesign of Smithsonian's historic Sculpture Garden at the Hirshhorn Museum on the National Mall. Design services include utility coordination and stormwater management for the below-grade site. Underground cisterns and silva cells are designed to exceed local stormwater management requirements while preserving the necessary aesthetics for the garden. Coordination with DOEE, DC Water, DCRA, and NPS are for required site approvals. The project will achieve SITES Gold through USGBC.



Katherine Scott, PE | Water Resource Engineering

EDUCATION

- BS, 1994
Agricultural Engineering
Pennsylvania State University

CERTIFICATIONS

- Professional Engineer: MD (#24826)
- MDE E&S Control Responsible Personnel
- MD SHA E&S Control Yellow Card

EXPERIENCE

- 28 years (8 with CRI)

Katherine Scott has extensive technical experience as a Water Resources Engineer, working with City, Federal, State and County governments. She has performed the hydrologic and hydraulic computations necessary for obtaining permits, including those for Stormwater Management (SWM), Erosion & Sediment (E&S) Control, FEMA Floodplains, and wetland and stream restoration construction. Katie is experienced in the design of living shorelines, stream restoration, stormwater management facilities, drainage systems, storm drain systems, culverts, and energy-dissipating devices. She has extensive experience in the design of SWM best management practices including the design of rain gardens, bioretention facilities and bioswales.

RELEVANT PROJECTS

Thomas Branch Stream Restoration Project – Montgomery County, MD: Professional Engineer for the realignment and natural channel stabilization of approximately 266 LF of stream. Performed the Hydrologic and Hydraulic modeling for the stream restoration and drainage areas. Obtained Montgomery County Department of Permitting Services (MCDPS) Floodplain Study approval which included, preparing a floodplain delineation study in accordance with MCDPS checklist, developing a Floodplain Delineation Study Plan, coordinating with the reviewer, and providing revisions to HEC RAS model and report. Applied for and will obtain a Floodplain District Permit through MCDPS. Prepared HEC RAS model, report, and application for a Conditional Letter of Map Revision (CLOMAR) to FEMA. Coordinated closely with FEMA to update an outdated model from 2006.

Bohemia River State Park Living Shoreline Design – Cecil County, MD: Engineer on Record for the design of a 1000 lf of living shoreline on Great Bohemia Creek. The living shoreline will mitigate current erosion, enhance wildlife and aquatic habitat, improve water quality, provide for new educational outreach activities, and improve public access to the water. Designed concept level shoreline restoration plans including structures, landscaping, and erosion and sediment control. Contributed to a comprehensive design report including all relevant calculations, and cost estimate. Future work will include submitting to agencies for review and finalizing construction plans.

Ground Mount Photovoltaic System, Clagett Property – Prince George's County MD: Prepared a floodplain study for a 259-acre study area for a proposed photovoltaic solar array project. Katie led team on site visit to obtain culvert information and check drainage areas. The project included several different watersheds and culverts. Developed hydrologic and hydraulic models for the project in order to map the existing and proposed floodplains. The drainage are maps, floodplain maps, and report were submitted to and approved by the Prince George's County Planning Department, Environmental Review Section.

Floodplain Extension Mapping – Charles County, MD: Performed hydrologic and hydraulic modeling for five areas in Charles County to determine the extents of the 1% probability (100 year) storm upstream from the existing FEMA regulated floodplain. HEC-HMS was used to model the hydrology. The excess precipitation from HEC-HMS was entered into HEC-RAS 2D to simulate a storm over the contributing watershed. The resulting maps and animation were provided to the county to aid in decision making concerning flooding and development in the areas of concern. Developed a procedure to document and streamline the floodplain mapping process.

Freetown Farm Pluvial Flooding Mapping and Remediation – Howard County, MD: Design Engineer providing pro-bono services to the Community Ecology Institute (CEI) to assist with their efforts to alleviate pluvial flooding and provide stormwater treatment at the Freetown Farm property, which is a 6.5-acre organic farm historically farmed by freed slaves. Current untreated stormwater runoff from adjacent properties causes flooding on the Freetown Farm as well as on other neighboring properties. Developed a model in PCSWMM and populated the hydrologic and hydraulic information to run the model. Ran several alternative design models to reduce the flooding on the farm property. Presented model results to CEI to apply for grant funding to implement the practices.



Sean D. Sipple, PWS, PWD | Natural Resource Assessments

EDUCATION

- MS, 2016
Environmental Science
Towson University
- BS, 2002
Biology
Towson University

CERTIFICATIONS

- Professional Wetland Scientist: National (1730)
- Professional Wetland Delineator: VA

EXPERIENCE

- 21 years (12 with CRI)

Sean Sipple is an accomplished Senior Environmental Scientist with 21 years of experience working in the research, government, and private sectors. Sean conducts, reviews, and assembles complex natural resource studies related to residential, commercial, transportation, and utility projects, both private and public. These studies include wetland delineation and functional assessment; stream and wetland monitoring; wetland permit application preparation; biological stream and estuarine assessment; fish and macroinvertebrate identification; stream flow determination; threatened and endangered species surveys/habitat evaluations; forest stand evaluations; and submerged aquatic vegetation surveys.

RELEVANT PROJECTS

Greenberg and Shrewsbury Wetland Assessments – Queen Anne’s County, MD: Project Manager for wetland assessments of the Greenberg and Shrewsbury Wetland Mitigation sites. Wetlands were assessed in the early growing season and the late growing season at each site. Indicator of Reduction in Soils (IRIS) tubes were used to determine the presence or absence of reducing conditions in soils. Spot elevations of landforms, surface water, and groundwater (using a bucket auger) were also recorded. Data from the wetland delineations, IRIS tubes, and spot elevation survey were used to determine the overall extent of wetlands and each site and provide recommendations for preservation, enhancement, and expansion of the wetlands.

Bill Burton Fishing Pier – Talbot County, MD: Lead Scientist for natural resources inventories within the 25-acre project area and assessed the condition and quality of those resources. Confirmed the presence of jurisdictional waters of the U.S., including non-tidal and tidal wetlands and their approximate limits within the project area. Mapped the general boundaries of all wetlands and waters. Identified forested habitats, dominant canopy tree species, successional stage, overall forest quality and presence of specimen trees. Coordinated other sensitive resources such as RTE species, SAV and Essential Fish Habitat. Documented findings for inclusion in the Master Plan Report.

Fleming Park Restoration Pilot Project – Baltimore County, MD: Lead Scientist for a submerged aquatic vegetation (SAV) survey for this restoration project, which proposes beneficial use of dredged material to enhance approximately 2,600 LF of the existing shoreline on Bear Creek in Baltimore Harbor. The methodology included using a double-sided thatch rake to collect surface and benthic samples of SAV within the study area along with visual surveys in areas where conditions allowed. Documented SAV were identified to species and placed into density classes using the Crown Density Scale. The extent of SAV beds and density classes were surveyed using a Trimble Geo XT GPS unit.

Anacostia Gateway Wetland Restoration Feasibility Study – Washington, DC: Task Manager that assisted with the delineation of wetlands and other waters of the U.S., wetland functional assessment, and vegetation assessment within a study area identified as an opportunity to reconnect the Anacostia River to historic wetlands removed through dredging and flood control. An assessment of existing vegetation was conducted using 30-foot radius test plots in different classified zones, based on species composition, landscape setting, and hydrologic regime. In addition, any specimen trees observed during the vegetation assessment were located using a Trimble GPS unit capable of sub-meter accuracy. This information was summarized and included in the overall report to determine the feasibility of the site for wetland restoration and enhancement.

Professional Training Services – Talbot County, MD: Instructor currently providing professional training services to environmental professionals for a variety of training programs for staff development. Professionals include staff from federal, state, and local government; non-profit organizations; and numerous private consulting firms in the Mid-Atlantic Region. Courses include 40-hour wetland delineation, basic wetland plant identification, and winter woody plant identification, consisting of a combination of in-class teaching and field exercises. Sean is responsible for developing all training materials, leading in-class lectures, and teaching groups of students in the field.



Megan Niehaus, PWS, CA | Environmental Assessments

EDUCATION

- BS, 2010
Animal Behavior & Psychology
(Biology Minor)
Towson University

CERTIFICATIONS

- Professional Wetland Scientist
- ISA Certified Arborist
- DNR Forest Conservation Qualified Prof.

EXPERIENCE

- 12 years (11 with CRI)

Megan Niehaus is a Senior Environmental Scientist with a wide variety of field assessment, background research, data compilation and project management skills. She conducts wetland delineations, forest stand delineations, environmental assessments, and other field inventories for the public and private sector. Megan is well-versed in state and federal delineation criteria for determining wetland boundaries through identification of hydric soils, hydrophytic vegetation, and hydrologic indicators in the field. As a Maryland DNR Qualified Professional, she regularly prepared Natural Resource Inventories and Forest Conservation Plans for compliance with the MD Forest Conservation Act. She also has experience conducting wetland and stream mitigation site searches, using GIS and field surveys to identify and rank suitable sites for wetland creation and stream restoration.

RELEVANT PROJECTS

Bohemia River State Park Living Shoreline Design – Cecil County, MD: Lead Wetland Delineator for a proposed 1000 lf of living shoreline project on Great Bohemia Creek. Project will mitigate current erosion, enhance wildlife and aquatic habitat, improve water quality, provide for new educational outreach activities, and improve public access to the water. Responsible for wetland delineation fieldwork, data processing, mapping, report preparation.

Fleming Park Restoration Pilot Project – Baltimore County, MD: Task Manager for this restoration project, which proposes beneficial use of dredged material to enhance approximately 2,600 LF of the existing shoreline on Bear Creek in Baltimore Harbor. Conducted a waters of the U.S. (including wetlands) delineation and prepared a summary report, including mapping of delineated features. Conducted fieldwork to characterize and survey vegetation within the Chesapeake Bay Critical Area (CBCA). Forest stands and/or clusters of woody vegetation were characterized and delineated on project mapping. The boundary of all forest stands and/or clusters were GPS-located.

Little Tonoloway at Kirkwood Park – Washington County, MD: Project Manager and Field Lead for the wetland delineation, forest stand delineation, and tree survey for 2,500 LF of Little Tonoloway Creek, a stream restoration proposed by the Maryland State Highway Administration (SHA) in order to meet the requirements established in Maryland's Watershed Implementation Plan for the Chesapeake Bay Total Maximum Daily Load (WIP). Identified wetlands for the NRI/FSD in accordance with the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region, Version 2.0 (USACE 2012). Assessed functions and values of wetlands using the New England method. Managed field data collection and produced GIS mapping along with a report summarizing all waters of the U.S. identified within the project study area.

Cattail Creek Route 2 Force Main Replacement Project – Anne Arundel County, MD: Project Manager for the wetland delineation, forest stand delineation, and tree survey for the rehabilitation and replacement of 17,000 LF of an existing force main sewer line. Assessed the study area along the roadway intersection for streams and wetlands. Delineated forest stands and characterized by successional stage, dominant and co-dominant species, common understory and herbaceous species, percent canopy closure, prevalence of downed woody debris, presence of invasive species, and basal area. Identified and characterized all specimen trees and roadside trees within the Chesapeake Bay Critical Area (CBCA). Conducted a pre-application agency field review with regulatory agencies and oversaw preparation of a Joint Permit Application for submittal to MDE. Currently preparing a CBCA Consistency Report, Forest Conservation Exemption & Roadside Tree Permit.

Full Delivery Stream Restoration Services Rolling Ridge – Baltimore County, MD: Manager and Lead Delineator for the Rolling Ridge Stream Restoration project. Oversaw the preparation of the wetland delineation memorandum and mapping and participated in the pre-application field review meeting with the agencies. Oversaw the preparation of the plans and variances necessary to comply with the Baltimore County Forest Conservation Law.

Project Understanding and Approach



Project Understanding and Approach

PROJECT UNDERSTANDING

AMT understands that the Town of St. Michaels, in partnership with Talbot County, is seeking a design team to conduct research and analysis and lead community engagement that will result in the preparation of a master plan for the 7.61-acre site formerly owned by Environmental Concern, Inc. located at 201 Boundary Lane in St. Michaels, Maryland.

Our understanding is that the Town of St. Michaels desires the public outreach process to be at the heart of the design process and direct the scope of the park design and therefore the master plan. Our design team has a number of ways to interact with the public in person as well as virtually. We will ensure that the information and ideas gathered from the community will be communicated with the public, Town Commissioners, Planning Commission, and the Parks and Recreation Advisory Board. This information and insight will be seamlessly merged into a design that will be in compliance with applicable state and local rules, laws, accessibility standards, regulations, and guidelines. The proposed master plan will emphasize the beautiful shoreline location, highlighting and protecting its natural resources while educating the public about them and providing recreational amenities. The master plan will integrate the Environmental Concern site with adjoining park, trail and nature preserve amenities and promote the strategies of the Sustainable Communities Action Plan. We will work diligently with the community to make sure that the needs of the environment, Town staff, and the public are met.

PUBLIC INPUT

Our design team understands that public meetings, stakeholder workshops, design charrettes, online surveys, and social media are a comprehensive means of attracting public interest and providing a broad participation from residents and visitors. We have worked on many park master plans using a combination of in-person meetings and charrettes, ArcGIS StoryMap, pre-recorded presentations, drone footage, and online surveys to gather information from the public. The additional benefit of these virtual options is that it will allow AMT to capture input from local community members who were unable to attend in-person meetings and seasonal visitor to expand the depth of representation and included voices.

Engagement options may include but are not limited to:

- In-Person Presentations
- Design Charettes
- Virtual Meetings
- Online or Web-Based Polls
- Breakout Groups
- Real Time Voting Apps
- Dot Voting
- Question and Answer Periods
- Sticky Notes Comments
- Consensus Pairing
- Rotating Flip Charts (Electronic or Paper)
- Project Sign Advertisement with Survey QR codes



EXISTING SITE IMAGE

AMT understands that St. Michaels is a tight knit, heavily involved community and that a priority of this project is to achieve community consensus on the park master plan. We believe that we have the public outreach experience to guide the Town towards a design that serves all members of the community.

We would propose to begin the public input process with an online poll. We would gather information about community priorities and which amenities are most desired. AMT has extensive experience setting up ranked amenity voting, links to amenity descriptions, photo examples, and other techniques that will allow the public to feel informed about the decisions they make.

We will capture this information and present it to the Town officials. Once we have agreed upon programming, AMT will develop two (2) concept plans to present to the community. This presentation can be a formal presentation or a collaborative community charette event. Following this community event, AMT will post a second poll online to gather public opinions on preferred options, amenities, and any additional information. A webpage with embedded video of the presentation and additional information can be provided as well.

AMT will assemble public input from this phase to generate a preferred Design Concept. This design will be presented to the community in a third community meeting. Again, we will include a virtual option for people unable to attend and a poll to capture input not stated at the meeting. The gathered information and public input process will be included in the Final Master Plan Report.

PUBLIC USE AND DEVELOPMENT OF THE SITE

Listening, observing, evaluation of codes and regulations will be key factors in developing options for potential use and development of the site. The team will analyze information gained from field investigation of the site, desk top resources and base information provided by the Town. We will synthesize this information and provide a clear and concise graphic format to communicate site constraints and limitations to the public.

With the analysis and public engagement gathered information and feedback, AMT will use the information to develop concepts for the site and analyze potential uses for the buildings including ADA Access. The concepts will be tested and reviewed with the Town staff and community for an outcome that meets the project established goals and objectives and honors the unique place and habitat.

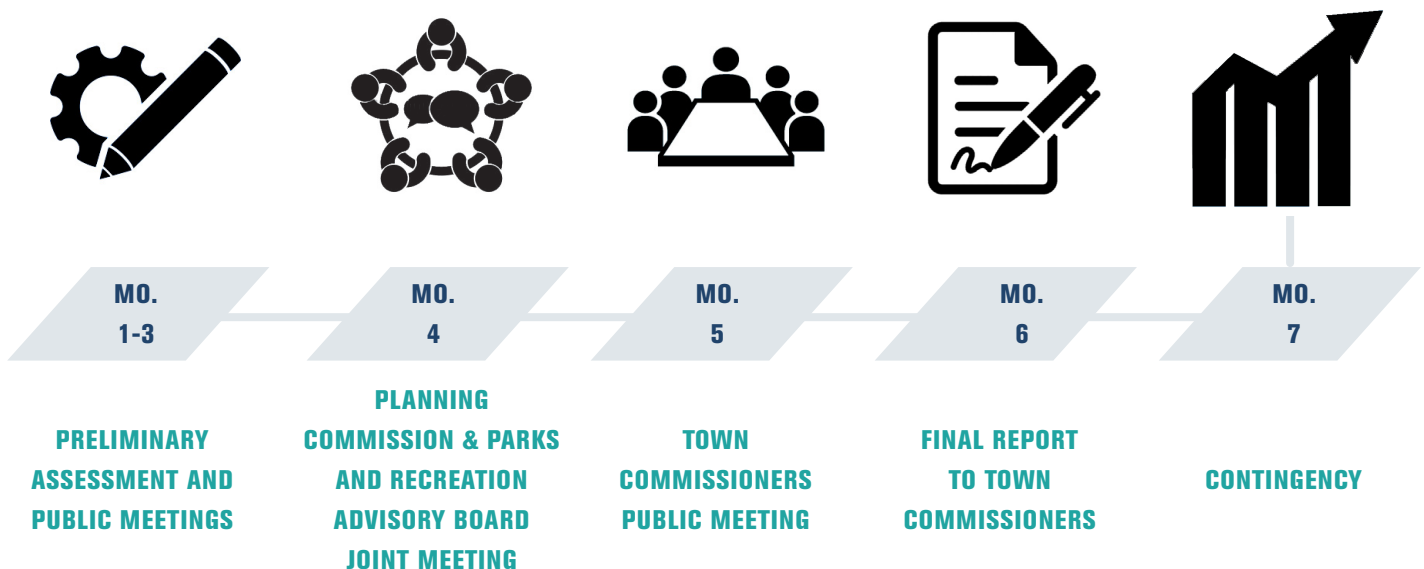
PROJECTED SCHEDULE & TIMELINE

AMT's projected schedule for this project in accordance with the schedule provided in the Town's Request for Proposals and the approach described herein. A more detailed schedule is included in the Project Schedule and Timeline tab of this proposal.

PROPOSED PROCESS FOR THE STUDY

This project will be led by JoAnn Trach Tongson, RLA, LEED AP, SITES AP (Contract Manager) and K. Kyle Mundy, RLA (Project Manager). With over 30 years of experience in creating active and passive recreational spaces and a passion for integrated

PROJECT SCHEDULE (MONTHS)



sustainable solutions, Ms. Trach Tongson looks forward to working with staff and the community to transform the park to the vision established with community members in the Master Plan. Ms. Trach Tongson will act as the Contract Manager and QA/QC reviewer to ensure that the project goals and objectives established with the community are central to all decisions for the master plan.

Ms. Mundy will be the Project Manager. She will oversee and coordinate the design tasks, sub-contractors, project schedule, key milestones, meeting dates, and issues that could impact the project. She will ensure that our collaborative team of landscape architects, environmental experts, and engineers work efficiently to identify challenges and opportunities for the project's betterment. She will oversee information and decisions to maintain project momentum and that quality control is implemented throughout the project.

AMT's Landscape Architecture Design Studio is committed to excellence through partnering with the Town and community members. We are passionate about creating designs that are creative, vibrant, ecologically focused, and buildable. Our team delivers design solutions that are context sensitive, high-quality and cost-effective.

DESIGN METHODOLOGY

AMT offers an outstanding team of professionals with extensive experience providing planning and landscape architecture services for park development projects to local governments and park agencies throughout the Chesapeake Bay. We offer a team of landscape architecture professionals led by key staff that understand the importance of public engagement and value the knowledge and insight that citizens bring to the design process that informs the outcomes of the project. We enjoy creating public spaces that are sustainable, inviting, and safe. With this understanding and experienced staff, we will work closely with Town staff, the public, Town Commissioners, Planning Commission, and the Parks and Recreation Advisory Board to develop a park master plan that will create an enhanced waterfront for improved ecological function and expanded recreational amenities and campus for Town staff following an efficient, innovative, and inclusive public outreach approach.

Our proven management approach guarantees the successful outcome for the Back Creek and San Domingo Creek Park. One of the outcomes we wish to explore with the community is a name for the expanded park. We will listen to the public, to their identified goals and objectives, accurately define the scope of services, monitor the project schedule, conduct project meetings, and provide regular contact and progress reports. Our process includes review at milestone intervals, continuous client feedback, and documentation of project-related activities and decisions critical to the project's success.

Our project manager and key staff will utilize the following key elements in the approach of this contract:

- Work with the Town and community to a clear understanding of the project goals, objectives, criteria, and potential obstacles.
- Develop and implement a realistic project plan and schedule.
- Maintain open and frequent communications with Town staff.
- Develop a customized Public Involvement Approach and schedule.
- Based upon input from the Public Involvement, develop innovative and resilient designs that benefit the community and objectives of the Town of St. Michaels and Talbot County.
- Incorporate and implement effective quality assurance and quality control.
- Establish project budgets that can realize the vision for the park and uses.

MANAGEMENT AND PROJECT APPROACH

Our technical approach begins with open eyes and ears to gain an understanding of what currently exists on site and how that site fits into the larger community and ecosystem. We will engage the community in defining goals and objectives for the project and research specific codes and regulations put upon the land and build in aspirations for Town and community resiliency.

PRELIMINARY ANALYSIS

We will review provided documents, GIS information, and conduct a site visit to get a feel for the site and larger area. We will invite Town, and County staff, especially those who may find a new home on site, to join us at the site visit to ensure that important elements are observed and recorded.

Coastal Resources, Inc. (CRI) will support AMT in conducting a site assessment for the 7.61-acre Environmental Concern property in the Town of St. Michaels, Maryland. CRI will identify the approximate limits of natural resources in the project area and will assess the condition and quality of those resources.

Waters of the U.S. Delineation

According to state wetland mapping, tidal wetlands potentially occur within the property boundary. CRI will conduct a site visit to confirm the presence of jurisdictional waters of the U.S., including non-tidal and tidal wetlands, and to identify their approximate limits within the study area. During the site visit CRI will map the general boundaries of all wetlands and waters in ESRI Field Maps. CRI will review vegetation, soils, and hydrology to map the boundaries, but will not complete a routine wetland delineation. A preliminary assessment of each wetland's ecological function and value will be noted using Best Professional Judgment. All non-

tidal waterways will be mapped according to the visual estimate of the ordinary high-water mark. Tidal wetlands and waters will be mapped using the approximate mean high-water line or other indicators of the tidal/non-tidal interface, (e.g., changes in vegetation or fauna), as observed during the site visit. CRI will classify all wetlands and waters and will take general notes about condition, but will not record detailed field data on vegetation, soils, and hydrology or detailed stream data.

CRI will create wetland delineation mapping, using the mapped data in GIS, for inclusion in the Master Plan. A brief narrative of the wetland and waterway findings and photos will be prepared for inclusion in the Master Plan.

Terrestrial Habitat and Wildlife Assessment

Existing terrestrial habitat areas within the Environmental Concern property may include small areas of forest, hedgerows, early succession fields, developed, and maintained areas. CRI will broadly assess all terrestrial natural and man-modified areas within the project area to document their general physical condition and quality. For forested habitats, dominant canopy tree species, successional stage, and overall forest quality will be noted. The presence of potential specimen trees (30 inch or greater diameter at breast height) will be noted; however, these trees will not be identified or GPS-located. For other natural habitat or man-modified habitat areas, CRI will describe the overall species composition and general condition. The limits of each habitat area will be broadly mapped in ESRI Field Maps, and photographs will be taken to depict the characteristics of the habitats. As part of the site assessment, CRI will identify potential invasive or nuisance species within the project area. Potential invasive or nuisance species include deer, insects (emerald ash borer, spotted lantern fly), feral cats, and numerous plant species, some of which grow in monotypic stands that preclude growth of other, native species. Observed invasive or nuisance species within the project area will be listed during the site assessment. Large patches of invasive species will be mapped in ESRI Field Maps.

During the field assessment of terrestrial habitats, CRI will document all wildlife species observed. Particular attention will be given to birds, amphibians, reptiles, mammals, and pollinator insect species, particularly butterflies, encountered within the park. Documentation of wildlife may include direct observations or indirect signs (e.g., tracks, feces, nests).

Results of the terrestrial habitat and wildlife assessment fieldwork will be included in the Conceptual Master Plan, including a narrative description the habitat types and invasive species, broadly mapped habitat limits, list of observed or documented wildlife species, and representative photographs.

Rare, Threatened, and Endangered Species

According to the State online mapping tool, Merlin, there are

no Sensitive Species Project Review Area (SSPRA) occurring within the Environmental Concern property. The nearest SSPRA is located approximately 2.5 miles east of the property. An SSPRA is an area that either supports a state or federally listed threatened or endangered species or provides a habitat buffer for such species. To determine the potential presence of a state listed rare, threatened, or endangered (RTE) species within the project area, CRI will submit a species review request letter to the Maryland Department of Natural Resources Wildlife and Heritage Service (DNR WHS) and DNR Environmental Review Unit (ERU) for potential RTE terrestrial and aquatic species, respectively. For federally listed terrestrial species, CRI will complete an Information for Planning and Conservation (IPaC) online submittal through the Chesapeake Bay Field Office of the U.S. Fish and Wildlife Service (USFWS). For aquatic species, a letter will be sent to the National Marine Fisheries Service (NMFS) for their review. Based on a preliminary review of the available habitats within the project area, no threatened or endangered plant or animal species are anticipated to occur within the area. The results of agency coordination will be summarized for inclusion in the Master Plan. This technical approach assumes that a habitat assessment and/or targeted species surveys will not be required.

Aquatic Resources

Existing data on the aquatic habitats and species documented within the project area, such as submerged aquatic vegetation (SAV), Essential Fish Habitat (EFH), horseshoe crab habitat, and shellfish habitat will also be obtained from published studies and from online resources. Data on water quality, benthic macroinvertebrates, and fisheries will be obtained through the Chesapeake Bay Program's data hub. Existing aquatic resource data will be summarized in a brief narrative for inclusion in the Master Plan.

Soils Evaluation

To better understand the soil conditions within the various habitats in the project area, CRI will assess soils by reviewing mapped units as depicted on the Web Soil Survey. CRI will summarize the soil types and characteristics in a table for inclusion in the Conceptual Master Plan.

Chesapeake Bay Critical Areas

The Environmental Concern property is located within the Chesapeake Bay Critical Area (Critical Area). CRI will create Critical Area mapping, using GIS, for inclusion in the Conceptual Master Plan. The mapping will display the mapped Critical Area Buffer and all related resources.

AMT will expand upon CRI's investigation of natural resources by investigating historic site use, analyze current circulation, land use, site infrastructure. AMT will utilize survey being provided by the Town to analyze connections with the adjacent park, trail, nature preserve and human and animal neighbors.



AMT PUBLIC MEETING

COMMUNITY ENGAGEMENT

Public outreach will be one of the most important tools we will employ during the master plan process. AMT recognizes that outreach is more than just informing the public of decisions that have been made. It is gathering information, listening to ideas, and synthesizing needs from a diverse set of stakeholders and compiling it into metrics of success that will help us provide community-based concepts to guide master plan recommendations.

Our design team facilitates public meetings, client and optional stakeholder workshops, design charrettes, online surveys, and social media as a means of attracting public interest and participation. AMT boasts both expertise and flexibility in public involvement which will enable the public to provide input whether in person or remote. We have worked on several park master plans and a greenway using a mixture of drone footage, ArcGIS StoryMap, pre-recorded presentations, and online surveys to gather information from the public. The public outreach program will include collaboration between the Town of St. Michaels, Talbot County, the design team, and additional key stakeholders identified with the project manager in a kickoff meeting and reviewed in the first public meeting for input and community concurrence. AMT suggests adding to the community process through stakeholder engagement. An identified core group of representatives of community, municipal agencies, tourism and business representatives. A stakeholder group member would ideally be committed to representing their group interests throughout the process and in advance of larger public meetings. This group can assist with building interest and advocacy for concepts developed.

Using information collected during the existing conditions assessment, CRI will work with the project team to make recommendations for enhancement of the project area. This includes the identification of any areas that could be a focus for wetland restoration, invasive species management, tree plantings, and wildlife habitat enhancements (e.g., pollinator meadows, songbird habitat and nest box implementation), as well as any sensitive resources to avoid during design.

AMT is prepared to lead three (3) open house style community meetings, the first of which will include an optional site walk with community members. Prior to each of these public meetings, AMT will host a review meeting with the project manager to comments and confirm progress and direction. CRI will attend up to one (1) public community outreach meeting that will be held to solicit, evaluate, and consider design and land use ideas and concepts for the property. CRI will be prepared to answer questions during the meeting regarding the natural resource site assessments conducted in the Analysis phase.

Meeting #1

The first meeting will focus the existing conditions. AMT will present the site as it is, the opportunities and constraints that the site presents. We will also present possible amenities and will open the floor to the public for input and additional use suggestions for the site and buildings. Following this meeting, AMT will launch an online survey so that people unable to attend can also express their opinions. A sign with a scannable QR code linked to the survey will be placed at the adjacent park and trail in order to capture a broad perspective of user input.

Meeting #2

The second meeting will be a presentation of the results of the public outreach and the two (2) concepts developed, along with the benefits and constraints from that input. AMT will charette internally to develop two (2) conceptual designs. These will be presented to the client and community along with precedent image boards. AMT will gauge if there is public preference for either design or portions of the design concepts and will collect comments in order to refine the design. We recommend preparing a budget for each of the concepts to ground the project in budgetary expectations and provide information for the public to support a concept or ideas.

Meeting #3

The third meeting will be a presentation of the preferred alternative design. Deliverables include developing a flyer to advertise for the meeting, presentation materials, and meeting minutes. AMT staff will lead the community meeting, provide presentation materials, and develop and administer surveys following each public meeting.

PRESENTATION TO PLANNING COMMISSION AND THE PARKS AND RECREATION ADVISORY BOARDS

AMT will refine the preferred alternative design based upon public input, the Town and County and optional stakeholder meeting.

More refined cost estimates will be developed at the preferred concept level and will be presented with the concept plan at a joint Planning Commission and the Parks and Recreation Advisory Boards meeting. AMT will present the analysis, community engage process and concept development to the Boards to gain additional input, budgetary and potential phasing needs. AMT anticipates that the Boards will provide recommendations during the meeting and will provide written comments following the meeting. AMT will review the comments with Town staff and incorporate them in the preferred alternative concept.

PRESENTATION OF RECOMMENDATIONS TO THE TOWN COMMISSIONERS

AMT will incorporate input from the Planning Commission and Parks and Recreation Advisory Boards and Town staff State and gathered survey comments and will develop a draft master plan master plan report. Example images of proposed elements will be included as will an explanation of the design process and why decisions were made. AMT will present this design to Town Commissioners with an estimate cost. Based upon Commission input master plan design will be finalized, a phased plan will be developed along with the final cost estimate. The final plan and updates will be presented to the Town Commission for final approval and adoption of the plan and estimate of costs.

FINAL SUMMARY REPORT

Following the Commissioners meeting, AMT will prepare the final master plan report with summary of the processes, input, and costs. AMT will incorporate a phased approach for short term, mid- and long-term implementation aligned to budget. AMT will update and submit the full report to Town in electronic format and up to 20 hard copies.

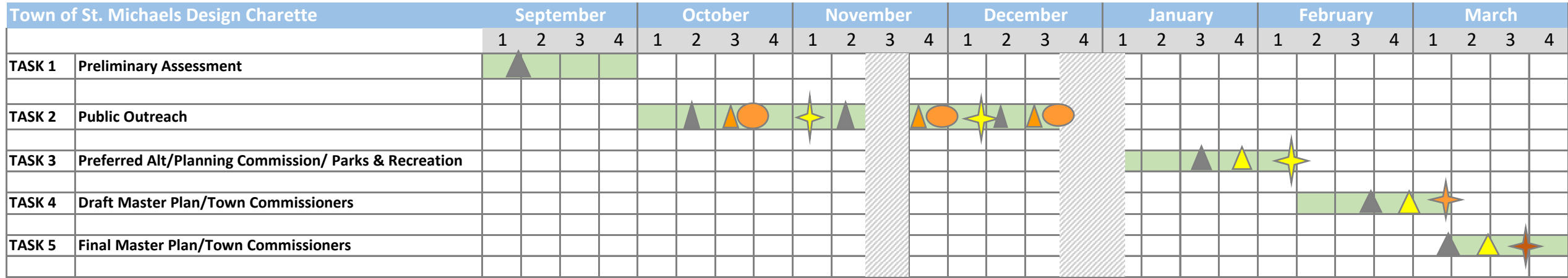
ALTERNATIVE TIMELINE

AMT has provided an alternative time line that includes an optional service of stakeholder workshops and meetings. Stakeholders can add to the process as consistent voices and advocates throughout the project concept development. The time line also represents the challenge of engaging the public through the Fall and Winter holiday season and need to fit on schedules for the boards and Commissioners.











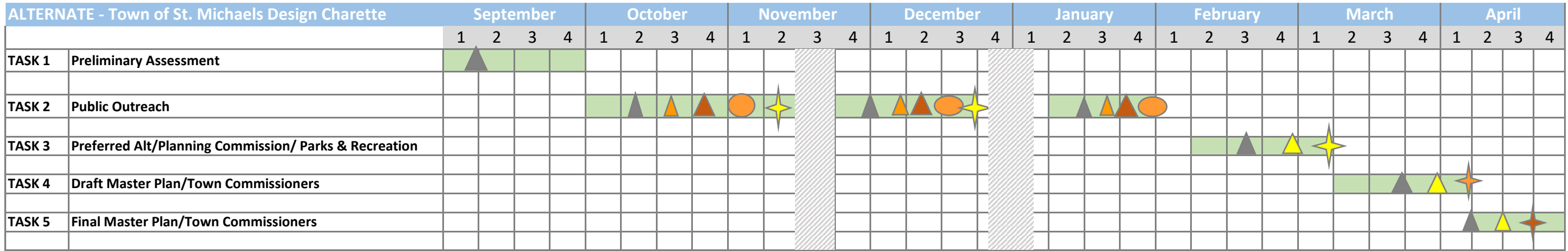
Project Schedule and Timeline














Legend

-  Concept/Preferred Alt Plans
-  Staff Check-In/Meeting
-  Draft Report
-  Presentations to Planning Commission/Recreation and Parks Boards, Town Commissioners
-  Final Report
-  Public Meeting
-  Public Survey/Story Map
-  Holiday Period



Legend

-  Concept/Preferred Alt Plans
-  Staff Check-In/Meeting
-  Draft Report
-  Presentations to Planning Commission/Recreation and Parks Boards, Town Commissioners
-  Final Report
-  Stakeholder Meeting
-  Public Meeting
-  Public Survey/Story Map
-  Holiday Period

Projected Total Costs



Town of St. Michaels Community Design Charette

	AMT	CRI
OUTLINE SCOPE	Fee	Fee
TASK 1 - Preliminary Assessment	\$ 12,776.00	\$ 14,221.47
TASK 2 - Public Outreach	\$ 24,060.00	\$ 3,292.12
TASK 3 - Development of Preferred Alternative. Planning Commission and Parks and Recreation Advisory Board	\$ 10,867.00	\$ -
TASK 4 - Draft Master Plan and Town Commissioner Presentation	\$ 11,758.00	\$ -
TASK 5- Development of Final Report, Cost Estimate, Implementation Schedule & Presentation to Town Commissioners	\$ 8,986.00	\$ -
SUBTOTAL BASIC SERVICES FEES	\$ 68,447.00	\$ 17,513.59
REIMBURSIBLE EXPENSES	\$ 1,500.00	\$ 150.00
Total Basic Services Fees	\$	87,610.59
Additional Services	\$ 17,784.00	\$ 1,092.00
Contingency: Additional commission meeting. Updates.	\$ 2,044.00	\$ -
Agency meetings COE, DNR each (1 person each).	\$ -	\$ 1,092.00
Develop Phasing Plan- add alt.	\$ 910.00	\$ -
Stakeholder Meetings - core focus group 6-10 persons.	\$ 2,828.00	\$ -
Prepare preliminary budgets for two concept plans.	\$ 3,136.00	\$ -
Prepare preferred alternative budget for Boards Meeting.	\$ 2,352.00	\$ -
Professional graphics renderings/models.	\$ 3,000.00	\$ -
Online survey. Initiate StoryMap. Compile data. Meeting #1	\$ 1,274.00	\$ -
Online survey. Update StoryMap. Compile data. Meeting #2	\$ 1,120.00	\$ -
Online survey. Update StoryMap. Compile data. Meeting #3	\$ 1,120.00	\$ -



PROPOSAL:

**7.61 Acre Community Design Charette
Process**

ATT:

Town of St. Michaels
300 Mill Street
PO Box 206
St. Michaels, Maryland 21663

7/21/2023

MAHAN RYKIEL

A S S O C I A T E S I N C

PEOPLE need to see the **SKY** and feel the **WIND**, hear the **WATER** and have opportunities to **RELATE** to one another. **We CREATE PLACES TO DO THAT** ... plazas and streets, parks and cities. We endeavor always to protect our fragile natural environment ...to connect people to the land and to each other. We create places that strengthen and heal, taking from the land only what we need, in return offering all that we can, leaving the rest for the **ANIMALS** and the **PLANTS** and **FUTURE GENERATIONS**.

We only have one PLANET – let's cherish it.

TABLE OF CONTENTS:

1. FIRM INTRODUCTION	5
2. EXPERIENCE	11
3. RESUMES	27
Subconsultant	31
4. APPROACH	35

July 19, 2023

ATT: Steve Ball, Town Planner
Town of St. Michaels
300 Mill Street
PO Box 206
St. Michaels, Maryland 21663

Re: 7.61 Acre Community Design Charette Process

Dear Mr. Ball:

On behalf of the Mahan Rykiel Team, we are delighted to present our response to your request for proposals regarding the 7.61 Acre Community Design Charette Process for the Town of St. Michaels. We are excited to see that you are embracing a robust community engagement process – one that will result in a sense of ownership throughout the community.

We understand that while the exact program for this park will be determined during the stakeholder outreach process, creating a master plan that honors its proximity to the water and protects the habitat and native wildlife all while satisfying the needs and values of the community is of top priority. Our team is excited to embark on this journey and engage in a robust design charette process that encourages active participation and collaboration.

Our team is equipped with the expertise required to develop this vital community amenity, boasting decades of experience in fostering consensus and crafting design solutions for small towns across the nation. We understand the multifaceted nature of this project, particularly its focus on providing waterfront access, facilitating passive recreation, and offering educational opportunities. Our comprehensive approach ensures that all these elements will be integrated seamlessly into the master plan.

To enhance our capabilities further, we have partnered with Rider Levett Bucknall, renowned experts in cost estimating. This collaboration ensures that our design solutions will be supported with reliable cost estimates that will assist you in seeking grants and budgeting for the implementation of this project thus guaranteeing the success of the project.

Thank you for considering our proposal. We eagerly anticipate the opportunity to work with you on this transformative project for the Town of St. Michaels. Please do not hesitate to contact us with any questions. Scott C. Scarfone, PLA is the project manager for this project, and he can be reached at sscarfone@mahanrykiel.com or on his cell at 410.259.8859

Thank you for your consideration and we look forward to hearing from you.

Sincerely,
MAHAN RYKIEL ASSOCIATES INC.



Jingpeng Gu, PLA
President



Centreville Wharf - Centreville, MD

Firm Introduction

1



MAHAN RYKIEL

ASSOCIATES INC

3300 Clipper Mill Rd. Suite 200
Baltimore MD, 21211
MahanRykiel.com

34 LANDSCAPE ARCHITECTS
DESIGNERS
PLANNERS

40 YEARS
EXPERIENCE IN **30** COUNTRIES

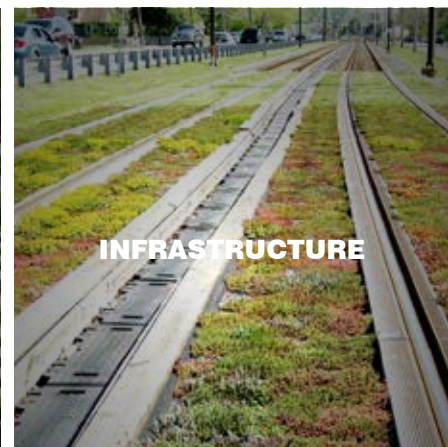
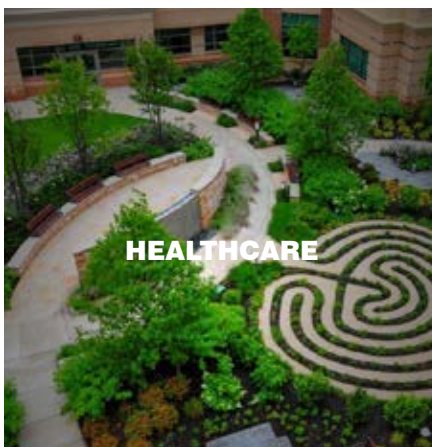
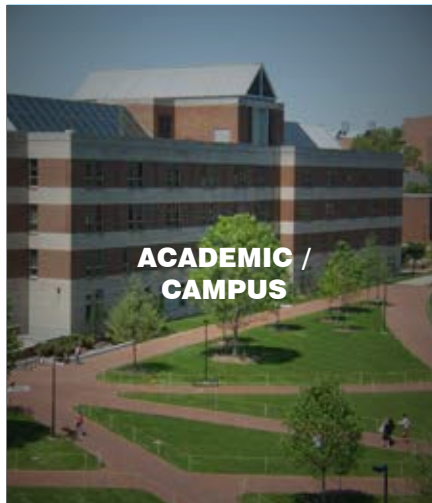
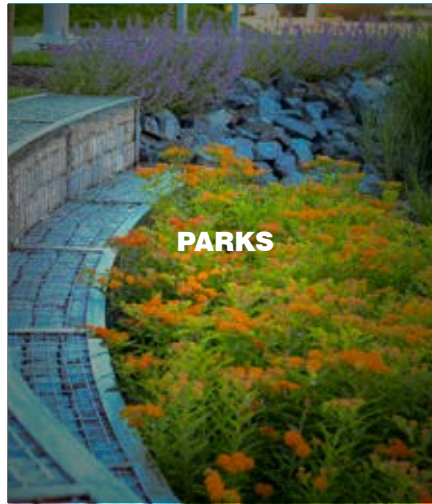
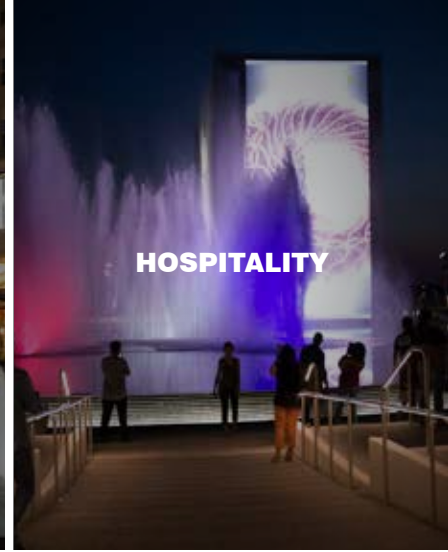
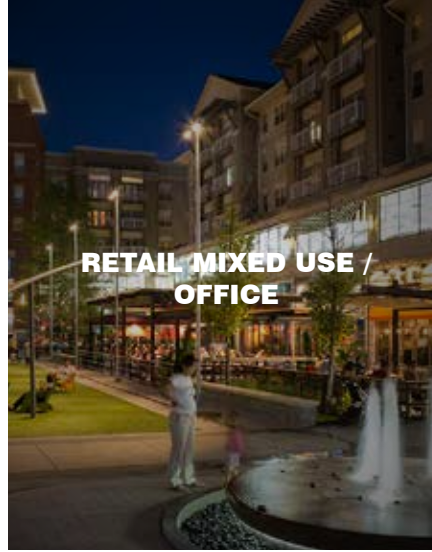
PRACTICE

Founded in 1983, Mahan Rykiel Associates is a 34 person landscape architecture, urban design, and planning firm located in Baltimore, Maryland. Research and discovery guide project development that range from public parks, civic plazas, state infrastructure, downtown and neighborhood plans, academic institutions, corporate campuses, mixed-use housing, private residences, healthcare facilities, hotels, and commercial centers. The firm cultivates this diversity to deepen and broaden its creative capacity to shape the built environment. Active collaboration across disciplines and sectors ensures that technical knowledge and resources are leveraged in support of each project.

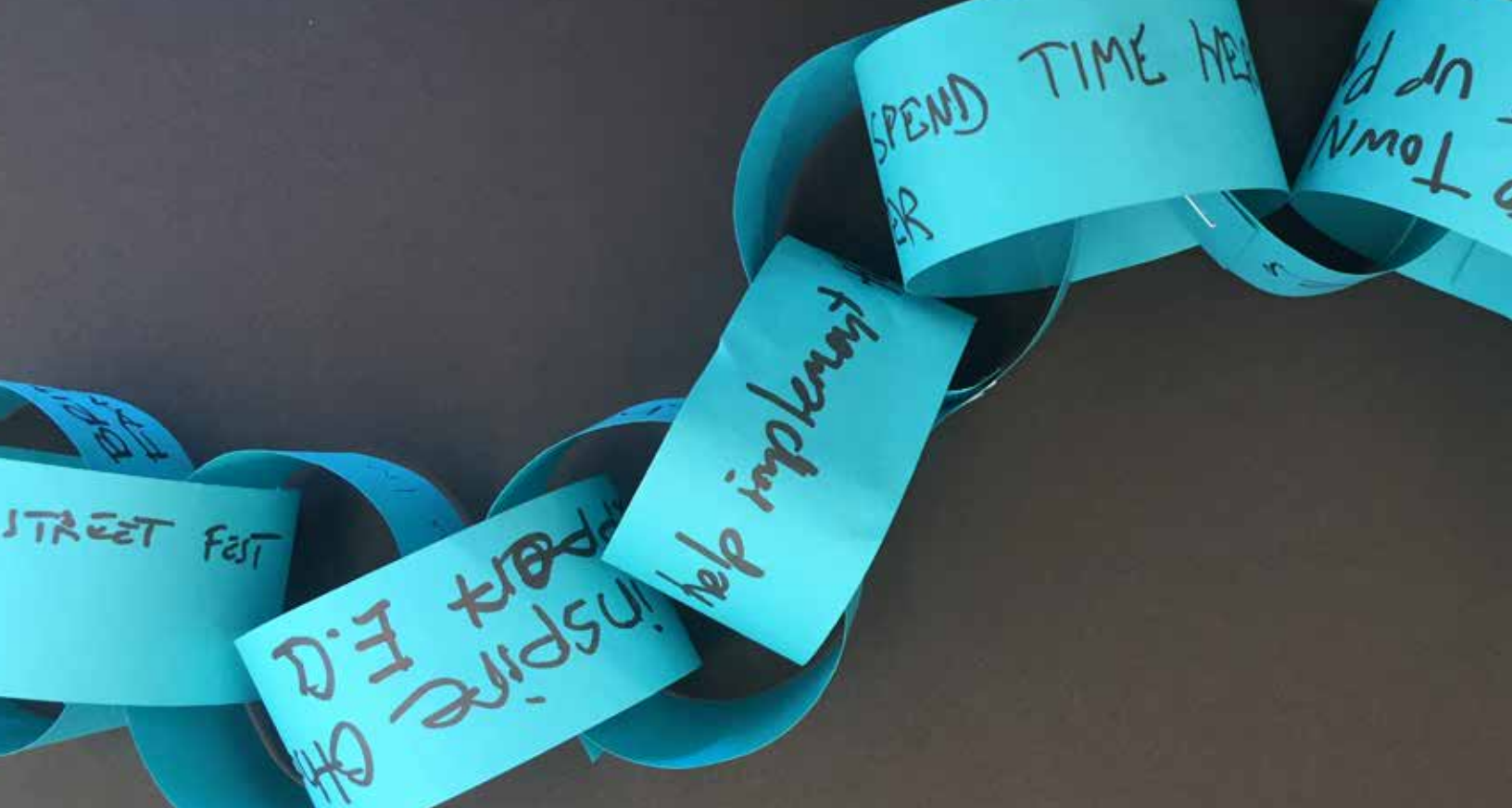
PARKS & PUBLIC SPACES

Great public spaces are generally characterized by four key attributes: Access & Linkages, Comfort & Image, Uses & Activities, and Sociability. Mahan Rykiel offers a wide range of experience in park planning and design and has a portfolio of over 100 park projects ranging in size from less than an acre to several hundred acres and including master plans to construction documents for implementation.

Throughout the design process, we work with our clients and stakeholders to align values, program requirements, performance metrics (ecological, economic, and cultural), and budgets to create inspired plans and landscape strategies that celebrate each project's unique identity.







COMMUNITY & STAKEHOLDER ENGAGEMENT

A Collaborative Approach

Mahan Rykiel deploys a rigorous and collaborative approach to design and planning to draw out and maximize the unique potential of each project. This approach is grounded in the firm’s stakeholder engagement efforts which begin in the early phases of project development and continue throughout each subsequent phase of the project.



Interactive Engagement

MRA utilizes a variety of interactive engagement tools and forums that include one-on-one leadership interviews, focus group discussions, on-site workshops, public meetings, social media, web-based surveys, and field interviews.



Meeting the Needs of our Clients

Within the context of each project we tailor the engagement processes to meet the needs of our clients and stakeholders; ranging from small targeted groups of stakeholders for projects in the private sector to broad and diverse groups in projects that impact the public realm.





JAMBOARD QUESTION 2

What excites you most about expanding the shoreline, and why? Select two.

1
The quantity there will be made from the Bay to the wetlands, under the wetlands?

1
Write the specific form of use that you like to see in this area to increase connection to the water and habitat

1
1
1
1
1
1

(2) Scenic beauty
I would love to see more of this kind of scenery, in particular, the view of the water and the sky.

(3) Jobs and construction
If local residents can contribute to the construction, maintenance, and preservation of the shoreline, we are building a sense of ownership and pride. The benefits are ample.

(4) Walking, biking, running trails
Trails for exercise is very desirable

(5) Other
I would love to see more of this kind of scenery, in particular, the view of the water and the sky.

Interactive Video Conferencing



Mobile Event Pop-Up Booth



Agriculture



Forest



Flyway



Experience

2



Osprey

Great Olive Haven

Nob 7-7 Oyster Bar

Atlantic Coast Flyway

SAV 2018

Brackish Marsh

Shallow Water

Wetlands



SAV



Oyster Bars



COMPARABLE ENVIRONMENTAL SENSITIVITY CASE STUDY:

James Farm Ecological Preserve* - Ocean View, Delaware

THE PROJECT

The James Farm Ecological Preserve, a 150-acre public park situated on the inland bays of Ocean View, Delaware, is an important resource for the Delaware Center for Inland Bays and the community at large. But despite the critical nature of the Preserve, it faces challenges. As the Preserve’s popularity increased and its programs expanded, the need to plan for increased visitation while protecting its ecosystems became evident. Thus, the Center embarked on the development of a holistic master plan that would address the needs of Preserve users and its ecological setting and importance and collectively envision its future.

RESTORING THE LANDSCAPE & PLANNING FOR THE FUTURE

Led by one of MRA’s Associate Principals*, the Center and Sussex County actively sought and facilitated input and ideas, through a variety of methods, from key stakeholders including staff, elected officials, community leaders, educators, volunteers, donors, and other community members. With active stakeholder input, the comprehensive master plan provides a framework for education, ecological restoration, program space and facilities to promote, integrate and foster ecological stewardship. It calls protection, enhancement, restoration and interpretation of the various ecotypes on the Preserve that include upland fields, freshwater wetlands, a mixed hardwood and pine forest, salt marsh, a sandy bay beach and a saltwater cove. The impacts of climate change on sea levels were considered because of their future impact and influence on where placement of site amenities should be planned for.

“Sussex County, Delaware’s population is projected to increase 35 percent to 271,326 people in 2030,” said Chris Bason, former executive director at Delaware Center for the Inland Bays. “The future of James Farm Ecological Preserve needs to be planned in a fashion based on a clear vision that can accommodate increased visitation and program needs, while preserving ecosystem function and enhancing visitor experience and education.”

The Delaware Center for the Inland Bays is a non-profit organization established in 1994 to promote the wise use and enhancement of the Inland Bays and its watershed. With its many partners, the CIB conducts public outreach and education, develops and implements restoration projects, encourages scientific inquiry and sponsors research.

Today, the Preserve is a living demonstration of successful habitat restoration. Since assuming management, the Center has meticulously restored its ecosystems, which include freshwater wetlands, salt marshes, maritime forests, meadows, intertidal flats, and sandy beaches. This ecological diversity makes the Preserve especially unique, as it embodies the natural beauty of the entire Delmarva peninsula, all in one place.

**Work of MRA Associate Principal Scott C. Scarfone while with another design firm.*





COMPARABLE COMMUNITY ENGAGEMENT CASE STUDY:

Upper and Lower Stony Run Strategic Plans, Baltimore, MD

THE PROJECT

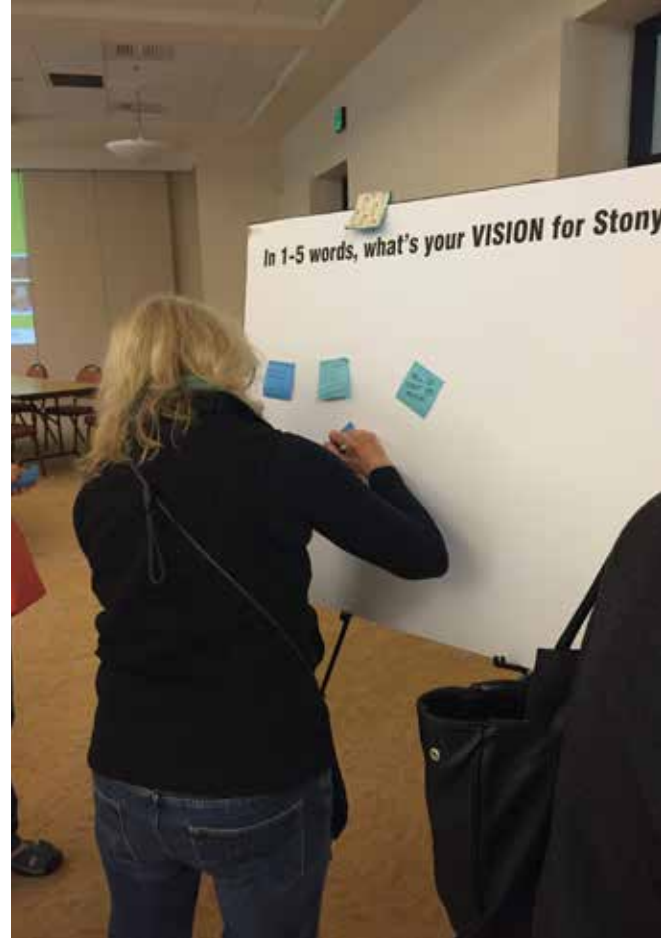
The Stony Run and its watershed is located in North Baltimore and drains to the Chesapeake Bay via the Jones Falls. Approximately 112 acres of park space surround the Stony Run, most notably Wyman Park, and the Stony Run travels through and links 14 neighborhoods. Recognizing the need to protect the parks and provide a framework for future investment, citizens and park advocates within the watershed initiated two community-led strategic planning efforts. The Roland Park Community Foundation led the first planning effort-the Upper Stony Run Strategic Plan-and retained Mahan Rykiel to lead the planning effort. The resulting plan was broadly supported and adopted by the Planning Commission who used the plan as a model for other community-led planning efforts in Baltimore. Based upon the success of the Upper Stony Run Strategic Plan, Friends of Stony Run with significant financial support by Johns Hopkins University-whose campus borders the Stony Run-initiated the Lower Stony Run Strategic Plan and again retained Mahan Rykiel. The plan is currently in final draft form.

COMMUNITY ENGAGEMENT

Both planning efforts were grounded in a robust community engagement process including steering committee meetings with representation from public, private, and non-profit entities who currently engage with the Stony Run; small group topic-related discussions; multiple public meetings throughout each planning process; site walks with stakeholders; and online surveys that reached 737 respondents. Community engagement occurred throughout each planning process with touchpoints at the beginning (listening and learning); mid-way through the process (sharing ideas and getting input on those ideas) and during the draft stage (presenting the recommendations and getting final input). The success of each plan can be directly attributed to community input and the Plan's response to that input after each engagement milestone.

LESSONS LEARNED

- Community and user group input truly shaped each plan. In most cases, the input confirmed common themes and priorities; in other instances the input led to new ideas and creative ways to address challenges.
- Community engagement touchpoints early in the process-before ideas were developed-provided a strong focus for the planning effort while building credibility for project leadership.
- Site walks with park users provided fundamental input regarding how people use the park, hidden assets to protect and reveal, and distinct challenges to address.
- Providing online surveys for each planning effort enabled a much broader reach than possible with public meetings alone while also allowing for data to be tabulated to reveal clear themes and to communicate to the public effectively.
- Documenting-rather than dismissing - issues that can only be solved at a higher policy related level than within the scope of each strategic plan demonstrated to stakeholders that they were being heard.
- Engaging with community stakeholders throughout the process helped to develop ownership in the plan. This ownership is critical as many of these stakeholders are also implementation partners.





STONY RUN STRATEGIC PLAN
NORTHERN PARKWAY TO UNIVERSITY PARKWAY

Stakeholder Kick-Off
Saturday, September 26th
2-4 PM

BOLTON STREET SYNAGOGUE
212 W. Coldspring Lane
Baltimore, MD 21210

QUESTION 1
What are aspects, features, and/or uses that you think are most important to protect or enhance when it comes to the Lower Stony Run and/or its associated park spaces?



Sponsored by
Roland Park Community Foundation,
Wyman Park Preserve Committee

In partnership with
Friends of Stony Run
Strategic Planning Committee
Mahan Rykiel Association



Lower Stony Run Strategic Plan was used to obtain 1.5 million in State Funding for implementation of five priority connectivity projects.

COMPARABLE PROGRAMMING & ACTIVATION CASE STUDY:

SANDLOT, Baltimore, MD

From lot to lots of fun

Mahan Rykiel was hired to develop the open space master plan for the expansive 27 acre Harbor Point Development. The team planned Sandlot in collaboration with BHC Architects and Baltimore Foodshed to be an affordable way to market Harbor Point as a destination, while also generating revenue in the short term for long term phased construction. Sandlot stimulated \$677,110 in labor and material costs on a site that otherwise wouldn't have had investment for years.

SNAPSHOT:

ENVIRONMENTAL

- Saved approximately 840 gallons of potable water monthly by using recycled greywater for irrigation.
- Reduces surface temperatures by 10-14°F on sunny summer afternoons on the sand as compared to asphalt, a proxy for the previously existing multimedia cap.
- Diverted 17.4 tons of composted waste from landfills and recycled 24.7 tons of glass and aluminum in 2017. Using a waste management service focused on composting saved \$4,300 annually as compared to conventional waste management. In addition, 680 gallons of used cooking oil is collected annually and recycled offsite to make soap.

SOCIAL

- Attracted an average of 500 daily visitors and 75,000 total visitors during the 2017 season. Observations on two days in 2018 showed that Sandlot attracts 12 times the number of visitors per acre than a nearby waterfront park with similar recreation facilities.
- Hosted 44 special events for nearly 15,000 visitors during 4.5 months of operation in the 2017 season and 2.5 months in the 2018 season.
- Attracted visitors from a diverse geographic area within Baltimore City and Maryland, with 95 surveyed visitors representing at least 42 zip codes and 23 cities.

ECONOMIC

- Provided 8 permanent and 130 temporary/seasonal jobs, 65% of which are for Baltimore City residents, as well as bookings for local musicians.
- Generated \$89,000 in sales tax and \$79,000 in parking revenue during the 2017 season.
- Stimulated \$677,110 in labor and material costs on a site that otherwise would have no investment until the redevelopment phase.





Montage of Mahan Rykiel Sandlot Project.



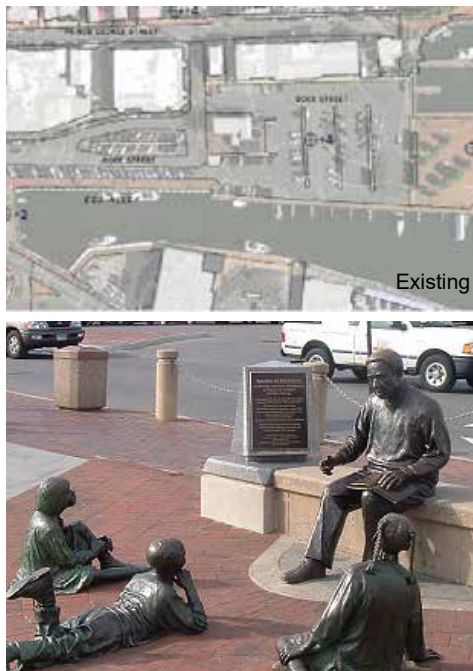
ANNAPOLIS CITY DOCK

ANNAPOLIS, MARYLAND

SERVICES:

Full Landscape
Architectural Services

Mahan Rykiel Associates is working closely with the Master Planner to provide complete landscape architectural services for the Annapolis City Dock. The design takes into account protection against future flooding and creating an inclusive place for all residents. Mahan Rykiel navigated various interest groups to build consensus on design, including the Legacy Committee, Historic Annapolis and City Dock Design Committee. Central to the design is converting an existing parking lot to an elevated open green space with a splash pad fountain, shade trees, trellises and seating. This space is designed to be flexible and programmable with the ability to accommodate large tents for events like the Boat Show or outdoor concerts.





SOUTH WILMINGTON WETLANDS PARK*

WILMINGTON, DELAWARE

SERVICES:

Master Planning

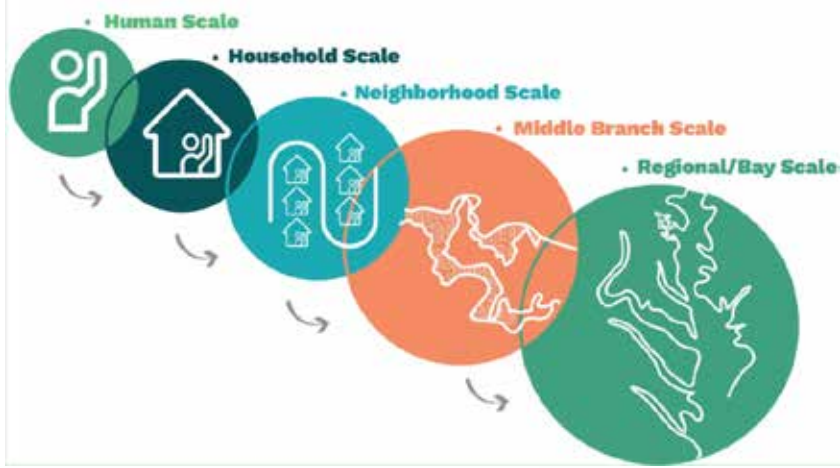
Constuction
Documentation

**Completed by Scott
Scarfone at another firm*

Scott Scarfone worked closely with the City of Wilmington and an engineer to develop a master plan for open-space parcels to provide natural retention and recharge areas for the surrounding developments' stormwater and to design the wetland park as an amenity.

The Park has been touted as a national model by the White House Council on Environmental Quality and others. The project is in the beginning stages of construction documentation. The project preserved the natural areas as much as possible all the while creating a park with passive recreational amenities. Proposed uses in the resultant master plan included picnic groves with pavilions at key vantage points, walking trails compliant with the Americans with Disabilities Act, and a series of wetland boardwalks with natural area interpretation stations.





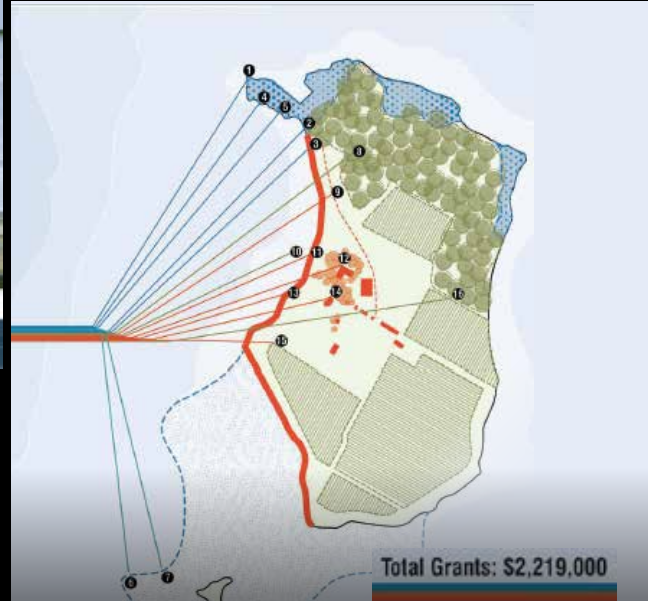
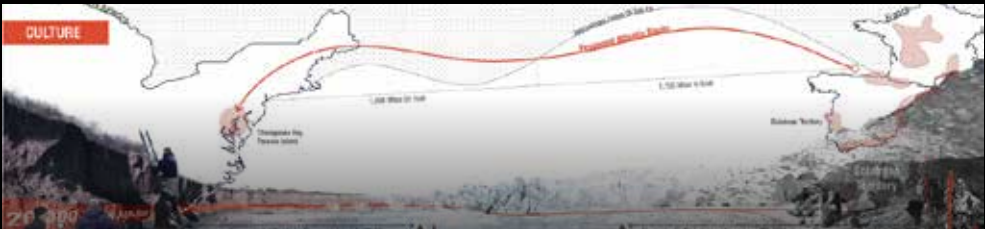
THE MIDDLE BRANCH WATERFRONT FRAMEWORK PLAN & ENGAGEMENT

BALTIMORE, MARYLAND

SERVICES:
Stakeholder
Engagement,
Master Planning

Led by Mahan Rykiel, The Middle Branch Waterfront Framework Plan outlines a co-benefit strategy to enhance waterfront recreation, build resilient infrastructure, and support regional biodiversity in South Baltimore. The plan prioritized principles of Justice, Equity, Diversity, and Inclusion (JEDI) in the development of community outreach and engagement strategies, and the preliminary data inventory and analysis of 11 miles of shoreline and 19 neighborhoods of the study area. This Framework Plan is now the guiding document for the prime in the Master Plan efforts. Mahan Rykiel led the the development and deployment of a mobile project engagement hub and participated as a core team member in the concept design of three key areas within the study area.





PARSONS ISLAND: CONSERVATION AND REGENERATION PLAN

KENT ISLAND, MARYLAND

AWARDS:

2021 National ASLA Honor Award in Planning and Analysis

SERVICES:

- Landscape Architecture
- Public/Stakeholder Engagement
- Analysis
- Beneficial Use of Dredged Material for Marsh Restoration

The Parsons Island Conservation and Regeneration Plan proposes to align opportunities for cultural resource conservation, habitat regeneration, and resiliency enhancements on this unique Chesapeake Bay island as both a means and method to catalyze collective action and stimulate impactful stewardship. Considered within the context of large-scale, federally funded island restoration projects in the Chesapeake Bay, this cooperative and adaptive undertaking represents a new approach in addressing the loss of valuable islands in the nation’s largest estuary.





FLEMING PARK

TURNER STATION, BALTIMORE COUNTY

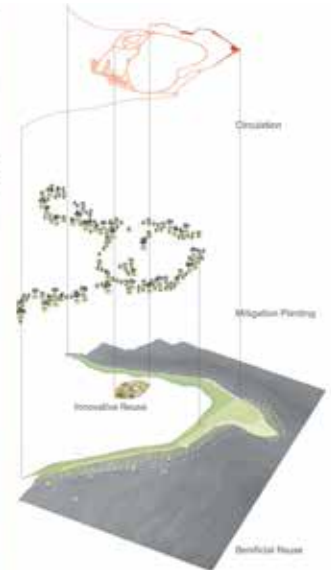
SERVICES:

- Master Planning
- Community Engagement
- Fundraising Graphics

CERTIFIED:

LEED Silver

The design of Fleming Park in Turner Station, MD developed by Mahan Rykiel Associates through the collaborative Design with Dredge program (Maryland Port Administration, MES, Mahan Rykiel Associates, Cornell University, and Anchor QEA) aims to innovatively reuse and beneficially use dredged material from the Baltimore Harbor to support public health, habitat restoration, coastal resiliency, and environmental justice. To achieve these goals, urban thin layer placement is proposed to cap polluted aquatic substrate, restore marsh habitat, and thicken the shoreline to protect against storm surge and sea level rise. Mitigation credits including but not limited to TMDL, Critical Area, and afforestation could be approved for each of the landscape features in the park, providing additional co-benefits and economic incentives for public and private stakeholders of the Fleming Park project.





BERKS CONSERVANCY

READING, PENNSYLVANIA

SERVICES:

Concept Design
Full Landscape
Architecture Services

Mahan Rykiel Associates (MRA) provided landscape architectural design services to support the design and construction of a new 7,500 square foot addition to an existing facility in Angelica Park, Reading, PA. MRA developed a concept layout plan for the approximately 7,300 square foot outdoor area, and construction documentation of the planting for the same area.

The concept layout included pedestrian circulation, nature play area and planting areas. Following the Schematic Design, MRA refined a planting design including a rain garden associated with the building expansion and coordination with Conservancy Ecologist to develop a plant list.





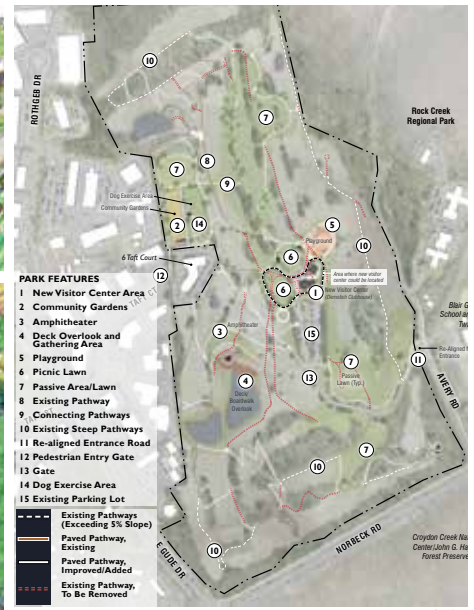
REDGATE PARK MASTER PLAN

ROCKVILLE, MD

SERVICES:

- Master Planning
- Activity/Amenity Analysis Report
- Community Engagement

Following the closure of the RedGate Golf Course, the City of Rockville identified the 130-acre site at the northeastern edge of the city as future parkland to include activities and amenities for both active and passive recreation. The City of Rockville hired Mahan Rykiel for the development of a master plan that could be implemented in phases over time. The master plan process was informed by public input, analysis of existing park conditions, and guidance by the Mayor and Council. RedGate Park is envisioned to be a predominantly passive park that emphasizes natural habitat and pathway enhancements throughout. Passive areas of the park represent approximately 90% of the total park acreage. In addition to the existing parking lot and entry drive, the central park area will include features and amenities interwoven with the natural habitat areas—including a new visitor center, community gardens, picnic area, playground, dog park and amphitheater with an associated deck overlook.





PINEY POINT LIGHTHOUSE MUSEUM AND HISTORIC SITE

PINEY POINT, MARYLAND

SERVICES:

Community Engagement
Master Plan

As part of an on-call contract for St. Mary's County Department of Recreation and Parks, Mahan Rykiel Associates prepared a Master Plan for the Piney Point Lighthouse and Potomac Maritime Museum located on the Potomac River in Southern Maryland. Piney Point Lighthouse is the oldest lighthouse on the Potomac River. The Master Plan created a North Campus for the new museum, boat launch and parking and a South Campus for more passive uses such as strolling, picnicing, visiting the lighthouse and environmental interpretation. The plan also identified opportunities for re-use of historic structures and the creation of a large open space for festivals and tented events. The project is awaiting funding.





An architectural rendering of a waterfront park. The scene is viewed from an elevated perspective. In the foreground, a wide wooden boardwalk runs along a body of water. People are walking along the boardwalk. To the right of the boardwalk is a paved plaza area with several tables and umbrellas, suggesting a cafe or outdoor dining area. Further back, there is a large green lawn with scattered trees and people. In the background, a modern building with a glass facade and a playground with colorful equipment are visible. The sky is blue with some light clouds.

Resumes

3

Tom McGilloway, PLA
Principal
Role: Principal in Charge/ Public Engagement



Tom McGilloway has more than 35 years of experience managing and participating in a broad range of master planning and implementation projects for downtowns, neighborhoods, mixed-use developments, campuses and parks. Tom is particularly experienced in the area of park planning and design and has managed more than 20 park projects ranging in size from small urban pocket parks to large regional parks, several hundred acres in size. His particular skills include: balancing contemporary recreation needs with preservation of natural and historic resources; using place-making principles to maximize community's investment in parks; and, stakeholder participation. Tom participates on the boards of several park "Friends" groups in Baltimore, and has been a speaker on the topic of parks and open spaces at several local and national conferences.

PROJECT EXPERIENCE

The Middle Branch Waterfront Framework & Engagement Plan
Baltimore, Maryland

Othello Park Master Plan and Community Engagement
Frederick, Maryland

Ward Farm Recreation and Nature Park Master Plan and Community Engagement
Dunkirk, Maryland

Lower Stony Run Strategic Plan and Community Engagement
Baltimore, Maryland

Upper Stony Run Strategic Plan
Baltimore, Maryland

Redgate Park Master Plan
Rockville, Maryland

Ewell Plaza
Lancaster, Pennsylvania
• MD ASLA Merit Award

Patterson Park Master Plan
Baltimore, Maryland

Howard P. Rawlings Conservatory Master Plan and Implementation
Baltimore, Maryland
• Honor Award, MD/ Potomac ASLA

Druid Hill Park Various Master Planning Projects
Jones Falls Trail, Athletic Facilities at "The Bowl", Tree Master Plan, Three Sisters Area Master Plan
Baltimore, Maryland

Seventh Street Fountain Park
Frederick, Maryland

Morven Park Master Plan Stakeholder Engagement
Leesburg, Virginia

Wyman Park Dell Master Plan and Implementation
Baltimore, Maryland
• Merit Award, MD/ Potomac ASLA

Riverside Park Master Plan
Baltimore, Maryland

War Memorial Plaza Design
Baltimore, Maryland
• Winner MD/ Potomac ASLA Merit Award

PROFESSIONAL REGISTRATION

Maryland, 1985 (PLA #777)

EDUCATION

Bachelor of Science in Landscape Architecture
Pennsylvania State University 1984

PROFESSIONAL ORGANIZATIONS

Member, American Society of Landscape Architects

Friends of Wyman Park Dell
Past Board of Directors

Friends of Stony Run

Friends of Maryland's Olmsted Parks and Landscapes, Past Board of Directors

Hampden Village Main Street Past Board and Design Committee Chair

PRESENTATIONS

"Planning for Today's Park"
Ocean City, MRPA, 2017

"Get Engaged: Including Everyone in the Park Design Process"
Ocean City, MRPA, 2016

"Designing Downtown NOW: Real Tactics and Tools to Enhance Your Businesses and Districts"
Atlantic City, NJ, July 2012

"Historic Wyman Park Dell"
Kaleidoscope Continuing Education Lecture, April 2011

"Maximizing Your Investment in Open Space"



For over three decades, Scott has sustained leadership roles in a variety of areas and organizations where he leads, initiates, and manages design, planning and construction projects. He is a registered landscape architect and a certified professional horticulturist. He often serves as leader of multidisciplinary design teams that include allied consultants and client representatives. He specializes in working with public parks and gardens. Scott leads and manages large urban planning/design projects from land planning to site design to horticulture. While owner of Oasis Design Group, he managed two consecutive on call contracts for Baltimore City Recreation and Parks. He is the author of an award-winning book titled, "Professional Planting Design: An Architectural and Horticultural Approach for Creating Mixed Bed Plantings".

PROJECT EXPERIENCE

James Farms Ecological Preserve*

Bethany Beach, Delaware

Wilmington Wetland Park*

Wilmington, Delaware

- MD ASLA Merit Award

Centerville Wharf Park*

Centerville Maryland

Central Park*

Bethany Beach, Delaware

Harlan Park*

Wilmington, Delaware

Conway Park*

Baltimore, Maryland

CC Jackson Park

Baltimore, Maryland

Solo Gibbs Park

Baltimore, Maryland

Chick Webb Recreation Center

Baltimore, Maryland

Parkview Recreation Center

Baltimore, Maryland

Cylburn Arboretum Master Plan and Historic Garden Renovation*

Baltimore, Maryland

Mt. Washington Community Association Park*

Baltimore, Maryland

Clifton Park*

Baltimore, Maryland

Luckman, Park*

Baltimore, Maryland

McClelland Park*

Erie, Pennsylvania

Meadowlark Botanical Gardens*

Vienna, Virginia

Buffalo and Erie County Botanical Gardens*

Buffalo, New York

**while at another firm*

PROFESSIONAL REGISTRATION

MD, CA, DE, FL, NJ, PA, VA, WV

EDUCATION

Bachelor of Science, Landscape Architecture, and Bachelor of Arts, Geography with specialization in Planning
West Virginia University, 1992

Study Abroad: Park/Recreation Design; Cortona, Italy, The University of Georgia, 1991

Certificate in Ornamental Plants II, Longwood Gardens, Kennett Square, PA, 2003

Specialist in Herbaceous Perennials 1996; Certified Professional Horticulturist 1993; Maryland Nurserymen Association.

PROFESSIONAL ORGANIZATIONS

2005-present: Urban Land Institute

1987-present: American Society of Landscape Architects

Trout Unlimited, Maryland Chapter, MDTU Brook Trout Conservation Coordinator 2014-2022

2007- present: American Public Gardens Association, various leadership positions

Megan Oliver, AICP, WELL AP

Associate Planner + Designer
Role: Planning/ Public Engagement



Megan Oliver, AICP, WELL AP, is an Associate Planner at Mahan Rykiel Associates. Megan is tuned in to the influence that environments have in driving choices, behaviors, and feelings. Recognizing the power of places to either nourish or discourage us, she is driven to improve well-being through design. Throughout her 12 years of experience, Megan has helped over one hundred communities craft visions for the future. Working directly with her clients and project stakeholders, Megan tailors strategies to be particularly relevant in our present-day, ever-evolving global circumstances. She is a passionate advocate for under-represented voices, and employs storytelling, public art, placemaking, livability planning, and responsive spatial design to foster strong communities and cultivate happier spaces and places.

PROJECT EXPERIENCE

Patterson Park Charrette and Master Plan

Baltimore, Maryland
• MD ASLA Award

Milford Charrette

Milford, Delaware

McKeldin Plaza Stakeholder Engagement

Baltimore, Maryland

Jonestown Neighborhood Master Plan Stakeholder Engagement

Baltimore, Maryland

Stony Run Master Plan Stakeholder Engagement

Baltimore, Maryland

Turner Station Charrette*

Dundalk, Maryland

Pikesville Armory Vision Plan Community Engagement

Pikesville, Maryland

Rash Field Master Plan

Baltimore, Maryland

• 2020- MD ASLA Honor Award

Ellicott City Watershed Master Plan

Ellicott City, Maryland

• 2021 National Association of Counties Achievement Award in Planning

Triangle Park

Hagerstown, Maryland

Hagerstown Arts District and Trail

Hagerstown, Maryland

Solo Gibbs Park Master Plan

Baltimore, Maryland

Lancaster Economic Development Strategic Plan

Lancaster, Pennsylvania

• 2016 Honor Award, MD ASLA

• 2015 Excellence Award, PA APA

**Completed at another firm*

PROFESSIONAL CERTIFICATION

AICP, the American Institute of Certified Planners (earned 2015)

EDUCATION

Master of City and Regional Planning (M.C.R.P.)

Morgan State University, 2014

B.F.A. in Environmental Design
Maryland Institute College of Art, 2009

Fine Arts Coursework

School of Visual Arts, 2005

AFFILIATIONS

Member, American Planning Association (APA)

Member, APA Maryland Chapter

Member, International Association for Public Participation

PRESENTATIONS

Using Mental Health Considerations in Designing Places, May 2021, APA National Planning Conference (NPC)

Design for Distancing – Reactivating Baltimore’s Public Realm, April 2021, The Nature of Cities Conference

The Human Element of Planning and Design, October 2019, APA Maryland Biennial Conference

Building on Strength: Creative Economic Development, May 2017, APA National Planning Conference

PUBLICATIONS

How to Pandemic-Proof Community Engagement, January 2021, in APA’s Planning Magazine

Deep Ecological Urbanism, July 2015, in the Environment, Natural Resources, & Energy Division Newsletter (APA) Newsletter “Deep

Subconsultant

At Rider Levett Bucknall, our approach allows us to deliver successful outcomes to property and construction projects by tailoring our services to match client goals and needs. Our team specializes in creating, evaluating, and managing project controls that address the critical issues of time, cost, scope, and quality in the built environment.

We are a recognized industry leader and a trusted advisor to our clients, with a network that covers the globe and a heritage spanning over two centuries. Our experience has taught us that to achieve success in today's market, it is vital to manage risks and opportunities. From pre-construction, through construction, to turnover, our primary goal is to afford clients the level of certainty they need to make critical, real-time decisions to ensure the commercial success of their projects.

COST ESTIMATING APPROACH

Our approach is one of total expertise covering all aspects of construction estimating from an independent professional viewpoint. It allows the Owner to execute the total construction package in the most cost-effective manner, given the general project constraints.

COST CONTROL DURING DESIGN

All estimating reports will be detailed to allow individual line-item analysis. This allows Value Engineering evaluation of each design component to be achieved. Reports are generated from an in-house computer data base that allows updating to be carried out quickly and efficiently. This becomes critical when conducting "what if" studies. Computerized measuring techniques are utilized to increase the accuracy and efficiency of the quantity take off process. Our computer system can easily accommodate specialized formats and reporting techniques.

QUALITY CONTROL

When we have completed our estimate reports, we conduct an in-house review and critique of the report. No estimate is released without a full critique. Estimators not involved with the estimate preparation review the drawings, each line item, and unit price. This review process is carried out in a group setting and creates a final refinement to the estimating process. Our review process is one of the reasons why our services are so successful.



KIRK MILLER

SENIOR COST ESTIMATOR

Kirk Miller is a Principal and Senior Cost Estimator for North America at Rider Levett Bucknall, with more than 20 years of experience in managing project costs for various types of projects. His expertise includes parks and recreation, mixed-use, higher education, public/civic, commercial, federal government, research and development, laboratories, data centers, healthcare, and cultural projects. He collaborates closely with clients to deliver cost estimates, evaluate drawings and specifications to determine the scope, and provide value engineering and life cycle costing services.

RELEVANT EXPERIENCE

- Chesapeake Bay Maritime Museum, St. Michaels, Maryland
- Lancaster Square, Lancaster, Pennsylvania
- Eager Park, Baltimore, Maryland
- East McIntire Park, Charlottesville, Virginia
- Allen Pond Park, Bowie, Maryland
- Pikesville Armory, Baltimore, Maryland
- Pleasantview Park, Gaithersburg, Maryland
- Sturgis Memorial Park, Snow Hill, Maryland
- Freddie Mac Headquarters - Landscape Master Plan, McLean, Virginia
- Pimlico Race Course / Laurel Park - Cost Estimating / Scheduling Services, Baltimore & Laurel, Maryland
- Cambridge Working Waterfront Master Plan (Sailwinds, Cambridge Creek, Long Wharf, Great Marsh, and the Pier), Cambridge, Maryland
- Newport News Master Plan (Bridge, Shipyard Square, Market & Garden, Waterfront Site Prep, James River Strand, Ferry Pier, Community Center, etc.), Newport News, Virginia
- Columbia Association - Horse Center, Kahler Hall, Slayton House, Columbia, Maryland
- Maymont Orientation and Education Center (Stone Barn), Richmond, Virginia
- Virtual Circle, Washington, DC
- Chain Bridge Road Residence and Site and Structure Development, McLean, Virginia

Years of Experience:

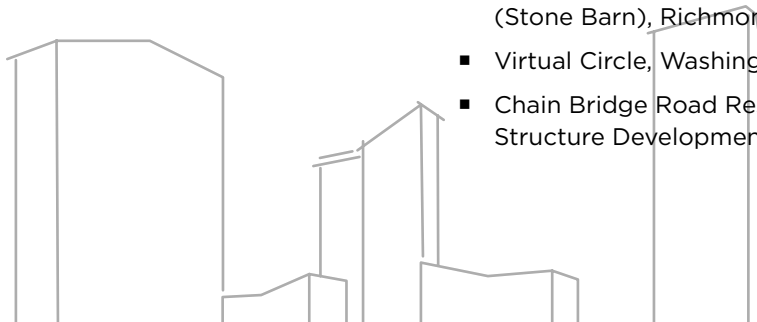
- 24

Academic Qualifications:

- Associate of Applied Science, Construction Management, Project Management

Other Qualifications:

- Estimating, Construction Management, Project Management, Quality Control, Value Engineering, Life-Cycle Cost Analysis





Boardwalk Pile

Fleming Park - Turner Station, MD

LOW MARSH DREDGED MATERIAL

Approach

4

Silt Curtain

SUBSTRATE ZONE DREDGED MATERIAL



PROJECT SCOPE

PHASE I: PROJECT KICK-OFF AND ASSESSMENT

The objective of the project kick-off and assessment phase would be to establish a clear philosophical basis to begin to identify a public participation process and programmatic elements for the park, identify key issues and concerns that would impact the planning, and establish the final schedule for the project.

TASK A: PARTICIPATION

Citizen Input: We understand that citizen input will be a very important component for this project, therefore, our overall approach to citizen input will be conducted over three phases during the planning process. The first phase, **“Listening,”** occurs early in the process when we facilitate discussion to garner input from stakeholders and the public so that we can learn what is important to the community before developing any concepts for the project. This input will coincide with our assessment/ site analysis phase of work. Together, they will inform our site design alternatives for the Park.

The second phase, **“Sharing,”** occurs mid-way through the process when we share the assessment/site analysis and the site design alternatives. Again, we will facilitate discussion and utilize interactive exercises to understand the advantages and disadvantages of each alternative from the community and stakeholder perspective. This input will then inform refinements and development of the preferred (draft and final) Master Site Plan

(MSP), which will likely include elements from multiple alternatives.

The last phase, **“Reporting,”** occurs late in the process when the MSP is near completion and at the draft stage. While we are mostly presenting the plan at this time, there are still opportunities for input to inform minor refinements.

Specific milestones for community engagement are described under each phase of the scope of services, below.

Community Survey (Optional): While not requested in the RFP, an online survey can be an effective way to reach a broad audience in a short time period. We recommend crafting a survey that can be used to understand how St. Michaels resident stakeholders (or any other special interest groups identified by the Town) envision using the new park, challenges they anticipate, opportunities they envision, and unique stories that should be told. The survey will be prepared so that it can be administered digitally and as hard copies distributed by community leadership. At the conclusion of the survey, we summarize the data and input in a user-friendly graphic way and share back with the community in a later meeting.

Public Meeting: We anticipate garnering community and stakeholder input through a series of meetings throughout the process. Each meeting is identified in the Scope of Services below. Each meeting begins with a meeting with the Parks and Recreation Advisory Boards and ends with a Public Input Meeting. The first meeting also includes small group meetings to get broader input from stakeholders that may share common interests.



As part of the engagement process, MRA will work with the town to:

- Schedule/Public Engagement Process: Review the overall project schedule and make adjustments as needed. Establish the dates for Meeting #1 and #2 so meetings can be advertised and target dates for subsequent meetings.
- Community Survey Distribution: Establish the dates for the Community Survey and review how the Town can distribute the survey through various communication channels.
- Public Engagement Notices (**Optional**): Prepare a visually captivating flier for advertising the survey and key meeting dates for the Town's use in distributing through their channels.



TASK B: BACKGROUND INFORMATION AND DATA

The MRA Team along with the members of Town of St. Michaels (as identified by the Town) would undertake a tour of the property. MRA would meet collectively on-site with selected Town of St. Michaels staff, representative community members, and any other key players identified by the Town of St. Michaels to be important to the process. The task would be to review the site together, collect existing information, flesh out real and perceived perceptions of the site and objective of the project, and review and finalize the work program. The MRA Team would review background information:

- Existing site survey (topographic)
- Site design requirements
- Applicable and prior planning documents
- Products from facilitated work sessions as later described
- Any other information the Town of St. Michaels would deem appropriate



Public Meetings #1 & #2 “Listening”: Concurrent with the site visit above, conduct meetings in St. Michaels to meet with stakeholders and the community to facilitate discussion about the Park. The meetings described below will be for the Team to listen and learn about the site and its associated opportunities and constraints:

- Parks and Recreation Advisory Board Meeting: Early in the meeting visit, facilitate a discussion with the Parks and Recreation Advisory Board to refine project goals and to review the meeting and project schedules. Facilitate discussion with the Board to garner their input related to desired activities and facilities, opportunities, and constraints and relationship of this park to others in Town or the County.

- Small Group Meetings: Facilitate 45 minute to one-hour small group meetings with stakeholder groups who may share similar interests related to the project and understand their unique concerns and desires for the property. Small groups may include:
 - Neighborhood Representatives/Leaders
 - Adjoining Landowners
 - Other Stakeholders (May include leadership from Tourism, Economic Development, Arts Groups, Downtown Businesses, Etc. Outdoor Groups, etc.)
 - Elected and Appointed Officials

Project Overview: Provide a brief overview of the project, schedule, goals and purpose of the meeting. Share images of potential park elements to help communicate possibilities without prescribing what the solution is.

Survey Launch (Optional): Share information about the online survey and encourage participants to take the survey and share with others.

Discussion: Facilitate discussion to garner input from the community regarding desired activities and facilities, concerns, opportunities, and priorities. Include some interactive exercises for participants as they arrive at the meeting (such as place a dot on a map showing where they live or work in relation to the site), and other exercises during the meeting such as identifying images of program elements that are most appealing and/or ranking priorities.

Summary: Following meetings #1 & #2, summarize the input from the meeting and organize into emerging themes that will help inform design alternatives.

Deliverables:

1. Schedule
2. Meeting Minutes

Meetings:

1. Two (2)
-

TASK C: SITE INFORMATION AND ANALYSIS

Inventory and physical survey would be the gathering, recording, and documenting of the physical characteristics of the study area. It would include natural features, man-made factors, and essential geographic information such as existing elements and infrastructure.

The site analysis of such data would be undertaken to gain an understanding of how the visual and physical requirements specified in the design program would influence the final design. The MRA Team would assess

the master planning needs and opportunities for the park based on notes and observations made during the kick-off meeting, public meetings and site visit. To accommodate the program, the MRA Team would then analyze the site to determine the opportunities and constraints for integrating the program onto the site. This may include:

- A site and land use inventory with detailed photographic inventory, documentation of land uses, and site characteristics.
- Formatting of existing GIS* mapping provided by client in CAD format of topographic features such as vegetation, roadways, existing structures
- An assessment and inventory of existing physiographic features.
- Local landscape ecology & connections context and general onsite community types.
- Future anticipated ecological pressures and opportunities (i.e. with an existing available project based line for future sea level rise potential and anticipate shoreline erosion.)
- Document existing topographic features such as upland areas, tidal flats, wetlands, significant vegetation and wildlife groupings and habitats, etc.
- Identify preliminarily/potential Park development zones, restoration and conservation areas, circulation routes, etc.
- Review of opportunities for resource conservation, ecological learning and signage (no graphic design or content).
- The MRA Team has not included a physical on-the-ground survey for either boundary, topography, or wetland delineation. The Team shall utilize client supplied base material, review available documents for the site, and if necessary obtain readily available (i.e., free web-based) geographic information system map files. Material shall be supplied to consultant in CAD format.

Deliverables:

1. Analysis Diagrams
2. Receipt of and formatting of base materials received from client

Meetings:

1. Combined with above Task A and B
-



PHASE II – CONCEPTUAL PLANNING

TASK D: CONCEPTUAL DESIGN PLANS

This Task would be where the critical stage when all of the listening, analysis, and programming for the Park would fit together in an overall plan. The plan would begin to “fit” the program and bubble diagram with the site analysis and the physical arrangement of the site. Two total overall schematic alternatives would be developed.

Furthering the information developed above, MRA will develop two (2) alternative concept plans to generally identify zones for the potential layout of pathway networks, parking areas, natural areas for conservation, restoration, or development of or removal of existing site features/elements. During the process, MRA will consider any limitations imposed on the design or program (e.g. operating budget and/or maintenance ramifications) including but not limited to applicable laws and regulations, protection of sensitive natural, structures, other community park programs, etc. The MRA Team will work closely with the Town to identify:

- Location of pedestrian trail systems;
- Areas for protection, conservation, or restoration;
- Potential future park amenity zones, open space systems, and/or preservation zones;
- Parking areas;
- Reuse of any existing structures;
- Relationships or connections to adjacent developments;

- Potential stormwater management opportunities;
- Water access points; and
- Potential areas for naturalization with consideration be given to—
 - Native plant materials;
 - Meadow areas;
 - Regenerative areas;
 - Conservation areas;
 - Critical areas buffers.

Bubble diagrams will be produced as Photoshop overlays to existing aerial photograph information (supplied by owner or obtained from Google Earth). The diagrams will be forwarded to the Town for its review prior to any public meetings.

TASK E: CONCEPTUAL DESIGN PUBLIC MEETING #3

Conduct a third public meeting to share progress to date.

- **Public Meeting #3:** Facilitate an interactive public meeting to the broader community. Include the following:
 - Community and Stakeholder Input to Date: Present a summary of community and stakeholder input to date, along with survey results.
 - Assessment: Present a summary of the physical assessment for the property.
 - Alternative concept plans: Present the Concepts



and how community input combined with the physical assessment informed the alternatives.

- Discussion: Facilitate discussion and utilize interactive exercises (could be informal polling or dot exercises) to understand preferred elements from each alternative.
- Summary: Following the meeting and meeting, summarize the input and identify potential refinements and elements for the Draft MSP.

Deliverables:

Two concept alternatives (bubble diagrams and plans) image boards

Meetings:

1. One

PHASE III: MASTER PLAN

TASK F: DRAFT MASTER PLAN

MRA will work closely and coordinate with the Town to develop one (1) site development drawing into a draft overall park master plan for the Park's development, conservation and/or restoration. In addition to the overall plan, MRA will prepare large-scale plans (as appropriate) to better express more detailed and intensively developed areas of the site. Up to two (3) cross-sections and elevations may be developed to effectively communicate strategic site relationships and design intent for the elements in the plan. At this time, MRA will also prepare image boards of comparable images that will best represent, and express ideas put forth in the plan.

Deliverables:

1. Site development plan
2. Two Sections

Meetings:

1. One review meeting

TASK G: PLANNING COMMITTEE AND PARKS AND PARKS AND RECREATION ADVISORY BOARD MEETING

Facilitation and interactive committee meetings to include the following:

Meeting #4 "Sharing" - Planning Committee and Parks and Parks and Recreation Advisory Board:

Conduct a fourth meeting to share progress to date.

- Meet with the Study Committee and share site analysis, results of survey and summary of community input, and Preliminary Alternatives.
 - Present a summary of community and stakeholder input to date, along with survey results.
 - Preliminary master plan: Present the 'combined' Concept (a merging of the two alternatives presented earlier) and how community input combined with the physical assessment informed the alternative.
 - Summary: Following the meeting and meeting, summarize the input and identify potential refinements and elements for the Draft MSP.

Deliverables:

Preliminary Master Plan

Meetings:

1. One

Task H: Plan Narrative Report (Draft)

The Draft Master Plan document will be a user-friendly product that Town staff and future consultants could use to guide design development and construction drawings as individual infrastructure elements and areas will be implemented. Therefore, design ideas will be presented in a clear, concise, and exciting manner. A series of text and support plans/illustrations will be compiled in a draft master plan document that thoroughly will identify the goals and objectives of the project. Text will elaborate on the goals and desired design expectation of each area. The draft report will be submitted for review and comment by the Town and Committees/Boards as deemed appropriate at that time.

Deliverables: Draft plan narrative report

Meetings: None

TASK I: TOWN COMMISSIONER’S MEETING

Facilitate and interactive committee meeting with Town Commissioners to include the following:

Meeting #5 “Sharing” – Planning Committee and Parks and Recreation Advisory Board:

Conduct a fifth meeting to share progress to date.

- Meet with the Study Committee and share site analysis, results of survey and summary of community input, and Preliminary Alternatives.
 - Present a summary of community and stakeholder input to date, along with survey results.
 - Present the preliminary master plan
- Summary: Following the meeting and meeting, summarize the input and identify potential refinements and elements for the Draft MSP.

Meetings:

1. One in-person

TASK J: FINAL REPORT SITE DEVELOPMENT PLAN

Based on feedback from the draft narrative report, the final report would detail the participatory process utilized and identify key stakeholder groups whom were involved. Identification of the goals and objectives would be presented. Text would elaborate on the goals and desired design expectation of each recreational, environmental and conservation/restoration area and include:

- A composite site analysis including opportunities and constraint diagrams supported with text would present the site findings.

- A narrative section on the ecological context of the site eco-region and connections, onsite habitat types and their significance, and ecological threats (i.e., key invasives).
- Two (2) digital diagrammatic sketches as identified above.
- A brief narrative on the considerations for climate change and sea level rise & resiliency.
- A list of green infrastructure practices for future site conditions (bulleted list).
- A brief narrative regarding future needs (data gaps, additional studies, phases).
- Concept plans would illustrate preliminary site arrangements with text providing narrative support.
- Document would be user friendly and delivered in PDF format.

Deliverables:

1. Overall master plan graphic/drawing in PDF format
2. Overall final master plan document/report in PDF format

Meetings: None

TASK K: DESIGN COST ESTIMATES

The MRA team would prepare preliminary cost estimates and a suggested phasing plan for implementation. Priorities and schedules would be shown and a specific action plan would be proposed—who does what, where, and when to begin the implementation process.

Deliverables:

1. Overall Master Plan phasing diagram
2. Cost estimate broken down by phase

Meetings: None

TASK L: TOWN COMMISSIONERS MEETING (MEETING #6)

Meet with the Town Commissioners to share the results of final master plan document and cost estimate.

Deliverables:

PowerPoint Presentation of Final Master Plan Components

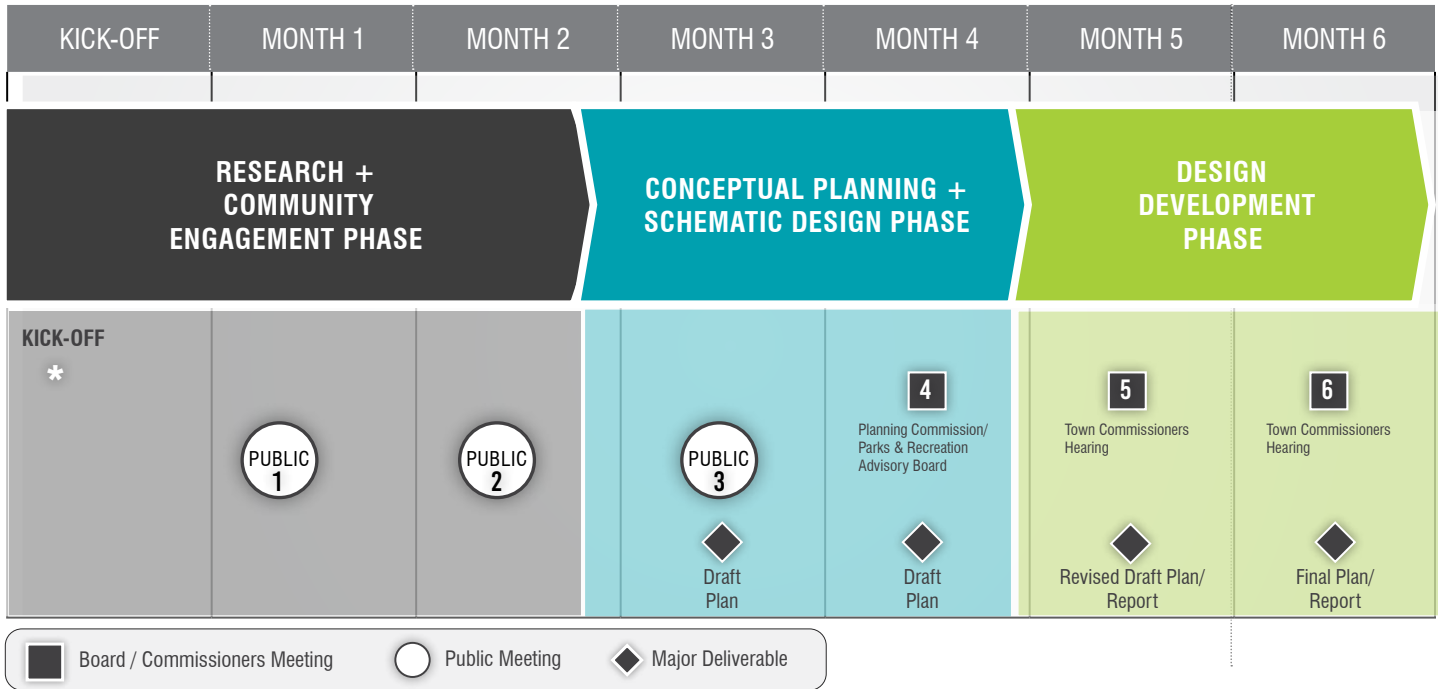
Meetings:

1. One in-person

PROJECT ASSUMPTIONS

1. All base information will be provided through Town of St. Michaels in a compatible CAD format. We have assumed that any formatting of such electronic files from the client would not exceed more than two hours. Should files received require extensive manipulation or lack sufficient information that would require our team to spend any additional time we reserve the right to ask for additional compensation. We will notify Town of St. Michaels in advance if we are experiencing any difficulty.
2. Town of St. Michaels shall be responsible for coordination of all public outreach, communications and follow-up with any identified groups and shall include public notices, web posts, public information flyers and coordination of any public meeting sites unless otherwise agreed to.
3. This proposal will accommodate six (6) site/client visits. Meetings shall be combined on those days for expediency/efficiency.
4. Critical areas habitat protection shall be considered during the standard planning and analysis process. Any submissions for approval at this level are premature and MRA has not included any formal submissions, reports, or drawings that document any tangible construction activities to the Critical Areas Commission. See Item #5 for further clarification.
5. Town of St. Michaels will coordinate the project approval process with various agencies as/if required. MRA shall provide electronic copies of draft and final report to St. Michaels who shall be responsible for and distribution, communications and/or request for review feedback from any agencies they deem appropriate to have input at the master planning level. MRA shall consider all consolidated feedback from agencies as provide to MRA by St. Michaels. MRA shall not be responsible for coordinating with each individual agency.
6. No provisions have been made for formal site survey (boundary or topographic), wetland delineations or forest stand delineation/inventory.
7. No provisions have been made for remediation investigation or strategies for hazardous waste or toxic materials, biological inventories other than specifically mentioned above, engineering studies or any type of environmental permitting.
8. No allowances have been provided for any architectural, structural, or geotechnical studies for any potential structures e.g. buildings, piers, boardwalks, pavilions, boat ramps, etc.
9. No provisions have been made for any graphic design, signage, or interpretive content.
10. No design development or construction drawings have been provided for.

WORK SCHEDULE



Proposal for Master Planning Services Mahan Rkyiel Fee Breakdown

17-Jul-21

Task	Mahan Rkyiel						RLB		\$
	TM		SS		KA/MO		KM		
	Hrs.	\$180.00	Hrs.	\$175.00	Hrs.	\$75.00	Hrs.	\$190.00	
Phase I - Kick Off and Assessment									
A Participation	8	\$1,440.00	10	\$1,750.00	2	\$150.00	0	\$0.00	\$3,340.00
B Background Information and Data	0	\$0.00	2	\$350.00	4	\$300.00	0	\$0.00	\$650.00
C Site Information and Analysis	2	\$360.00	4	\$700.00	8	\$600.00	0	\$0.00	\$1,660.00
Phase II - Conceptual Planning									
D Conceptual Planning	2	\$360.00	8	\$1,400.00	24	\$1,800.00	0	\$0.00	\$3,560.00
E Conceptual Design Workshop	8	\$1,440.00	12	\$2,100.00	4	\$300.00	0	\$0.00	\$3,840.00
Phase III - Master Plan									
F Draft Master Plan	2	\$360.00	8	\$1,400.00	40	\$3,000.00	0	\$0.00	\$4,760.00
G Planning Comm/Advisory Board Meeting	0	\$0.00	8	\$1,400.00	4	\$300.00	34	\$6,460.00	\$8,160.00
H Plan Narrative Report	0	\$0.00	16	\$2,800.00	20	\$1,500.00	0	\$0.00	\$4,300.00
I Town Commissioners Meeting	0	\$0.00	8	\$1,400.00	4	\$300.00	0	\$0.00	\$1,700.00
J Final Report Site Development Plan	4	\$720.00	12	\$2,100.00	20	\$1,500.00	0	\$0.00	\$4,320.00
K Design Cost Estimate	0	\$0.00	2	\$350.00	0	\$0.00	0	\$0.00	\$350.00
L Town Commissioners Meeting	0	\$0.00	8	\$1,400.00	4	\$300.00	8	\$1,520.00	\$3,220.00
Total Hours/Fee for Labor	26	\$4,680.00	98	\$17,150.00	134	\$10,050.00	42	\$7,980.00	\$39,860.00
Estimated Expenses									\$800.00
TOTAL FEE									\$40,660.00



andropogon

QUALIFICATIONS FOR
PLANNING AND DESIGN CONSULTING SERVICES FOR
The Town of St. Michaels
COMMUNITY DESIGN CHARETTE PROCESS

JULY 21, 2023

July 21, 2023

Steve Ball, AICP
Town Planner, Town of St. Michaels
300 Mill Street
St. Michaels, MD 21663

Dear Mr. Ball,

We are thrilled to submit the following Site Master Planning and Community Design charette Proposal for the former Environmental Concerns site. Through the collective guidance of the Town leadership, and the various stakeholders, we look forward to helping this community realize a world-class public open space for all. This site is uniquely situated along a riparian corridor that binds the cultural, recreational, and ecological fabric of St. Michaels together, and will collectively become the Town's largest contiguous open space. We see this project as a tremendous opportunity to reimagine the way we develop a regional recreational designation that possesses a unique character; mitigates the effects of a changing climate; honors indigenous peoples and practices; celebrates St. Michaels' cultural history; and heals its natural systems. While we acknowledge the gravity of these goals, we are confident that the skills and experience of our team are well suited to accomplish them.

During the past 40+ years, Andropogon has committed itself to understanding the complex relationship between humans and the landscapes we inhabit. Through this experience, we understand the significance of providing equitable access to high-quality open space and the associated, positive effects it has on social cohesion, environmental quality, childhood development, mental health, and other community benefits. Applying this expertise to this site requires a deep understanding of place; clear, guiding vision; comprehensive, consensus-building process; and a strategic, long-term plan to maintain that vision over time.

To further support that mission, we have assembled a team of tremendously talented and passionate collaborators. Andropogon will be joined by BioHabitats, Re:Vision, and Toscano Clements Taylor. We've thoughtfully brought together a team of collaborators that have an extensive working relationship on previous projects, possess an understanding of your community, and share an enduring history of successful work throughout the region. All of which are internationally renowned thought leaders in their respective fields. We bring expertise in sustainability, high performance buildings, community outreach, ecological restoration, engineering, regenerative landscape design, and cost analysis. We feel that this team possesses the unique expertise to help St. Michaels fully realize the potential of this site for its community.

Collectively, our team has assisted both Parks and Recreation Departments and non-profits across the country in building and maintaining world-class sustainable, public spaces. These experiences enhance our qualifications for addressing the very considerations that St. Michaels has identified in the RFP.

Andropogon's experience working with waterfront communities is rooted in a legacy of projects such as the Lewes, Delaware Canalfront Park where Andropogon worked with the City and the community to plan a new city park and vital open space that captured the character and history of the town and provided an opportunity to reconnect the historic town core to the waterfront. Our more recent work with the City of Philadelphia aimed to expand the City's recreational open space network while simultaneously helping to solve citywide issues related to expanding biodiversity, mitigating stormwater management impacts, and building climate resiliency.

Another recent success, Lower Venice Island is a five-acre island located between the Schuylkill River and the Manayunk Canal in Philadelphia. Andropogon developed a master plan and site design that incorporates public access to the river along with boating, fishing, and enhanced facilities for a Venice Island Recreation Center. The site also accommodates the Philadelphia's Combined Sewer Overflow (CSO) underground tank. The tank is designed to intercept over three million gallons of combined sewer overflows during peak rain events, preventing releases of untreated wastewater into the Schuylkill River. Across the river, Bartram's Mile is a one mile stretch of previously vacant river frontage along the western banks of the Tidal Schuylkill River. This section of frontage is a public trail that will eventually connect to a larger 130-mile long Schuylkill River Trail network. The project provides riverfront access and recreational opportunities to an underserved neighborhood, and informs future waterfront development opportunities.

These projects did not simply rely on traditional engineering strategies, instead they focused on community engagement and public health to create an inclusive, forward looking set of strategies to help prioritize action to address Philadelphia's biggest issues. We look forward to leveraging the care, experience, and technical rigor our team brings to all of our work to help St. Michaels and the broader community on this important project.

Sincerely,



Darren Damone, PLA, ASLA
Principal & Director of Practice Development
Andropogon Associates, Ltd.

FIRM PROFILE



Our landscapes work, providing quantifiable ecosystem services — such as rainwater management and habitat creation — and engagement with nature.

Our landscapes teach, maximizing the opportunities for outdoor spaces to serve as an extension of the classroom in which students can simultaneously play, learn, and recharge.

Our landscapes are for living, they provide dynamic, healthy places to live and play, both for the community and for native flora and fauna.

Our landscapes connect, bringing people together in engaging spaces that provide fruitful ground for collaboration and celebration.

Firm Profile

Andropogon Associates is an award-winning, MBE-certified landscape architecture and ecological planning firm with offices in Philadelphia, PA and Raleigh, NC. For more than 40 years, Andropogon has committed itself to the principle of designing with nature to create beautiful and evocative landscapes that are inspired by natural processes, informed by the most recent science, and crafted to meet the needs of their unique communities. We have applied this approach to a range of projects, nationally and internationally, and produced sites that serve as both foundation and inspiration for academic, healthcare, cultural, corporate, and government clients.

Andropogon’s planning and design processes are fundamentally collaborative. Andropogon’s staff of 20 works closely with clients, project groups, and stakeholders, leveraging each site’s social, environmental, and financial assets to address challenges and create memorable landscape experiences.



Andropogon's Commitment to Sustainability

Intrinsic to Andropogon's design philosophy is a commitment to promoting healthier relationships between sites and the people who utilize them; the surrounding contexts and local environments that allow them to grow; and the ecosystems that support their resilience and long term viability. Our successes have been recognized with more than ten AIA COTE® awards; three Living Building Challenge certified projects, with a fourth currently in design; and the 2018 ASLA Landscape Firm Award.

Andropogon's demonstrated achievement in the field of sustainability has created opportunities to shape the practice of landscape design and planning in the present and into the future. Our staff has played a key role in the development of the SITES™ rating systems, contributed to the development of the GSA Site Commissioning White Paper, and is currently serving on the ASLA Climate Action Plan Task Force to define new strategies and best practices for designing landscapes to combat climate change.



Andropogon, Madison, Wisconsin, Stone Bridge, NY

APPROACH



Engaging the Community

Planning for a new public open space... should be a fun, lively, and dynamic opportunity for the community to come together, talk through as many ideas as imaginable, and determine, together, what the best possible use of this site could be.

Parks are for people, and the people who live, work, and visit a site are always the ones who know it best. Planning for a new, public open space, particularly one that is already as beautiful and full of potential as the Environmental Concern property, should be a fun, lively, and dynamic opportunity for the community to come together, talk through as many ideas as imaginable, and determine the best possible use of the site. Our team is excited about the prospect of getting to know the people who know this place and working together to explore the unique constraints and opportunities of the site. We look forward to sharing our experience and perspectives with the Town to develop site-specific and personalized, layered approaches that will allow this new park to achieve its loftiest ambitions while meeting the foundational needs of the community. We take community engagement very seriously, because from our decades of experience designing public spaces we have seen firsthand how important it is to have stakeholders who are engaged and invested from start to finish. This level of community buy-in will ensure that as the park is planned, built, and occupied the process will engender a sense of stewardship, responsibility, and trust that will be passed on for generations. If given the opportunity, our community engagement process would begin with a workshop attended by trusted and well-known people within specific geographic, interest-based, or cultural communities in St. Michaels. Often times, these local leaders can reveal the best ways to reach people in meaningful ways and by communicating both the vision and the process to them, we can gain a deeper understanding of the challenges and needs within each community. In addition, this initial workshop often allows us to identify dedicated and passionate



individuals or groups who can be trusted to champion the project and work to ensure its long-term success.

At the Environmental Concern site, a few such groups jump out immediately. We have already spoken with several people at Environmental Concern to pick their brains a bit, and we would certainly continue to engage with them through the master planning process to deepen that relationship and our understanding of the site. As subject matter experts and the current occupants of the site, no one knows this place and what it could become better than they do, and we see them as invaluable partners in this master planning effort. Throughout the process, we would also engage with other local institutions including environmental and waterfront groups and the St. Michaels Museum. We feel that working with the Museum will allow us to connect more deeply with the stories and people who have shaped the town. We are particularly interested in the connections to the Miles River and St. Mary's Square as well as the critical role the Baltimore and Eastern Shore Railroad played in Maryland's story of racial desegregation. Though not tied directly to the site, these broader elements might be possible to highlight at the park in order to honor and contextualize their histories and regional importance. This same sort of historical reference could be made with site lighting, referencing the famous trick of the townspeople of St. Michaels who hung lanterns from the trees to the south of town to disorient the British during the War of 1812. With the help of local historians, we could utilize this new park to help share more stories of the site and region with the broader public. In addition to these focus groups, we would seek to engage St. Michaels High School as a near neighbor along with other youth groups including the

APPROACH



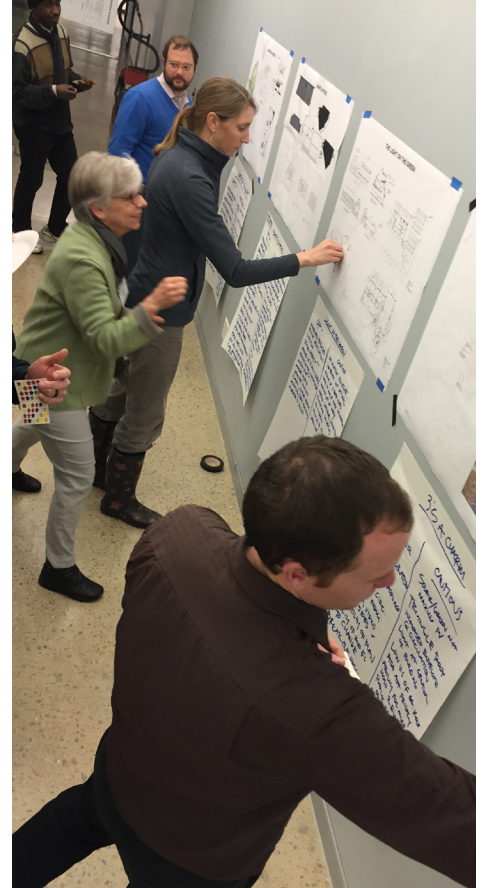
If we are going to solve the most challenging problems of our time, whether economic, environmental, or relating to equity and social justice, we're not going to be able to do it alone...

scouts and other recreational clubs to gain the perspective and interest of young people, who are often more difficult to connect with in typical public sessions.

Our experiences working with communities throughout the COVID-19 Pandemic has underscored the importance of being nimble and respectful with our engagement strategies. We would work first with key groups and then with the broader public, reaching out through a variety of in-person and virtual media to ensure our outreach efforts reach the full St. Michaels community where they are. By complementing our in-person engagement with virtual meetings and communication, we will be able to fully reach not only those taking added precautions due to COVID precautions, but also the many residents of St. Michaels' with demanding schedules and those who are not in the town year-round. Whenever possible, we also want these meetings with the town to be fun and engaging for the public, and we would plan to take advantage of St. Michaels' many festivals and public events to tie the planning of this public space with the celebration of already established public programming. By hosting activity booths at larger events or co-hosting more intimate events with local businesses, we would bring people together to discuss this exciting new public space in a variety of settings.

On past projects, we have had tremendous success by partnering with local environmental organizations, schools, and universities to perform a "Bioblitz", or quick ecological inventory. These events are not only fun, but also particularly useful because they help us engage the community and leverage citizen-scientists in the area to establish some benchmarks for our ecological understanding of the site.

For every planning effort we have undertaken we design a tailored process



that engages project stakeholders in two groups: a focused internal group, that comprises the design team, and a broader external group, that includes stakeholders and community members. This process allows us to receive feedback and good ideas from all sides, then iterate and optimize new concepts, and finally review amendments with stakeholders to build consensus. This early phase engagement builds trust and recruits project champions in the stakeholder community who will provide critical late-project support as the project moves forward. To ensure that our work meets the community's expectations and the project's goals, while staying on schedule and on budget, our team would prepare a construction cost estimate (CCE) for each recommended restoration and proposed development of the property. The cost associated with each improvement would further be summarized in a forecast spreadsheet in intervals based on priorities for improvements to bring the property into a good state for future public use over the next 20-year period. The opinion of costs will be based upon the costs as calculated in the year in which the capital expenditure is anticipated by applying an escalation factor for work in future years.

Cost estimates will be Rough Order of Magnitude (ROM) estimates to be used to allocate funding for each specific item of restoration or development. The ROM estimates will include contractor costs and any additional soft costs that are necessary to accomplish the work. To show the true cost of each improvement in the ROM estimates, they would be broken down into soft costs and unit costs. Contractor costs could include general conditions, overhead and profit, bonds, insurance, and permit costs. Soft costs could include contingency, design fees, geotechnical investigations, hazardous materials remediation, testing, program management fees, and various administrative fees.

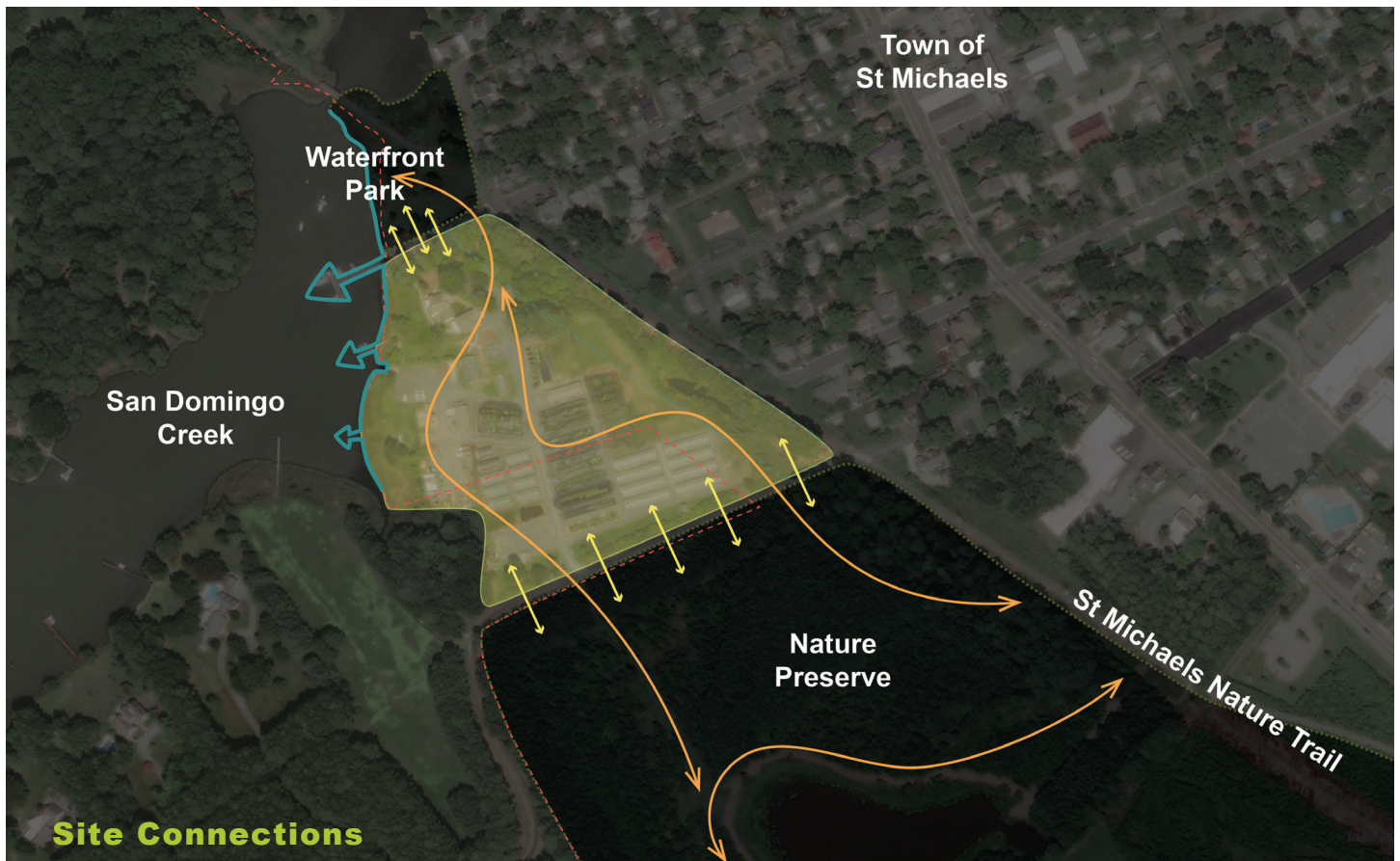
APPROACH



Design Process and Approach

Even before we begin to engage with the community, we would begin to wrap our heads around the site and its context. One of our firm's foundational principles, 'Place First', is embodied in the 'Discovery Phase' of each of our projects. We will build upon our existing knowledge of the ecology and history of the Chesapeake-Pamlico Lowlands and Tidal Marshes ecoregion to better understand the natural and cultural systems that comprise the project sites. Through the use of cutting-edge technology, including drone-based mapping, ArcGIS, GPS, and 3D modeling, our team is able to quickly and accurately create databases of existing conditions in order to make informed decisions throughout the planning process. This analysis will allow us to better understand the area-specific needs for soils and water as well as the unique demands of the programming of the park site. With that work completed we will be able to approach the public engagement process with a developed understanding of the existing site and its surrounding area as well as a knowledge base of best practices to limit environmental impact on larger regional systems.

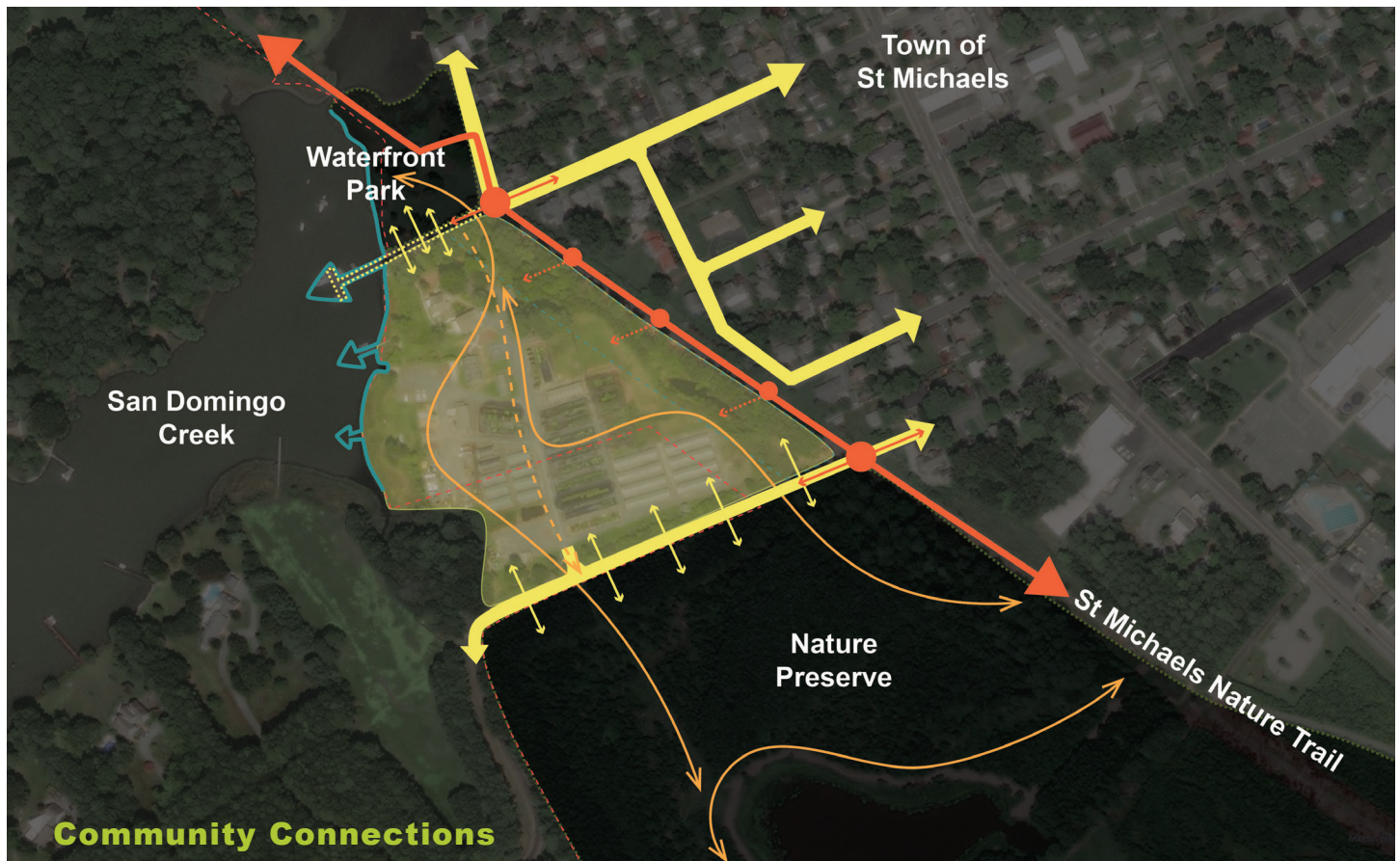
A critical through-line we found in the RFP language and other planning projects we have researched for the area is equity and access. We feel that maximizing public access to the waterfront is one of the most exciting and unique opportunities that this master plan presents. With the Miles River waterfront already heavily developed, this new public edge along the San Domingo Creek has the opportunity to establish its own unique character and identity. Our plan would build on the activity and programs already present to the north of the site at Waterfront Park, while also working to continue the shoreline restoration work that Environmental Concern has already begun. We also want to be very mindful



of the present and future risks posed by our changing climate to the future park’s visitors and infrastructure. We are aware of the resiliency and sea-level studies currently underway in the area and we would want to make sure that anything we do is adaptable and ready for whatever comes our way. With those forward-looking concerns firmly in mind, we can envision exciting opportunities for public recreation that go beyond the staid, heavy-handed modes of waterfront development. Instead of trucking in sand for a beach, could we re-envision the elements of that recreational typology and achieve an even better result in a more sensitive, site-specific way? How could we better and more fully integrate a living, vibrant, and natural shoreline that still accommodates places for sunbathing, swimming, gathering with friends and neighbors? Swimming docks and simple structures could allow for recreation while protecting naturalized edges by bringing bathers to deeper water and preserving shallows areas, tidal pools, and bio-diverse wet-meadows. This layering of recreation and natural systems is something we pioneered as a firm more than 40 years ago and still gets us very excited because of its ability to create flourishing landscapes for people as well as local animals and plants.

We also understand that access to the waterfront is not the only potential connective node for this site. In addition to the opportunity to greatly expand the public open space of Waterfront Park, the site could also blend at the edges to connect to the more than 60 acres of preserved natural lands immediately to the south. With the addition of the Nature Trail, there also will be pedestrian and bicycle access out to Canton Farms and Perry Cabin Park, which will create a significant and varied set of interconnected public open spaces. It will be critical

APPROACH



to envision this future park as not only St. Michaels' largest, but also central component in a much larger constellation of green spaces. This mindset will help us balance a multitude of possible public suggestions, while also helping us find the right places for a wide variety of possible nodes at the joining of different sites. We feel this master plan has tremendous potential to build on St. Michaels' existing successful open spaces and develop new ones that are interconnected to avoid unnecessary inefficiencies and create a more cohesive, unified system. In addition to physical connections to many of the town's other open spaces, we would plan this new park to reach out as much as possible to the heart of St. Michaels itself. Although not far from downtown, the visibility and access to it could be dramatically improved with carefully designed signage and connecting bikeways. Boundary Lane, to the south of the site, offers its own interesting connection opportunities to the elementary school, the YMCA, and other associated programs in that direction. Chew, on the north side of the site, heads straight into the heart of town. While not directly within the scope of this exercise, our master plan would remain open to potential pedestrian, bicycle, and vehicular paths into town in the event that the Town decides later to pursue further development of those connections. With all of these elements linked and their connections strengthened and unified, the new park can serve as a keystone in a truly world-class, one-of-a-kind waterfront park system.

Following the site's natural orientation, existing infrastructure, and neighboring sites, our instinct is to plan the new park as a gradient between two distinct identities. Along the northern edge, in conjunction with the existing boat launch at Waterfront Park, we would introduce new, more active programming to encourage swimming, boating, and other recreational uses. Along the southern

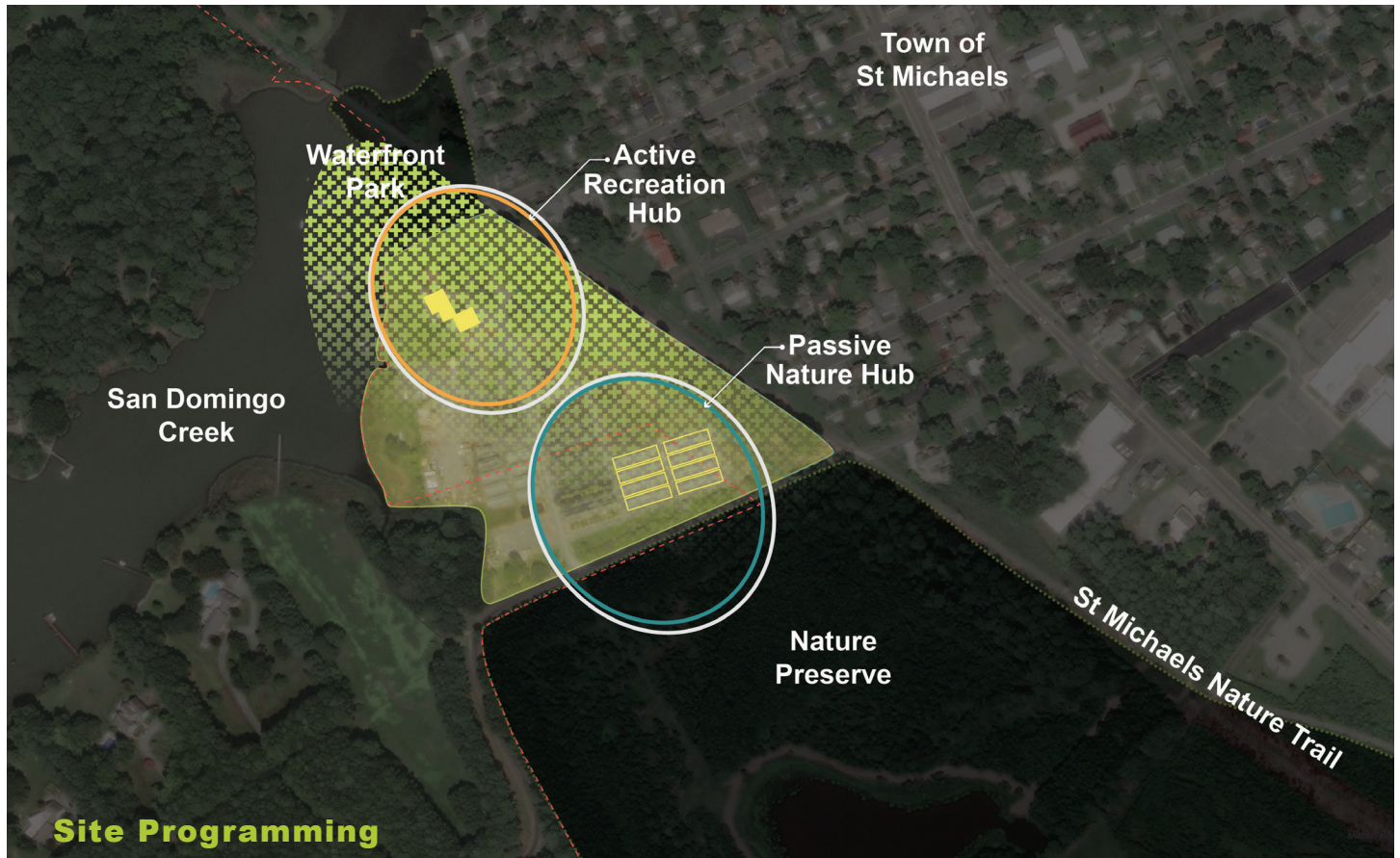
edge, we would locate more natural elements to leverage the site's existing working hoophouses and the adjacent Nature Preserve. Riding a bike or walking along the trail would provide an opportunity to traverse that gradient, stopping at various points to enter the park and participate in whichever type of activity one might want to enjoy.

Re-Use and Implementation Timing

The site has an incredible recent legacy as a result of the noteworthy stewardship of Environmental Concern. Despite being a hard-working, productive area, the operation's efforts to restore and care for the natural, waterfront landscape has left the site with a number of thoughtfully revitalized zones, abundant wildlife, and a plethora of natural connections to build upon. We think it would be a missed opportunity to eschew that legacy and not keep the site working a little while longer. By taking a phased approach to the transition of this place from what it is to what it could be, we believe we could build on what's working, while preparing the space for what might come next in order to ensure the successful implementation of the master plan. The existing buildings on the site are an excellent example and we were pleased to hear that the main house and the company's offices will be retained. With the appropriate code compliance improvements, these buildings could be retrofitted to house a variety of programming options as determined through the public engagement process. From town uses to an environmental or historical or educational center to a waterfront recreation hub, this building has functioning infrastructure, and great access to town the heart of St. Michaels at Chew Avenue. The hoophouses are less useful in a traditional public park setting, but if Environmental Concern is willing to leave several in place, there could be a very exciting near-term opportunity to put them to use growing plants and trees to be used in the implementation of the master plan. With electrical infrastructure and irrigation already established in those areas, even without the structures themselves, a low-impact nursery or community gardens could be established to engage locals and give the new park's plants and trees a head start. If successful and popular, this program could even expand to become part of the permanent character of the place; a new vegetation hub, providing native plant material for adjacent sites, streetscaping, and beyond. Establishing the southern end of the site as a wilder town park could provide an additional opportunity to build community, foster a more organic park character, and educate the public about the communal work of restoration. With the infrastructure in place, and an elegant design that marries natural functions and recreational uses, we believe this park could be an inspiring, dynamic, and welcoming public space for St. Michaels.

Beyond the existing hard infrastructure, there is also a great opportunity to take advantage of areas restored by Environmental Concern that are already making a difference by ameliorating stormwater issues, providing habitat for plants and animals, and offering opportunities for educational and community programming. We would maintain and expand these restored sections into areas now occupied by parking, vehicular circulation, and buildings to model solutions for diverse habitat creation and stormwater management. In addition, the site's natural, native seedbank provides a wealth of opportunities to educate

APPROACH



others on the importance of local phenotypes and native planting. Given Environmental Concern’s knowledge about the site’s particular infrastructure and assets, maintaining a strong relationship with them will be critical to efficiently implementing physical improvements and utilizing the land to advance a mission of education and outreach.

The process of guiding a private site’s transformation into a community park is one of the most gratifying experiences we have the pleasure of participating in as landscape architects, and we are very excited about the prospect of opening this place up to the public. Through 40 years of experience, we have found that closing off the site until it is a ‘finished park’ often backfires, and we would advise against it. Landscapes are dynamic, and creating places, even restored or wild ones, requires a tremendous effort. Inviting the community into the process to see what it takes to create these places is an excellent way to share our enthusiasm and creativity with the public, and hear about their excitement in return. Speaking with local groups including bird-watchers, sailors, fisherman, cyclists, hikers, and scouts who might be particularly interested in the site is a great way to solicit feedback, while also keeping energy and excitement for the park high. Hosting some of St. Michaels’ many town-wide events on the site, even if it hasn’t been fully designed or built yet, can be a great way to create small, early ‘wins’ for the project and keep people informed about and committed to its progress and long-term success. This process can also be valuable as a tool for fundraising. As noted in the RFP, this project is a great opportunity to unlock State Program Open Space Funds, and by enlarging and energizing the early stages of design and engagement, we can help position the project to maximize those opportunities.

Through the master planning process, we would also prepare the site to participate in the state's "Natural Filters" program, where we believe it could be a high-profile project for this type of land-use. Being a waterfront site, we see an array of opportunities to tap into programs focused within the Department of Natural Resources and Resiliency, particularly if the site is paired with Waterfront Park and the Nature Preserve to the south. The Nature Trail, being owned by the state Department of Transportation and tied historically to the old railroad, opens up further helpful overlaps and opportunities. The site's location, which is adjoins town, county, and state lands provides additional openings for work with broader agencies and groups.

Across a range of project types, we have worked with clients to attract donors, both public and private, by creatively designing landscapes with an eye toward naming opportunities and donor-funded elements. Our master plan would put forward a unified design that celebrates the landscape as a whole, but contains eye-catching and unique elements that could be viewed as distinct features for the purposes of donor recognition. By starting early and actively engaging as many individuals and groups as possible, we would be able to layer different features of the park in way that creates a flowing, relaxing design with moments of excitement to showcase what modern public open spaces can do.

RELEVANT PROJECT EXPERIENCE

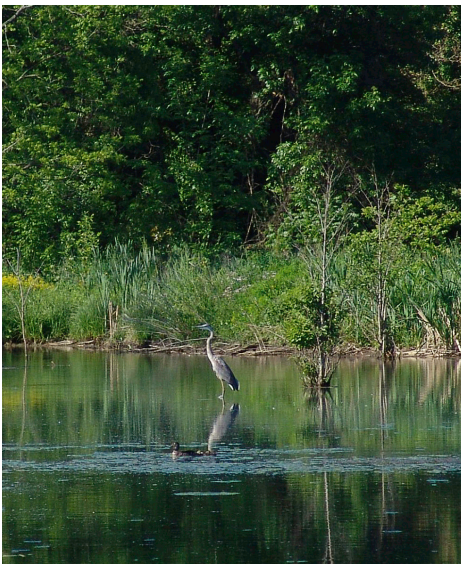




Woodend Nature Sanctuary, Chevy Chase, MD | 50 Year Master Plan
Lewes Canalfront Park, Lewes, DE | Site Design through Construction
Bartram's Mile, Philadelphia, PA | Site Design through Construction
Venice Island Performing Arts and Recreation Center, Philadelphia, PA | Site
Quarrylawn Riverfront Park, Paterson, NJ | Site
Alice Ferguson Foundation, Morris & Gwendolyn Cafritz Foundation Environmental Center | Accokeek MD | Site Design
Coalfield Highwall Retreat, Mingo County, WV | Master Plan
Avalon Nature Preserve, Stony Brook, NY | Master Plan and Phased Implementation Projects



Morris Arboretum, Philadelphia, PA | Master Plan and Phased Implementation Projects
St. Elizabeths West Campus, Washington DC | Landscape Master Plan
Shield Ranch & Nature Preserve, Austin, TX | Master Plan
Atlanta Botanical Garden & Smithgall Arboretum, Atlanta, GA | Master Plan and Trail Design
Phipps Center for Sustainable Landscapes, Pittsburgh, PA | Site Design through Construction
Crosby Arboretum, Micayune, MS | Master Plan
Ludlam Trail, Miami, FL | Master Plan
Duke Farms, Hillsborough, NJ | Master Plan
Dallas Arboretum & Botanical Garden, Dallas, TX | Master Plan
New England Wildflower Society's Garden in the Woods, Framingham, MA | Master Plan
Purdue Horticulture Park, West Lafayette, IN | Master Plan through Phase 1 Site Design



Morris Arboretum, Philadelphia, PA

RELEVANT PROJECT EXPERIENCE



WOODEND NATURE SANCTUARY

Audubon Naturalist Society
Chevy Chase, Maryland

Project Description

The Audubon Naturalist Society has conserved its 40-acre Woodend Nature Sanctuary for nearly 50 years. Andropogon recently completed a master plan that reimagines the historic property as a model of restoration and sustainability. The Master Plan looks ahead another 50 years with emphasis on ecological restoration, stormwater management, building infrastructure, pedestrian and vehicular circulation, cultural landscape restoration, and landscape amenity improvements.

Throughout the process the Woodend Master Plan followed the following principles: Support environmental education, Model stewardship, Promote biodiversity, Attract diverse audiences, Improve watershed health, Offer revenue potential, Remain free and open to the public, Preserve culture and history, and Enhance visitor experience for all.



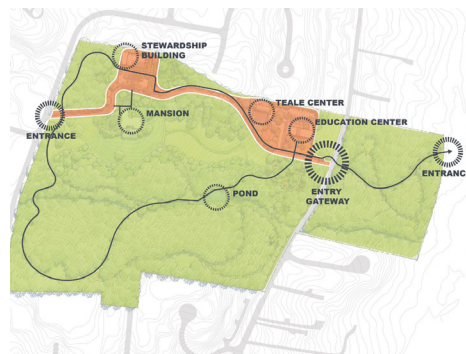
IDENTIFY USER CONFLICTS



ORGANIZE SITE AROUND DRIVEWAY SPINE



CREATE PROGRAM HUBS



DEFINE MOVEMENT PATTERNS

	preserves culture + history	attracts diverse audiences	supports environmental ed.	stays free + open to the public	improves watershed health	enhances visitor experience for all	offers revenue potential	promotes biodiversity	models stewardship
agree	86%	100%	93%	86%	86%	86%	100%	86%	93%
no opinion	14%	0%	0%	14%	14%	7%	0%	14%	7%

BOARD SURVEY RESULTS

	preserves culture + history	attracts diverse audiences	supports environmental ed.	stays free + open to the public	improves watershed health	enhances visitor experience for all	offers revenue potential	promotes biodiversity	models stewardship
strongly agree	73%	28%	73%	77%	65%	44%	34%	65%	68%
agree	21%	40%	24%	18%	29%	38%	39%	30%	23%
total	94%	68%	97%	95%	94%	82%	73%	95%	91%

NEIGHBORS SURVEY RESULTS

	preserves culture + history	attracts diverse audiences	supports environmental ed.	stays free + open to the public	improves watershed health	enhances visitor experience for all	offers revenue potential	promotes biodiversity	models stewardship
member									
neighbor	3	3	3	3	3	3	3	3	3
staff	2	2	2	*	2	2	2	2	*
board	2	2	2						2

* = group not asked about this criterion

SURVEY RESULTS COMPOSITE

RELEVANT PROJECT EXPERIENCE



LEWES CANALFRONT PARK

City of Lewis, Delaware

Project Description

As with many shore communities on the Delaware Bay, development pressures in Lewes contributed to the loss of open space as well as public access to the waterfront for local residents. Andropogon worked with the City of Lewes and the community to plan a new city park and vital open space that captured the character and history of the town and provided an opportunity to reconnect the historic town core to the waterfront.

A commitment to sustainably planning the canalfront area meant considering and understanding a wide range of concerns such as the impacts of flood regimes and water quality, managing the impacts of traffic and parking while ensuring pedestrian safety, preserving and enhancing historic urban streetscape character, and protecting and preserving native plant communities.

The participatory planning process included interviews, workshops, and user surveys in order to achieve a common understanding of the goals and objectives of both the community and the city. More than 100 people attended Andropogon's Community Design Workshop to provide their input concerning planning and design concepts, and priorities for the park.



RELEVANT PROJECT EXPERIENCE



BARTRAM'S MILE

Historic Bartram's Garden Philadelphia, Pennsylvania

Project Description

Bartram's Mile is a one-mile stretch of formerly vacant river frontage along the western banks of the tidal Schuylkill River between Grays Ferry Avenue and 56th Street. This section was intended to be a community-focused public trail that would eventually become part of a larger 130-mile long Schuylkill River Trail network. The trail takes users from Pottsville, PA, down to the confluence of the Schuylkill and Delaware Rivers while linking to several other trail networks, including connections to the Appalachian Trail. The trail also connects to the planned redevelopment of industrial portions of the Lower Schuylkill, currently in the construction phase. Design features are focused on reconnecting people to the outdoors and the Schuylkill River while celebrating and enhancing the history and horticulture of Bartram's Garden and connecting up to the Schuylkill Banks Trail.

The development of Bartram's Mile serves as a great example for how to convert publicly-owned, vacant land to publicly-visioned, publicly-supported green space. The project provides riverfront access and recreational opportunities to an under-served neighborhood and informs future waterfront development opportunities.



RELEVANT PROJECT EXPERIENCE



VENICE ISLAND PERFORMING ARTS AND RECREATION CENTER

Philadelphia, Pennsylvania

Project Description

Lower Venice Island is a five-acre island located between the Schuylkill River and the Manayunk Canal in Philadelphia. Like many cities across the country, Manayunk is faced with the challenge of planning for change in a post-industrial city and determining new uses for abandoned and underutilized waterfront property. However, Manayunk's waterfront is evolving into a highly desirable area where parks, greenways, upscale retail, and residential development are envisioned.

Andropogon Associates developed a master plan and site design for Lower Venice Island that incorporates public access to the river along with boating, fishing, and enhanced facilities for a Venice Island Recreation Center. The new facility, recently completed, will include performance, flexible classroom, and meeting spaces. Outdoor recreational activities including hockey, basketball, and a children's water spray park are accommodated within the site program.



RELEVANT PROJECT EXPERIENCE



QUARRY LAWN RIVERFRONT PARK

Paterson, New Jersey

Project Description

E&LP is the prime design consultant for the Quarry Lawn and Walk Project (QLRWP) team including Andropogon, Quinn Evans, and Hunter Research. QLRWP will enhance the Paterson Great Falls National Historical Park along the Passaic River. On the grounds of a Quarry and the Allied Textile Printing (ATP) site, this space is adjacent to Overlook Park, which provides scenic views of the Paterson Great Falls. QLRWP will be home to a new visitor center for the National Historical Park and its historically significant industrial buildings.

In addition to the ruins that have been overtaken by vegetation, the sixty-foot tall quarry face itself remains as a striking remnant and artifact of the industrial heritage of the site. E&LP is working with the City of Paterson and the National Park Service to develop the Quarry Lawn into a public park that will honor, restore, and preserve aspects of the historic remnants on the property while making the site safe and accessible.



TEAM ORGANIZATIONAL CHART



Andropogon

Andropogon
Master Planning,
Landscape Design



Biohabitats

Biohabitats
Environmental Permitting
Assessment, Restoration
Strategies



Re:Vision

Re:Vision
Architectural Space
Planning + Community
Engagement



**Toscano Clements
Taylor (TCT)**
Cost Estimating

TEAM ROLES

• **Darren L. Damone**
Principal-in-Charge

As Principal-in-Charge, Darren will oversee the master plan's execution and serve as St. Michaels' and the subconsultant team's main point of contact to facilitate collaboration and plan ahead for any adjustments to the budget and schedule that may occur.

• **Todd Montgomery**
Lead Designer

As Lead Designer, Todd will oversee the master plan design process and serve as St. Michaels' and the subconsultant team's main point of contact to define the design strategy.

• **Chao Yang**
Project Manager

As Project Manager, Chao will serve as the day-to-day lead for coordination and project management. Working with Darren and the subconsultant team, Chao will direct each phase of the master plan.

• **Abigail Long**
Landscape Designer

As Landscape Designer, Abigail will serve as the day-to-day lead for the master plan design process. Working with Todd and the subconsultant team, Abigail will refine and finalize the design of the master plan.

• **Michael Trumbauer**
Senior Restoration
Ecologist

As Senior Restoration Ecologist, Michael will study the ecological conditions of the site and help prepare restoration strategies that address current needs, future uses, and the regulatory landscape.

• **Brett Long**
Senior Water Resources
Engineer

As Senior Water Resources Engineer, Brett will study the hydrological systems, stormwater dynamics, and resiliency challenges of the site and help prepare water strategies that address current needs, future uses, and the regulatory landscape.

• **Drew Lavine**
Architectural Space
Planning Lead

As an Architectural Space Planning Lead, Drew will work with Scott to determine the feasibility of existing building renovation and reuse.

• **Scott Kelly**
Community Engagement
Lead

As a Community Engagement Lead, Scott will work with Drew to solicit ideas from and communicate solutions to key community stakeholders.

• **Himanshu Parmar**
Senior Cost Estimator

As Senior Cost Estimator, Himanshu will oversee cost estimating throughout the master planning process.

• **Krutika Sawant**
Cost Estimator

As Cost Estimator, Krutika will serve as the day-to-day lead for cost estimating throughout the master planning process.



For over 40 years, Biohabitats has been working at the forefront of applied ecology, practicing a blend of sound science and place-based design. The firm's work ranges from the broadest level of regional prioritization, through master planning for ecological functions such as habitat value and flood storage, and into the design and construction of hundreds of ecological restoration and retrofit projects. To our work, they bring rigorous field investigation, spatial analysis, cutting-edge restoration strategies, and a depth of experience in building multi-functional public spaces that enhance ecosystem services.

Biohabitats' interdisciplinary team of 78 landscape architects, water resource engineers, ecologists, foresters, soil scientists, spatial analysts, and geomorphologists works together to provide integrated, practical solutions that improve water management, biodiversity and conservation values. Biohabitats prides itself on delivering innovative planning and resource management projects that focus on natural processes, ecological functions, ecosystem services and resiliency. They have provided these services for park systems and individual parks across the country. The heart of that practice is centered on restoring habitat, creating adaptive designs for a changing climate, and integrating whole systems to stimulate ecological recovery in altered landscapes.

Featured Projects:

- » James Farm Preserve Master Plan, Ocean View, DE
- » City Of Salisbury Stormwater Management Support Services, Salisbury, MD
- » DE Inland Bays Habitat Management Plan, Rehoboth Beach, DE
- » City of Cambridge Comprehensive Plan, Cambridge, MD
- » Cannery Park Design-Build Stream Restoration, Cambridge, MD
- » Confluence Discovery Park - Allegheny Arboretum at Indiana University of Pennsylvania, Indiana, PA*
- » North Carolina Museum of Art Master Plan, Raleigh, NC*
- » Prospect Lake Park Ecological Master Planning, Egremont, MA*
- » Rockburn Branch Park Bioretention and Stream Restoration, Elkridge, MD
- » Oyster Harbor Natural Drainage Assessment and Planning Project, Annapolis MD
- » National Aquarium Waterfront Campus Plan, Baltimore, MD
- » Holly Hill Harbor Community Park Water Quality Retrofit, Mayo, MD
- » Arundel-On-The-Bay LID and Living Shoreline, Annapolis, MD
- » Bee Tree Preserve Master Plan Visioning, Parkton, MD
- » Brandywine Conservancy & Museum of Art Master Plan, Chadds Ford, PA
- » Irvine Nature Center Stream & Wetland Restoration Design-Build, Owings Mills, MD
- » Teaneck Creek Park Wetland Restoration, Teaneck, NJ

SUB-CONSULTANTS PROFILE | Re:Vision



Re:Vision is an architecture and sustainability consulting practice of 17 interdisciplinary professionals who are dedicated to the design of high-performance buildings and sustainable communities. In our work, we seek to re-vision and restore the balance between natural, built, and social environments. Since 2002, Re:Vision's portfolio has grown to include a range of unique non-profit, commercial, institutional, and residential projects that include: Net-Zero Energy verified, Passive House certified, LEED Platinum, Living Building certified, and common sense green. In both our architecture and consulting work, we thrive on close collaboration and finding creative solutions to everyday problems. Re:Vision is a licensed architectural practice and certified B-Corporation (for-profit corporation) that demonstrates comprehensive and transparent social and environmental performance standards. We have also achieved a Just label, which is a transparency reporting tool for social equity and justice in the workplace.



Services:

- » Full Service Architecture
- » RFP Development for Green Projects
- » Sustainable Design Charrettes
- » Community Engagement
- » OPR Development/Building Programming
- » Site Selection
- » Conceptual Energy Modeling
- » Daylight Analysis
- » WUFI and Passive House Modeling
- » Thermal Bridge Analysis
- » Materials Vetting
- » Life Cycle Impact Reduction
- » Sustainability Education & Training
- » Passive House Verification
- » Thermography (Infrared Thermal Imaging)
- » Blower Door Testing
- » Indoor Air Quality Testing
- » Building Enclosure Commissioning
- » Green Operations and Maintenance Implementation
- » Embodied Carbon Benchmarking

Staff Certifications:

- » 15 LEED Accredited Professionals
- » 10 Registered Architects / AIA
- » 10 Passive House Certified Professionals
- » 4 Living Future Accredited (LFA)
- » 2 Passive House Verifiers
- » 2 Living Building Challenge Auditors
- » 2 Building Enclosure Commissioners (BECxP)
- » 2 Living Building Challenge Auditors
- » 2 HERS Raters
- » 2 Living Future Heroes
- » 2 Certified Thermographers
- » 1 LEED Fellow
- » 1 WELL Accredited Professional
- » 1 TRUE Zero-Waste Advisor
- » 1 Certified charette Planner
- » 1 Just Technical Advisor

SUB-CONSULTANTS PROFILE | Toscano Clements Taylor



Toscano Clements Taylor, LLC (TCT) is an independent cost estimating and cost management firm with numerous minority and small business certifications. Founded in 2007, our firm is led by four principals: Kimberlee Toscano, Adel Hanna, Jeannine Nelson, and David Johnston. With a staff of 30, including quantity surveyors and specialists in the mechanical and electrical trades, we are able to support a large volume and variety of project types. TCT is a highly qualified team within the field of cost estimation, with Certified Cost Professionals, Certified Cost Engineers, members of the Association for the Advancement of Cost Engineering International, Fellows of the Royal Institution of Chartered Surveyors, and U.S. Green Building Council Members on staff.



Featured Projects:

- » Avalon Nature Preserve, Birdsfoot Regenerative Farm | Stony Brook, NY*
- » Ocean County New Park in Manchester Township | Manchester, NJ*
- » Catholic University Campus Master Plan, Washington, DC
- » CSCU Master Plan Updates 3 Community Colleges, Various Locations, CT
- » NAVFAC Electrical Utility Master Plan Air Station Signonelle
- » Prince George's Community College Facilities Master Plan, Kettering, MD
- » Rutgers University New Brunswick Campus Student Affairs Master Plan, New Brunswick, NJ
- » Rutgers University Physical Master Plan and Space Utilization Study, New Brunswick, Newark and Camden, NJ
- » SUCF SUNY Empire State College Facilities Master Plan, Saratoga, NY
- » SUNY Binghamton Facilities Master Plan, Binghamton, NY
- » SUNY Maritime Facilities Master Plan, Bronx, NY
- » SUNY New Paltz Facilities Master Plan, New Paltz, NY
- » University of Maryland College Park Utilities Master Plan, College Park, MD



Services:

- Cost Estimating
- Cost Management + Project Controls
- CPM Scheduling
- Value Management
- Life-Cycle Cost Analysis

Certifications:

- Woman Owned Small Business (WOSB)
- CBE
- DBE
- SDB
- SWaM

**work in collaboration with Andropogon*



Darren L. Damone PLA, ASLA

PRINCIPAL, DIRECTOR OF PRACTICE DEVELOPMENT

Darren is a Principal and the Director of Practice Development at Andropogon who joined the firm in 2007. With a background in environmental science and forestry, he brings a strong design sensibility and a commitment to environmental concerns to all of his work. Through his designs, Darren employs an open approach that centers on studying the regional context and allow the site to tell its own story. Darren excels at collaborating with project teams to explore creative options that maximize the potential for environmental responsibility and user needs, while working within fiscal limitations.

Education

State University of New York,
College of Environmental
Science and Forestry, BLA
Landscape Architecture | 2002

Registrations

Registered Landscape Architect:
PA #002845

Affiliations

American Society of Landscape
Architects | Member

Key Projects

National Park Service, Paterson Quarry Lawn and Riverwalk Park | Paterson, NJ
| Site Design

Air Products Inc. Headquarters | Allentown, PA | Site & Green Roof Design
through Construction

Alice Ferguson Foundation, Morris & Gwendolyn Cafritz Foundation
Environmental Center | Accokeek MD | Site Design

National Park Service, Alexander Hamilton Visitor Experience Center | Paterson,
NJ | Site Design

Ocean County Parks and Recreation, Manchester Municipal Park | Toms River,
NJ | Site Design

Avalon Nature Preserve | Stony Brook, NY | Master Plan & Implementation

Avalon Nature Preserve, Shore Farm | Stony Brook, NY | Site Design through
Construction

Avalon Nature Preserve, Birdsfoot Farm Regenerative Farm | Stony Brook, NY |
Site Design through Construction

Town of Brookhaven, Local Waterfront Revitalization Program | Brookhaven, NY
| Coastal Resiliency Planning

Village of Hastings-on Hudson, Local Waterfront Revitalization Program | Hast-
ings-on Hudson, NY | Coastal Regional Planning

Boy Scouts of America, Base Camp Delta | Glen Jean, WV | Site Design through
Construction

Boy Scouts of America, W.P. Point Event Barn and Lodge | Glen Jean, WV | Site
Design through Construction

Kanawha County Public Library | Charleston, WV | Site Design through
Construction

Philadelphia Zoo, Earth & Elm Restaurant | Philadelphia, PA | Site & Green Roof
Design

U.S. Botanic Garden, Bartholdi Park SITES Demonstration Garden | Washington,
DC | Site Design through Construction, SITES Documentation

Woodmere Art Museum, Frances M. Maguire Hall | Philadelphia, PA | Site Design



Todd Montgomery

SENIOR ASSOCIATE, CREATIVE DIRECTOR

Todd is a Senior Associate and the Creative Director at Andropogon who joined the firm in 2009. With a background in Environmental Studies, Architecture, and Landscape Architecture, he brings a deep knowledge of design, land-use policy, and planning to all of his work. Through his designs, Todd utilizes innovative solutions to create spaces with fewer resources that promote collaboration and communication among scientists, educators, policy-makers, and designers. Todd is adept at digital modelling and has developed an expertise in advanced representational techniques, which allow him to clearly and compellingly visualize complex systems and their relationships. Todd currently serves as a Lecturer in the Department of Landscape Architecture Regional Planning department at the University of Pennsylvania, Stuart Weitzman School of Design.

Education

University of Pennsylvania,
MLA Landscape Architecture
and Regional Planning | 2009

University of Pennsylvania,
M.Arch Architecture | 2009

Yale University,
BA Environmental Studies |
2004

Teaching

University of Pennsylvania,
Stuart Weitzman School of
Design | Lecturer | 2010 -
Present

Key Projects

National Park Service, Paterson Quarry Lawn and Riverwalk Park | Paterson, NJ
| Site Design

Historic Bartram's Garden, Bartram's Mile Public Trail and Pavilion |
Philadelphia, PA | Master Plan, Site Design through Construction

Air Products Inc. Headquarters | Allentown, PA | Site & Green Roof Design
through Construction

Avalon Nature Preserve | Stony Brook, NY | Master Plan & Implementation

Avalon Nature Preserve, Shore Farm | Stony Brook, NY | Site Design through
Construction

Avalon Nature Preserve, Birdsfoot Farm Regenerative Farm | Stony Brook, NY |
Site Design through Construction

Manayunk Development Corporation, Manayunk Canal and Boardwalk |
Philadelphia, PA | Master Plan

Miami Downtown Development Authority, Ludlam Trail | Miami, FL | Master Plan,
Trail Development

Ocean County Parks and Recreation, Manchester Municipal Park | Toms River,
NJ | Site Design

Long Beach Island Foundation of the Arts and Sciences | Long Beach Township,
NJ | Climate Resiliency Exhibition Graphics

University City District / SEPTA, 40th Street Trolley Portal Gardens |
Philadelphia, PA | Site Design through Construction

Woodmere Art Museum, Frances M. Maguire Hall | Philadelphia, PA | Site Design

U.S. Botanic Garden, Bartholdi Park SITES Demonstration Garden | Washington,
DC | Site Design through Construction, Site Design through Construction, SITES
Documentation

Durham County, Main Library | Durham, NC | Site Design through Construction

New England Wildflower Society, Garden in the Woods | Framingham, MA |
Master Plan

Wexford Science and Technology, One uCity Square | Philadelphia, PA | Site &
Green Roof Design through Construction



Chao Yang PLA, ASLA

LANDSCAPE ARCHITECT

Chao is a Landscape Architect at Andropogon who joined the firm in 2016. With a background in horticulture, he brings an ecological approach to all of his work. Through his designs, Chao explores the relationship between vibrant plant ecosystems and thriving urban centers to orchestrate environments that allow communities of people as well as native plants and animals to symbiotically build ecosystems together. Chao is adept at embracing complex, interrelated systems to find new solutions and has developed expertise at managing multi-faceted urban projects. Chao has been recognized with 2015 Indiana ASLA Annual Merit Award for his project City Canvas.

Key Projects

Kanawha County, Public Library | Charleston, WV | Site Design through Construction

Durham County, Main Library | Durham, NC | Site Design through Construction

Miami Downtown Development Authority, Ludlam Trail | Miami, FL | Master Plan, Trail Development

Air Products Inc. Headquarters | Allentown, PA | Site & Green Roof Design through Construction

School District of Philadelphia, Central High School, Performing Arts Center | Philadelphia, PA | Site Design

The Westminster Schools, Campus Master Plan | Atlanta, GA | Master Plan, Site & Green Roof Design through Construction

Thaden School, New Campus | Bentonville, AR | Site Design

Virginia Tech, War Memorial Hall and Gymnasium | Blacksburg, VA | Site Design

Georgia Institute of Technology, Kendeda Building for Innovative Sustainable Design | Atlanta, GA | Living Building Challenge Documentation, Site Design

Georgia Institute of Technology, Dalney Deck | Atlanta, GA | Site Design

Georgia Institute of Technology, Eco-Commons | Atlanta, GA | Master Plan

Wexford Science and Technology / Drexel University, Health Sciences Building | Philadelphia, PA | Site Design through Construction

University of Mississippi, Jim and Thomas Duff Center for Science and Technology Innovation | University, MS | Site Design through Construction

Community College of Allegheny County, Workforce Development Training Center | Pittsburgh, PA | Site Design

Virginia Commonwealth University, New School of Engineering | Richmond, VA | Site Design through Construction

WellSpan Health, York Hospital New Surgical & Critical Care Tower | York, PA | Site & Green Roof Design

Incyte Corporate Headquarters | Wilmington, DE | Site & Green Roof Design through Construction

Ventas Inc., Two and Three uCity Square | Philadelphia, PA | Conceptual Design

Wexford Science and Technology, One uCity Square | Philadelphia, PA | Site & Green Roof Design through Construction

Wexford Science and Technology, 3838 Market Street Development | Philadelphia, PA | Site & Green Roof Design

Education

Ball State University,
MLA Landscape Architecture |
2016

South China Agricultural
University, BA Horticulture |
2012

Registrations

Registered Landscape Architect:
PA #003351

Affiliations

American Society of Landscape
Architects (ASLA) | Member



Abigail Long ASSOC. ASLA

LANDSCAPE DESIGNER

Abigail is a Landscape Designer at Andropogon who joined the firm in 2023. With a background in the design of institutional and educational spaces, She focuses on activating public areas and driving public engagement with educational resources. Through her designs, Abigail explores the intersection of accessible spaces and environmental design to effect positive societal change. Abigail is adept at addressing major social issues through her designs and has developed expertise in applying new and developing concepts to her designs. Abigail currently serves on the Executive Committee of the Pennsylvania / Delaware American Society of Landscape Architects.

Education

Temple University, BS
Landscape Architecture | 2021

Affiliations

American Society of Landscape
Architects | Member

PA/DE American Society
of Landscape Architects |
Executive Committee Member

Key Projects

Drexel University, Myers Hall | Philadelphia, PA | Site Design through Construction

University of Pennsylvania, New Physical Sciences Building and David Rittenhouse Lab Renovations | Philadelphia, PA | Schematic Design

Walton Family Foundation, Convergence at Crystal Bridges | Bentonville, AR | Site Design*

Temple University, Ambler Arboretum | Ambler, PA | Site Design through Construction*

National Park Service, Everglades National Park South Florida Natural Resources Center Research Facility | Homestead, FL | Concept Design

Woodmere Art Museum, Frances M. Maguire Hall | Philadelphia, PA | Site Design

Friends of the Delaware Canal, 2032 Plan for the Delaware Canal | Bucks and Northampton Counties, PA | Master Plan*

City of Philadelphia, Statue of Peace | Philadelphia, PA | Conceptual Design *

City of Pittsburgh, Chartiers Playground & Spray Park | Pittsburgh, PA | Site Design through Construction*

City of Hoboken, Clinton St. Rain Gardens | Hoboken, NJ | Site Improvements*

Arcadia Land Company, Mayfield Nature Development | Newtown Township, PA | Site Design through Construction*

Town of Brookhaven, Local Waterfront Revitalization Program | Brookhaven, NY | Coastal Resiliency Planning

**work experience with other firms*



Michael Trumbauer CERP

SENIOR RESTORATION ECOLOGIST

Mr. Trumbauer has over 20 years of experience in natural resources assessments, environmental permitting, ecological restoration design, and construction management. He is an accomplished restoration ecologist who has focused his career on gaining a deeper understanding of the interactions between terrestrial and aquatic systems and applied this knowledge to enhance the ecological function of natural systems in urban and rural settings. Mr. Trumbauer has credentials as a MDNR Qualified Professional and Certified Ecological Restoration Practitioner and has performed numerous wetland, forest, and RTE surveys. Mr. Trumbauer both leads and supports ecological/stream restoration, stream assessment, planning, and construction management projects for a broad range of clients throughout the Mid-Atlantic. He recently served on the Technical Advisory Committee for the update to the Howard County Forest Conservation Manual.

Education

M.S., Environmental Science in Water Resource Management, Towson University

B.S., Wildlife and Fisheries Management, Frostburg State University

Certifications & Trainings

The Society of Ecological Restoration, Certified Ecological Restoration Practitioner

State of Maryland, Qualified Forest Professional per COMAR, Maryland Department of Natural Resources

Maryland Erosion and Sediment Control Responsible Personnel

Geomorphology and Sediment Transport Applied to Channel Design, Utah State University

Ecological and Geomorphologic Principles of Stream Restoration, UMD

Rosgen Levels I-IV, Wildland Hydrology

Professional Associations

Maryland Stream Restoration Association

Key Projects

Delaware Inland Bays Habitat Management Plan, Rehoboth Beach, DE

Prospect Lake Park Ecological Master Planning, Egremont MA*

Rockburn Branch Park Bioretention and Stream Restoration, Elkridge, MD

Holly Hill Harbor Community Park Water Quality Retrofit, Mayo, MD

Tidal wetland mitigation at FDR Park, Philadelphia, PA

FDR Park Masterplan Mitigation Planning, Philadelphia, PA

Irvine Nature Center Stream & Wetland Restoration Design-Build, Owings Mills, MD

Jones Point Park Improvements, Alexandria, VA

Baltimore City Department of Recreation & Parks On-Call Environmental Design Services, Baltimore, MD

Urieville Lake Restoration and Enhancement Plan Development. Kennedyville, MD

MD 70 Tidal Marsh Remediation Design, Annapolis, MD

Clarksburg Master Plan Limited Amendment for the Ten Mile Creek Watershed, Montgomery County, MD

Alger Park Stream Restoration, Washington, DC

The Preserve at Broad Creek Wetland and Stream Restoration, Annapolis, MD

Howard County Green Infrastructure Planning Support, Howard County, MD

Meadowbrook Park Stream Restoration, Ellicott City, MD

**work in collaboration with Andropogon*



Brett Long PE

SENIOR WATER RESOURCES ENGINEER

Brett understands hydrology planning for parks by studying the ecological context. He has 18 years of experience working in the environmental and water resources engineering field with expertise in stormwater management, watershed assessment, hydrologic & hydraulic modeling, and GIS applications in water resources. Brett has prepared several permits that required stormwater management and erosion control design, and he has performed engineering calculations and designed stormwater BMPs to mitigate volume, runoff rate, water quality, and thermal impacts. He has prepared engineering plans, reports, specifications, and cost estimates for these projects that enhance landscape performance and aesthetics.

Education

M.S., Environmental Pollution Control, Pennsylvania State

B.A., Environmental Studies and Minors in Natural Science and History, Pennsylvania State

Registrations

Professional Engineer: MD, PA

Certifications & Trainings

University of Maryland, Maryland Fire and Rescue Institute, Confined Space Awareness and Entry (16 hours)

Pennsylvania Department of Transportation - H&H Permitting Procedures, Erosion & Sediment Control Design, Highway Drainage Design

Pennsylvania State University Stream Restoration Workshop I: Stream Morphology, Assessment, and Classification

Natural Resources Conservation Service - WinTR-20 Project Formulation Hydrology Training, HEC-RAS 2D - Water Surface Modeling Training

North Carolina State - River Course 101: Stream Morphology Assessment

North Carolina State - River Course 201: Natural Channel Design Principles

North Carolina State - River Course 303: Multi-Dimensional Modeling for Stream Restoration

Key Projects

University of Virginia Stormwater Utility Master Plan, Charlottesville, VA

University of Virginia Ivy Corridor Phase 1 Planning and Design, Charlottesville, VA

James Island County Parks Master Plan Update, James Island, SC

Druid Lake Park Vision Plan, Baltimore, MD

Redhorse Bend Preserve Restoration, OH

FDR Park Wetland Mitigation, Philadelphia, PA

Brandywine Conservancy and Museum of Art Master Plan. Chadds Ford, PA

Piszek Preserve Restoration, Upper Dublin & Springfield Townships, PA

Pennsylvania State University - Musser Gap to Valleylands Implementation Plan, PA*

Chattahoochee RiverLands, The Trust for Public Land, Atlanta metro region, GA

UMBC Campus Stormwater Institutional Management Plan - Baltimore county, MD

Wissahickon Creek Headwaters Stream Restoration, Lansdale, PA

Lardner's Point Park North-End Living Shoreline, Philadelphia, PA

Savage River Stream Stabilization CLOMR/LOMR, Garrett County, MD

Miquon School Stream Restoration, Conshohocken, PA

NEORSO Stormwater General Engineering Services II On-Call, Cuyahoga County, OH

Cherry Tree Farms 1/2 Pond Repair and Stream Restoration, Howard County, MD

**work in collaboration with Andropogon*



Drew Levine AIA, LFA, CPHD, LEED AP

PARTNER + DIRECTOR OF DESIGN

As a Partner at Re:Vision, Drew leads the firm's Architecture Studio in the design of deep-green projects, including net-zero energy, Living Building Challenge, and Passive House. His childhood in the Appalachian mountains, Bauhaus education at Virginia Tech, and early architectural career in San Francisco custom homes and Philadelphia institutional buildings have formed the foundation for Drew's practice of Architecture. Today, he draws inspiration from nature, the craft and science of building, the creation of places for people to thrive, and the power of grassroots community education and organizing to create positive change. A passionate leader in the Philadelphia green building community, Drew is focused on our common future through the lens of holistic design thinking and practice. For his demonstrated experience in green architecture and his commitment to sustainability advocacy, Drew was recognized with AIA Philadelphia's 2019 Young Architect Award and as a 2020 Living Future Hero by the International Living Future Institute.

Education

Virginia Polytechnic Institute & State University | Bachelors of Architecture

Certifications

NCARB Certified Architect | Pennsylvania

American Institute of Architects | Member

International Living Future Institute | Living Future Accredited

US Green Building Council | LEED AP BD+C

Passive House Institute | Certified Passive House Designer

Key Projects

Pendle Hill Master Plan | Wallingford, PA*

Mt. Cuba Native Plant Center | Hockessin, DE

New England Wildflower Society, Garden in the Woods | Framingham, MA*

Schylkill Center for Environmental Education | Philadelphia, PA

Pinelands Preservation Alliance – Southampton, NJ

Avalon Nature Preserve – Stony Brook, NY

Pennypack Ecological Restoration Trust – Huntingdon Valley, PA

Robbins Park Center for Environmental Education – Ambler, P

Community Involvement

Green Building United, Living Future Community | Facilitator

International Living Future Institute | LBC Ambassador, Organizational Equity TAG

350philly! local chapter of 350.org | Co-founder

Community Design Collaborative | Volunteer

**work in collaboration with Andropogon*



Scott Kelly AIA, LEED FELLOW, LFA, CPHC

FOUNDING PARTNER

Beginning his career with historic preservation and adaptive re-use projects, Scott became acutely interested in the design elements and construction methods that cause buildings to endure and be more sustainable. Since founding Re:Vision in 2002, Scott has led Re:Vision's interdisciplinary team in designing or consulting on hundreds of innovative green projects, many of which are "firsts" of their kind. Scott is a champion of green building standards and verification as a way to validate and ensure the client gets what they are asking for. This includes LEED, Living Building, Net-Zero Energy, and Passive House. Scott's engaging and collaborative approach has inspired numerous others to incorporate green thinking into their buildings and lifestyles. For his advocacy and design work, Scott was awarded the Philadelphia AIA's Young Architect Award, and Re:Vision has been recognized as leaders in sustainable design by numerous organizations, such as PA Environmental Council, B Corporation, PA Resources Council, the Society of American Registered Architects, and the AIA.

Key Projects

Stroud Water Resource Center, Avondale, PA*
Musconetcong River Resource Center, Asbury, NJ
Cafritz Environmental Center, Accokeek, MD
Girl Scouts Science and Technology Lodge, Hockessin, DE
Moore's Station Quarry Master Plan – Hopewell Township, NJ
Hellam Hills Nature Preserve Master Plan – York, PA
Navy Yard Master Plan – Philadelphia, PA
Urban Forestry Center Master Plan – Lancaster, PA

Community Involvement

Green Building United | Founding Board Member; Passive House Community, Founding Member; Living Future Community Founding Facilitator
Philadelphia University | Teaching Fellow M. Sustainable Design
International Living Building Institute | Living Building Challenge Ambassador
AIA Philadelphia Committee on the Environment | Chair
Chestnut Hill Conservancy | Sustainability Task Force

Education

Temple University | Bachelors of Architecture

Certifications

NCARB Certified Architect | PA, NY, NJ, MD, DE

US Green Building Council | LEED Fellow

LEED Accredited Professional | BD+C, ID+C, ND, O+M

Passive House Institute US | Certified Passive House Consultant

University of Wisconsin | Building Enclosure Commissioning Process Provider

International Living Future Institute | Living Future Accredited

National charette Institute | Certified charette Manager

Green Advantage, Frederick, MD | Certified Trainer

**work in collaboration with Andropogon*



Himanshu Parmar CEP

PROJECT MANAGER | SENIOR COST ESTIMATOR

With seventeen years of cost estimating experience, Himanshu Parmar has experience working with a variety of public and private institutions for clients across New York, New Jersey, and Pennsylvania. A skilled multi-tasker, Himanshu also leads a team of qualified cost estimators to provide a range of services, ensuring a great quality project and client satisfaction for every project he takes on. His extensive experience in developing conceptual and feasibility cost model estimates while utilizing historic benchmark information coupled with his experience in the A/E/C industry have allowed him to prepare complete early-stage estimates, create QA/QC models, and communicate with clients, owner representatives, contractors, and suppliers to provide cost data.

Key Projects

- Avalon Nature Preserve, Birdsfoot Regenerative Farm | Stony Brook, NY*
- Essex County Parks Administration Building Rehab | Newark, NJ
- NJDPMC New Visitor Center Washington Crossing State Par | Titusville, NJ
- NYSOPRHP Fahnestock State Park Canopus Lake Recreation Area | Carmel Hamlet, NJ
- Central Park Conservancy Transverse Road Sidewalk and W 86th to W 90th St Landscape Reconstruction | New York, NY
- Ocean County New Park in Manchester Township | Manchester, NJ*
- Camden County Collingswood Theatre HVAC Upgrades | Camden, NJ
- Brooklyn Public Library - Greenpoint Environmental Education Center | Brooklyn, NY
- Central Connecticut State University Burritt Library Renovation & Addition (Library Annex) | New Britain, CT
- Clarendon Library - HVAC Replacement and New BMS System | Brooklyn, NY
- Baldwin Library Roof Mounted Back-Up Generator | Baldwin, NY
- Glen Ridge Public Library Feasibility Study for Addition to Library | Glen Ridge, NJ
- Hockanum Museum (Library #2) Conceptual Estimate | East Hartford, CT
- Queens Village Library HVAC Replacement | Queens, NY
- NYC DEP Reconstruction of New Croton Dam | Croton, NY
- Saratoga Branch Library - HVAC System Replacement and New BMS | Saratoga, NY
- City of Hoboken Northwest Resiliency Park | Hoboken, NJ
- NYCDDC Rochdale Library | Queens, NY
- NYCDDC Edenwald Branch Library HVAC Replacement | Queens, NY

Education

Rutgers University,
Master of Science in Civil and
Environmental Engineering |
2005

L.E. College of Engineering,
Morbi, India, Bachelors of
Engineering in Civil Engineering
| 2001

Certifications

Certified Estimating Professional
(CEP), AACE International, 2018
Project Management Certificate,
2018

Construction Management
Certificate, 2018

**work in collaboration with Andropogon*



Krutika Sawant CMIT

COST ESTIMATOR

As a cost estimator for TCT, Krutika has become responsible for the procurement of quotes from vendors, reviewing contracts, and the production of estimates for projects in various stages of the design phase. She has become skilled in completing estimates for change orders when necessary, provided reconciliation and value engineering services, and assisted with projects through out each stage of the design process. Krutika has gained experience preparing and producing estimates for projects across a diverse group of markets in time-critical environments and has assisted the firm's project managers on numerous projects.

Key Projects

Avalon Nature Preserve, Birdsfoot Regenerative Farm | Stony Brook, NY*

Essex County Parks Administration Building Rehab | Essex, NJ

MNCPPC Green Branch Park Trail | Montgomery, MD

NJDPMC New Visitor Center Washington Crossing State Par | Titusville, NJ

NYSOPRHP Fahnestock State Park Canopus Lake Recreation Area | Carmel Hamlet, NJ

School District of Philadelphia (SDP) E. Washington Rhodes ES HVAC Renovation | Philadelphia, PA

SDP Rowen Boiler Replacement | Philadelphia, PA

NJDPMC Office of IT Enterprise Data Center | Mercer, NJ

NJDPMC New Visitor Center Washington Crossing State Park | Titusville, NJ

NJDPMC State Office Building Interior Renovation Upgrades | Trenton, NJ

GSA Whittaker Facade Replacement | Kansas City, MO

NYCSCA JHS143M Facade Remediation Scoping Phase | New York, NY

Brooklyn Navy Yard Remobilization Wayfinding & Gates | Brooklyn, NY

NYCSCA K209 Flood Elimination Roofs Parapets Windows Ext Masonry | Brooklyn, NY

NYCSCA Proest Database Unit Price | New York, NY

NYCSCA Q458 41-61 Kissena Blvd 3K | Brooklyn, NY

NYSTA Equipment and Inventory Maintenance Tarbell Complex | New York, NY

NYSOGS Bedford CF Buildings Program Report | Bedford, NY

NYSOGS Pilgrim Psychiatric Replace Handicap Ramp 19 & 20 | West Brentwood, NY

NYCDDC Queens Village Library Roof | Queens, NY

Princeton Plasma Physics Lab RF Lab Renovations Title I and Title II Services | Princeton, NJ

Rutgers Kessler Teaching Labs 2nd Fl S HVAC Systems and Autopsy Suite | New Brunswick, NJ

Stony Brook Medicine New Histology Pathology Work Station | Stony Brook, NY

Education

Stevens Institute of Technology,
MS in Construction Engineering
Management | 2020

Datta Meghe College of
Engineering at Mumbai
University, BS in Civil
Engineering | 2017

Certifications

Construction Manager in
Training (CMIT)

**work in collaboration with Andropogon*

SCHEDULE / TIMELINE

PHASE I

8 weeks

Discovery & Validation

- Contract Award
- Review Existing Documents, Studies, Standards
- Data Collection
- Kick-Off Meeting
- Site Visit**
- Preliminary Permitting Research
- Community Meeting #1** (In-Person)
- Online Survey/Community Feedback Prep & Analysis
- Goal Setting & Program Confirmation
- Site Inventory & Analysis
- Establish Guiding Principles
- Community Meeting #2** (Virtual)
- Present** Findings/Strategies
- Client Review & Feedback

Preliminary Master Plan

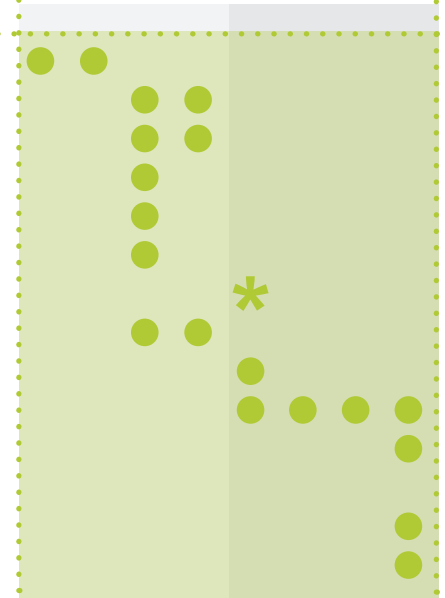
- Concept Development, Refinement, & Production
- Prepare Two Master Plan Alternatives
- Community Meeting #3** (In-Person)
- Review Alternatives, Define Direction
- Prepare Master Plan Draft
- Cost Estimation - Draft
- Community Meeting #4** (In-Person)
- Present** Draft to Town Commissioners, Planning Commission, & Parks & Recreation Advisory Board
- Client Feedback & Review

Final Master Plan

- Prepare Final Master Plan
- 50%** Progress Meeting
- Present** Final Master Plan to Town Commissioners
- Prepare Illustrative Imagery
- Cost Estimation - Finalized
- Present** Final Master Plan
- Client Review & Feedback

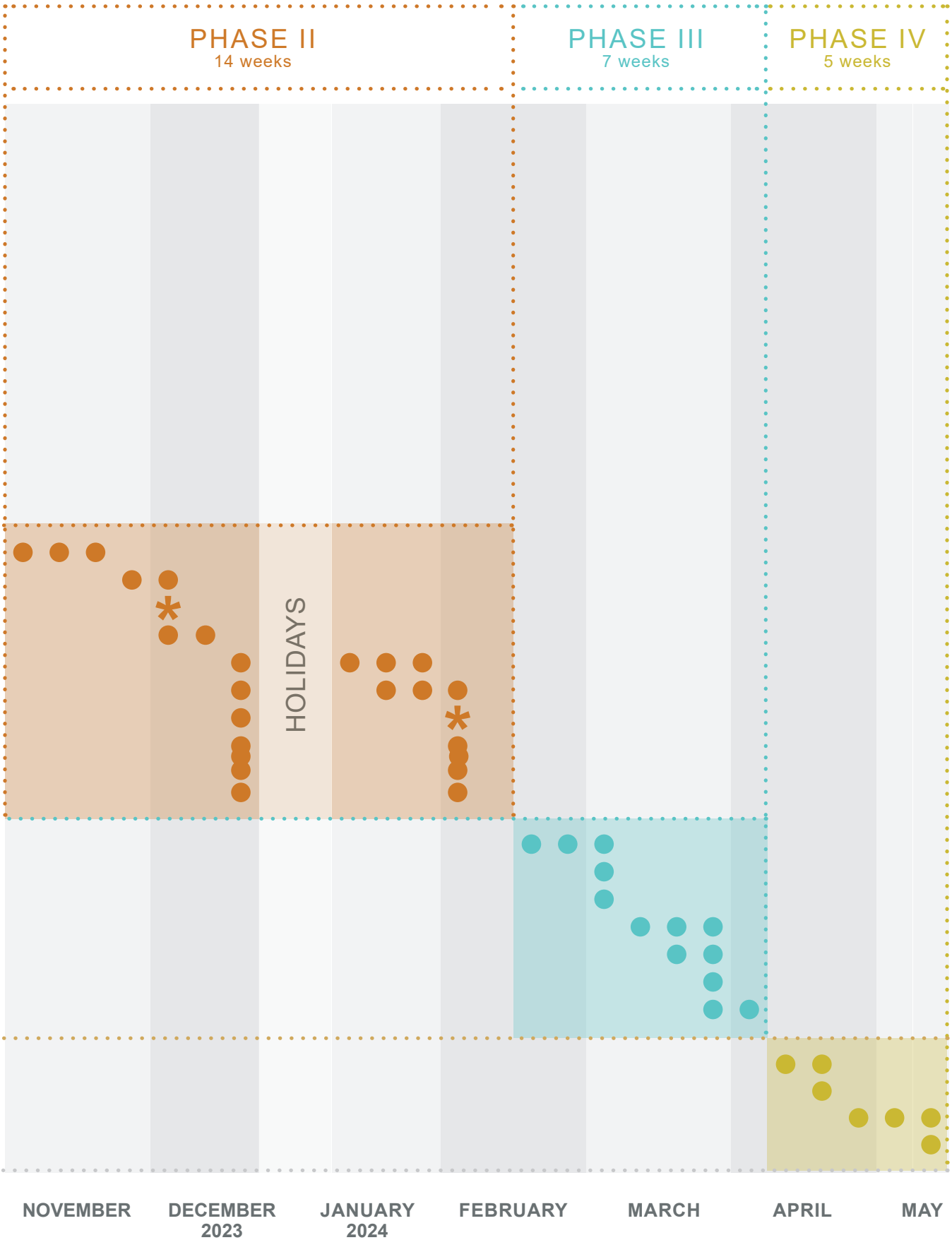
Master Plan Production

- Finalize Report Structure
- 80%** Page Turning Meeting
- Revisions
- Print & Deliver Final Master Plan Document



SEPTEMBER

OCTOBER



July 21, 2023

Steve Ball, AICP
Town Planner, Town of St. Michaels
300 Mill Street
St. Michaels, MD 21663

RE: Professional Services Proposal for Site Master Planning and Community Design charette for the Town of St. Michaels, MD

Andropogon Project # 230036.00

PHASE I – DISCOVERY & VALIDATION

[Duration: 8 weeks]

Specific tasks and deliverables consist of:

A. Document Review & Program Confirmation

1. Review existing planning reports and studies
2. Review regulations and permit procedures
3. Review environmental studies and reports
4. Review geo-technical engineering report, if available
5. Review site survey
6. Review existing building plans, if available
7. Review on-site and/or off-site utility studies, if available
8. Confirm site-development and building program (with Client)
9. Establish master-plan goals (with Client)

B. Inventory & Analysis

1. Prepare Geographic Information System (GIS) analysis of:
 - a. Existing physiography and/or elevation
 - b. Existing geology and/or soils
 - c. Existing slopes
 - d. Existing hydrology
 - e. Existing vegetation, plant communities, and/or habitats
 - f. Existing circulation, parking, public transit, and/or green space
 - g. Existing zoning & land use
 - h. Existing deed-restricted areas
 - i. Existing utility right-of-ways
2. Prepare base plan
3. Prepare preemptive-zones diagram (e.g. no-build areas)
4. Prepare site opportunities and constraints diagrams
5. Conduction preliminary research on anticipated permitting
6. Facilitate one (1) online, stakeholder survey and provide findings summary
7. Prepare summary of stakeholder meeting

C. Meetings & Coordination

1. Coordinate with Project Team
2. Attend the following meetings:
 - a. One (1) in-person kickoff meeting and site visit attended by no more than six (6) design team representatives
 - b. One (1) in-person community stakeholder charette attended by no more than three (3) design team representatives
 - c. One (1) web-based community stakeholder meeting attended by no more than six (6) design team representatives
 - d. One (1) web-based Client presentation to summarize Phase attended by no more than six (6) design team representatives

Professional Services Fee, Phase 1:

	\$29,800.00
Andropogon	\$20,200.00
BioHabitats	\$4,400.00
Re:Vision	\$5,200.00

PHASE II – PRELIMINARY MASTER PLAN

[Duration: (14-2 holidays) 12 weeks]

Specific tasks and deliverables consist of:

A. Conceptual Master Plan Alternatives

1. Refine site program (with Client)
2. Establish guiding principles (with Client)
3. Prepare precedent images
4. Prepare examples of graphic styles of master-plans
5. Prepare two (2) illustrative master-plan alternatives
6. Prepare two (2) illustrative site section-elevations for each master-plan alternative
7. Establish preferred direction for Draft Master Plan
8. Prepare summary of stakeholder meeting

B. Draft Master Plan

1. Prepare one (1) draft master-plan-sketch from conceptual master plan alternatives
2. Prepare site context diagram
3. Prepare plant community and/or habitat diagram
4. Prepare stormwater management and/or site hydrology diagram(s)
5. Prepare site access, parking, and/or circulation diagram(s)
6. Prepare environmental framework diagram
7. Prepare site infrastructure diagram
8. Prepare site-materials palette
9. Prepare summary narrative for existing buildings reuse strategies
10. Establish desired illustrative imagery (views, format, etc) for Final Master Plan
11. Identify anticipated permits and approvals needed for project implementation
12. Perform one (1) revision to illustrative master-plan drawing
13. Prepare one (1) cost estimate for Draft Master Plan concept

C. Meetings & Coordination

1. Coordinate with Project Team
2. Attend the following meetings:
 - a. Two (2) in-person community stakeholder charrettes attended by no more than three (3) design team representatives
 - b. One (1) web-based progress meetings attended by no more than six (6) design team representatives
 - c. One (1) in-person joint meeting between the Planning Commission and Parks and Recreation Advisory Boards attended by no more than three (3) design team representatives
 - d. One (1) in-person meeting with Town Commissioners attended by no more than three (3) design team representatives
 - e. One (1) web-based Client presentation to summarize Phase attended by no more than six (6) design team representatives

Professional Services Fee, Phase 2:

\$50,000.00

Andropogon	\$31,000.00
BioHabitats	\$7,300.00
Re:Vision	\$4,100.00
Toscano Clements Taylor	\$7,600.00

PHASE III – FINAL MASTER PLAN

[Duration: 7 weeks]

A. Illustrative Materials & Cost Estimate

1. Prepare one (1) draft, illustrative, master-plan drawing
2. Prepare one (1) final, illustrative, master-plan drawing
3. Prepare two (2) illustrative, landscape enlargement(s) for selected areas
4. Prepare two (2) perspective drawing(s)
5. Prepare phasing diagram
6. Prepare permitting matrix of anticipated approvals
7. Perform one (1) revision to illustrative master-plan drawing
8. Prepare one (1) cost estimate for Final Master Plan concept

B. Meetings & Coordination

1. Coordinate with Project Team
2. Attend the following meetings:
 - a. One (1) web-based progress meetings attended by no more than six (6) design team representatives
 - b. One (1) in-person meeting with Town Commissioners attended by no more than three (3) design team representatives
 - c. One (1) web-based Client presentation to summarize Phase attended by no more than six (6) design team representatives

Professional Services Fee, Phase 3:

\$28,300.00

Andropogon	\$17,100.00
BioHabitats	\$3,800.00
Re:Vision	\$3,500.00
Toscano Clements Taylor	\$3,900.00

PHASE IV – MASTER PLAN PRODUCTION

[Duration: 5 weeks]

A. Master Plan Report

1. Prepare report outline
2. Prepare mockup of report layout
3. Prepare narrative for report
4. Prepare draft report
5. Perform one (1) round of revisions to report
6. Prepare final report
7. Prepare report for physical printing

B. Meetings & Coordination

1. Coordinate with physical printer and order printed reports
2. Coordinate with Project Team
3. Attend the following meetings:
 - a. One (1) web-based page-turn meeting with Client at 80% completion of the Master Plan Report Document attended by no more than six (6) design team representatives
 - b. One (1) web-based Client presentation to summarize Phase attended by no more than six (6) design team representatives

Professional Services Fee, Phase 4:

	\$11,800.00
Andropogon	\$9,300.00
BioHabitats	\$1,600.00
Re:Vision	\$900.00

Total Professional Services Fee:

	\$119,900.00
Andropogon	\$77,600.00
BioHabitats	\$17,100.00
Re:Vision	\$13,700.00
Toscano Clements Taylor	\$11,500.00

plus reimbursable expenses

Reimbursable Expenses

Andropogon's reimbursable expenses incurred in connection with the performance of this project will be invoiced at cost and will be supported by documentation for the Client's convenience.

Based on the scope of services for this Project, we estimate a reimbursable expense budget of \$5,900.00.

Clarifications and Exclusions

The following services may be performed for an additional, professional-services fee upon written request by the Client:

- Baseline biological inventory (i.e. bioblitz) of the following classes of organisms:
 - a. Mammalia (Mammals)
 - b. Actinopterygii (Bony Fish)
 - c. Chondrichthyes (Cartilaginous Fish)
 - d. Aves (Birds)
 - e. Amphibia (Amphibians)
 - f. Reptilia (Reptiles)
 - g. Insecta (Insect)
- Existing building survey and floor plans
- Additional meetings and/or site visits
- Additional document revisions
- Tree surveying and/or evaluation
- Site lighting design
- Irrigation design
- FM Global Insurance requirement review and/or documentation (note: Andropogon Associate's name shall not appear on the insurance agreement)
- Sustainability rating system documentation (e.g. LEED, SITES, LBC, WELL)
- Preparation of additional add/deduct alternates
- Management-guideline documentation
- Landscape Performance Monitoring & Research

The following services cannot be performed by Andropogon and are excluded from this proposal:

- BIM
- Cut/Fill analysis and calculations
- Site and/or utility surveying
- All Testing
- Site utility design and/or documentation
- Road design and/or documentation
- Geo-technical design and/or documentation
- Environmental remediation plans, details, and specifications
- Historical and/or Archaeological studies or assessments
- Stormwater management calculations, structure sizing, and/or conveyance system design
- Structural review, design, and/or documentation
- Site electrical design and/or documentation
- Site plumbing documentation and/or associated mechanical systems for fountains, ponds, wetlands, etc.
- Roof garden design and/or documentation related to interior thermal performance
- Opinion of probable cost documentation
- Regulatory and/or permitting submissions
- Construction means and/or methods recommendations
- As-built documentation
- Land management schedule documentation

This proposal represents the basis of an agreement for professional services that is solely between Andropogon Associates, Ltd. and the Client. Please provide a written notice to proceed under signature to authorize commencement of services.



Andropogon

an-dro-POH-gone \ n:

“Andropogon” is a scientific category for a group of pioneering, North American field grasses. Wherever land has been disturbed, Andropogon grasses are one of the first living things to emerge. These plants colonize the ground, build soil that supports other plants, and support the landscape’s successional return to forest.

As a firm, Andropogon is more than just a name for us — it’s an ethos that continues to inspire us.

2209 Chestnut Street, Suite 300
Philadelphia, PA 19103
215.487.0700

706 Mountford Avenue
Raleigh, NC 27603
919.800.0523

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4:

1. Recorded vote to close the meeting: Date: **8-9-2023**; Time: ____; Location: **Library**;
Motion to close meeting made by: _____ Seconded by _____;
Members in favor: _____; Opposed: _____;
Abstaining: _____; Absent: _____.

2. Statutory authority to close session (check all provisions that apply):

This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) ___ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";

(2) ___ "To protect the privacy or reputation of individuals concerning a matter not related to public business";

(3) **X** "To consider the acquisition of real property for a public purpose and matters directly related thereto";

(4) ___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";

(5) ___ "To consider the investment of public funds";

(6) ___ "To consider the marketing of public securities";

(7) ___ "To consult with counsel to obtain legal advice";

(8) ___ "To consult with staff, consultants, or other individuals about pending or potential litigation";

(9) ___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";

(10) ___ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";

(11) ___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination";

(12)___ “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”;

(13)___ “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”;

(14)___ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

3. For each provision checked above, disclosure of the topic to be discussed and the public body’s reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic (do not merely cite exception listed above – be specific enough so that the public understands why the closed session is necessary but not so specific as to undermine the confidentiality of the closed session)
§3-305(b) (3)		To consider the acquisition of real property for a public purpose and matters directly related thereto
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

**4. This statement is made by _____,
Presiding Officer.**

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING OR UPON CONVENING IN OPEN SESSION AFTER THE CLOSED SESSION:

Time of closed session: _____ Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____ Each recorded vote: _____

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____ Persons present: _____

Subject matter discussed: _____