



**Commissioners of
St Michaels
Working Session
January 10, 2024, 5:00 pm - 7:00 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
Memo - Nelson Presentation St. Michaels Day	5
Nelson Presentation St. Michaels Day	6
June 23 2023 Financial Report from WLMC	10
Meeting Minutes 12.13.2023	55
December 2023 - Police Department	59
December 2023 - Monthly Disbursements	69
December 2023 - Actual vs. Budget	81
December 2023 - P L	87
December 2023 - Planning Zoning Report	91
December 2023 - Building Code Monthly Report	92
December 2023 - Public works report	93
December 2023 - SMPW Fuel Report	95
Appointment of New Board Members 2024	96
Memo - Ordinance No. 550 Cannabis Zoning	97
Ordinance No. 550 - Cannabis Zoning	103
Cannabis Zoning Ordinance No. 550 Exhibit A	112
Memo - Ordinance No. 552 - Commercial Lawn Care Regulations	113
Ordinance No. 552 - Commercial Lawn Care Regulations	114
Memo - San Domingo Creek - Boundary Lane Park Master Plan	117
San Domingo Creek - Boundary Lane Park Master Plan	165
San Domingo Creek - Boundary Lane Park Master Plan - Public Comments	189
1.10.24 Proposed COSM Calendar	257

AGENDA

Commissioners of
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Working Session
Wednesday, January 10, 2024, 5:00 pm - 7:00 pm
St. Michaels Branch of the Talbot Co. Library
106 S. Fremont Street
St. Michaels, MD 21663

1. 5:00 pm - Call to Order for Working Session - Pledge of Allegiance
2. Announcements from COSM and Staff
3. Comments from the Public
4. Special Presentation
 - a. Proposal - Michmas - End of Summer, Beginning of Harvest
 - b. WLMC - Presentation of FY23 Financial Statement
5. Consent Agenda for Minutes, and Events
 - a. Minutes from 12.13.2023
 - b. Department Reports
 - Police Department
 - Finance
 - Planning and Zoning
 - Code Compliance
 - Public Works
6. Boards and Commission Appointments
 - a. Appointment of New Board Members 2024
7. Ordinance for Introduction/Discussion
 - a. Ordinance No. 550 - **AN ORDINANCE AMENDING CHAPTER 340, "ZONING", OF THE CODE OF THE TOWN OF ST. MICHAELS, TO ADD PROVISIONS RELATING TO THE OPERATION OF CERTAIN CANNABIS BUSINESSES IN TOWN BY AMENDING THE LISTINGS OF PERMITTED USES IN THE AGRICULTURAL USE CATEGORY AND THE COMMERCIAL USE CATEGORY; PROVIDING FOR SUPPLEMENTAL USE REGULATIONS FOR CANNABIS BUSINESSES; REORDERING THE USES LISTED IN THE AGRICULTURAL USE CATEGORY; AND AMENDING THE TABLE OF PERMITTED USES TO PERMIT THE OPERATION OF CANNABIS BUSINESSES IN CERTAIN ZONES.**
 - b. Ordinance No. 552 -**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF ST. MICHAELS, CHAPTER 216, "NOISE", § 216-6, "EXEMPTIONS," TO PROHIBIT COMMERCIAL LAWN CARE CONTRACTORS FROM OPERATING LAWN MAINTENANCE EQUIPMENT ON SATURDAYS**
8. Old Business

a. San Domingo Creek - Boundary Lane Park Master Plan

9. New Business
10. Comments from the Public
11. Comments from the Commissioners
12. Commissioners Proposed Calendar 2024
13. Announcement of Future Meetings - to be held at Library
 - January 15th, 2024 - MLK Day - Office Closed
 - January 25th, 2024 - COSM Legislative Session
 - February 14th, 2024 - COSM Working Session
 - February 19th, 2024 - President's Day - Office Closed
 - February 28th, 2024 - COSM Legislative Session
14. Adjournment of Open 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.



Board: Town Commission

Meeting Date: January 10th, 2024

Agenda Subject: Presentation by JoN Nelson Regarding the Establishment of a New Event, Saint Michaels Days

Recommendation: Presentation and Discussion

Background Information:

JoN Nelson has asked to make a short presentation regarding the potential establishment of a new event, Saint Michaels Days. Please see attached email. Mr. Nelson is working with the St. Michaels Business Association to determine their interest. If there is interest from downtown businesses, he may approach the Town Commissioners about adopting a proclamation in support of the initiative.

Action:

Presentation and discussion.

Rob Straebel

From: JoN Nelson <mancer@gmail.com>
Sent: Wednesday, November 1, 2023 1:49 PM
To: Rob Straebel
Subject: Re: Request to present at 13 DECEMBER 2023 Commissioner's Meeting

Rob --

Regrettably, some of the questions you ask have long answers; I beg your patient indulgence to lay bare the first four hundred years of history in as many paragraphs.

> What was the original holiday called?

The original holiday fell on 29 SEPTEMBER and was called "Michaelmas", but only in formal records; the people of Talbot County have referred to it first as "Saint Michael's Day" and then as they extended festivities and feasting, as "Saint Michaels Days".

You'll have noted the lack of apostrophe and the plural in this latter; in the early days of our country our Town was founded around a church while Easton was founded around a provincial courthouse. This was no accident of circumstance; churches in the 17th through late 19th century held a quasi-legal authority which they gradually ceded their power to state and federal governments. One of the churches' original charges was to establish the fair market price of goods produced by local persons. For example, the construction of Saint Luke's Parish was funded partially by selling pews for \$25 - think closer to \$2500 USD today -- but accepted trade goods such as tobacco in place of money, which they were allowed by the county to appraise and price upon receipt. One presumes the liturgical staff's primary occupation (as bishops, priests, et alia) lent them credibility and an air of impartiality, and also that, in the days before refrigerated transport, farmers and watermen wanted their goods evaluated at the peak of their freshness.

As houses of worship were also the primary means of keeping calendar and time for local peoples, this also helped remind settlers when taxes were due to Lord Baltimore, and later to Talbot County. Other legal matters, such as the election of local officials, were also decided at the same time; one can imagine that with everyone gathering to finish their taxes it was easiest to achieve a quorum.

Back to our Town's role in all of this: in Oswald Tilghman's 1915 "History of Talbot County Maryland 1661-1861, Volume 2", he notes: "Saint Michaels [sic] may be regarded as the patron saint, or guardian angel of Maryland, for all patents required the payment of the quit rents to the Lord Proprietary on the Feast of Saint Michael and all angels: and this was the legal day of many processes.". People came to Saint Michaels not only out of duty (aside from being a convenient "halfway point" between the Courthouse and our colonial neighbours settling further down the shore, it has ever boasted a fair larger number of docks than Easton, whose citizenry made their way here by cart and horse or on foot), but a sort of reverent superstition: Saint Michael would treat them fairly and kindly, as would the people of the town who bore his name. With official business then completed, and many friends and neighbours gathered, why not celebrate a successful harvest and the turning of the seasons?

> What might you expect to occur on this weekend?

I expect it would take a form similar to any other event currently held, and we would see a momentary increase in tourism.

As you're no doubt aware, the Saint Michaels Museum at Saint Mary's Square offers walking tours Saturdays between May and October, during which the proposed holiday falls. In Easton, the Frederick Douglass Honor Society hosts Frederick Douglass Day the preceding weekend (this year, on SAT 23 SEPT), which leads tourists towards the museum's

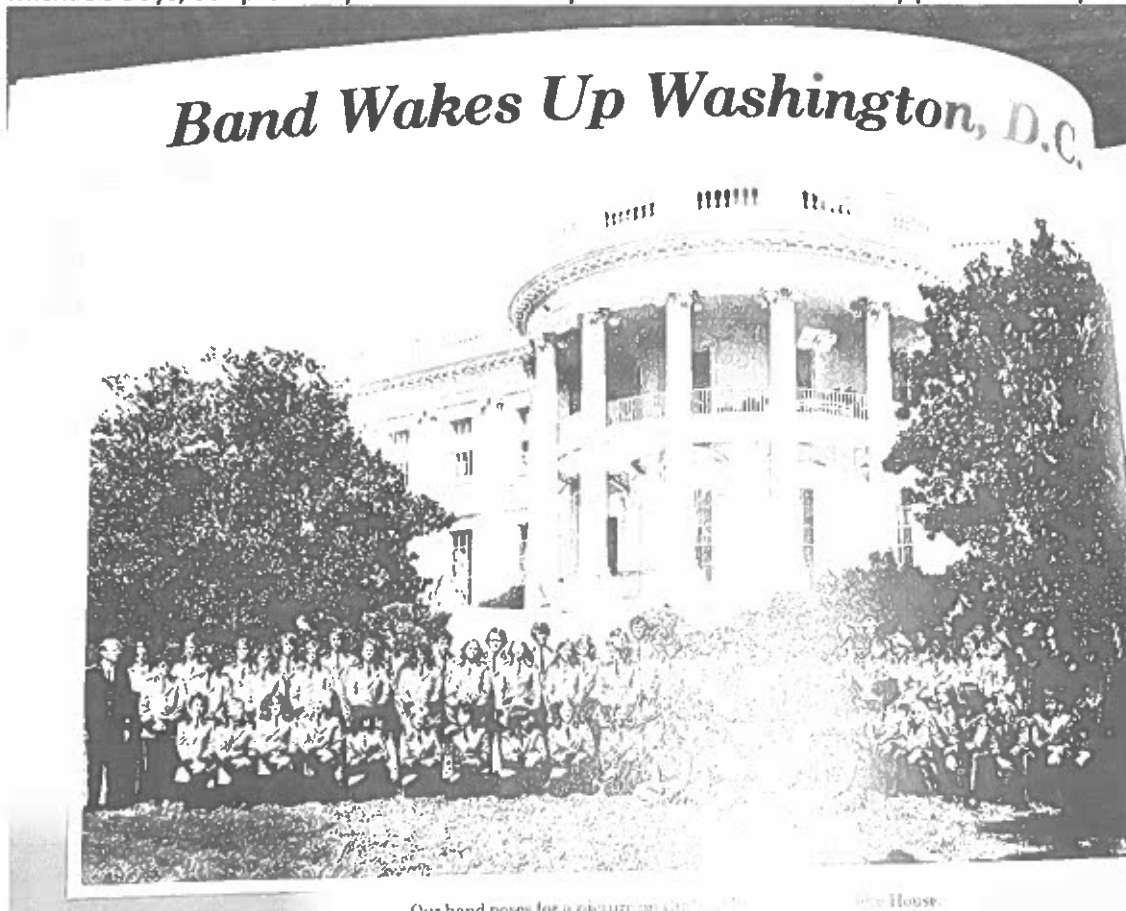
extensive Frederick Douglass collection the next weekend as they seek to learn more. This is just one of many existing consociations which we might leverage as promotion.

It might be best to envision the possibilities of the future by looking into the recent past. During its brief revival in the 1970s, Saint Michaels High School held a play and sold tickets and refreshments, as well as commemorative programs (which have been excellent primary sources). Programs from the era show events such as "Art Show" "Theatricals" "Lawn Sing" "A Golf Tournament" "Log Canoe Races" "Work Boat Races" "A Horse Show" "Antique Show And Sale" "Walking Tours" "Clamming and Tonging Exhibitions" "Classic Car Parade" and so on. Certainly it doesn't appear to have been limited to any singular demographic or niche interest. Marching bands from regional schools were bussed in and Talbot Street was closed for a parade to kick off the myriad festivities.

I've attached immediately below a scan of an article showing that the Star Democrat considered "the parade may have been the biggest in Talbot County history":



The event was so well regarded and widely known that the Saint Michaels High School band was invited to play an encore at the White House during the 1976 Bicentennial of the nation. Their yearbook goes on to mention that they were disappointed at not being able to meet *again* with President Gerald Ford "As he was in preparation for a debate with Presidential candidate Jimmy Carter". Records show Senator Barry Goldwater was also a frequent guest at Saint Michaels Days; our proximity to the nation's capital no doubt attracts many persons of import and political clout.



In terms of raw revenue, I've been unable to recover exact numbers as to how much local businesses spent and thus profited -- but owing to the state of Maryland increasing the tax on beer to 9¢ / gallon in 1972, they eagerly shared with me that during the period of Saint Michaels Days in 1976, taxes on \$13,100 on beer sales were paid. Adjusted for inflation, that becomes a not-inconsiderable \$70,861.79 in 2023 dollars. Doubtless not all of this comes from the Saint Michaels Days event, but it's a significant increase from the month prior and after, and so it seems logical to reach a conclusion that perhaps drinks were served by local business to parch throats at "the biggest parade in Talbot County".

I am not so naïve as to believe past performance is a clear indicator of future success -- rather, I mention that this used to be a historically and fiscally important time for the town as recently as the 20th century. The main challenges, as I see them, lie in the fickle nature of things like weather (one year a day was "lost" due to rain) and competing events (the City of Baltimore, perhaps jealous of our success, held a Baltimore City Fair the same weekend until ceasing operation in 1991, which drew attention across the then-recently-expanded Bay Bridge). Were it on the town calendar as a permanent observation, the businesses and people of Town could decide the degree to which they wished to celebrate and observe it, and we thereby avoid the "planning fatigue" which sets in and spells doom for so many impromptu celebrations. I certainly don't expect a parade every year, but neither would I be surprised to see it grow in scale organically should business increase.

> Are you working with other groups such as the downtown business association on marketing the weekend?
I have spoken with the Saint Michaels Business Association (SMBA) during their last meeting and intend on attending once more at their meeting tonight, 01 NOV 23. They are in the process of electing new board members, and the event is a little less than a year away, so while they have shown interest there are, as of yet, no concrete plans on the method with which they plan to celebrate or market the event outside of traditional means such as distributing flyers. As an amateur historian, occult detective, and local citizen, I've scant responsibilities there except as a conduit of information regarding the town's past, but I certainly wish them continued success. I do understand that Ms. Terye Knopp, owner of Foxy's, has recently floated to SMBA the notion of increased engagement with surrounding communities via the hiring of social media managers; certainly marketing events in a general sense is on everyone's mind. My personal impressions are that our town's local businesses are well prepared to plan, market, and celebrate an event for which there is currently a void in their calendar.

Respectfully,

-JoN Nelson

On Wed, Nov 1, 2023, 08:41 Rob Straebel <

> wrote:

JoN,

Thanks for sending the email and the information provided. If I may, what was the original holiday called? What might you expect to occur on this weekend? Are you working with other groups such as the downtown business association on marketing the weekend? Overall, I think it merits further discussion.

Thanks,

Rob

From: JoN Nelson < >
Sent: Wednesday, November 1, 2023 8:32 AM
To: Rob Straebel < >
Subject: Request to present at 13 DECEMBER 2023 Commissioner's Meeting

Mr. Straebel --

I'd like to formally request to present at the Commissioners of St. Michaels meeting on WED 13 DECEMBER 2023. I anticipate fifteen minutes to be more than sufficient time to present my findings and entreaty and to answer any questions as may arise.

If approved to speak, the title of my brief presentation will be "Saint Michaels Days".

The essence of my request is for the Town to resolve to place a holiday of prodigious historical and cultural significance to Saint Michaels on its calendar, to recur upon the last weekend in September each year, beginning in 2024.

I do not ask any funds be committed towards this event; instead I aim that by making a formal resolution the Town be reminded of its historical roots and its citizens, businesses, and places of worship (to quote a half-century old source) "invite their children, relatives, and friends, who live elsewhere, to return home to celebrate together the good things and the peaceful living enjoyed in our community".

In very brief, I have, for some months, combed through the records of Talbot County from the humble founding of Saint Michaels as an English colony through the halcyon days of the late twentieth century and charted the ways in which this holiday has repeatedly been celebrated: first as the end of an archaic tax season and beginning of harvest, continuing through the time and life of Frederick Douglass, then lost, resurrected briefly in the decade coinciding with our nation's bicentennial, and finally lost to time once more.

To put together these disparate pieces of a forgotten story, I've been indebted to the extensive collections of the Saint Michaels Museum at Saint Mary's Square, the Saint Michaels and Easton branches of the Talbot County Free Library, and the personal family journals from the collections of several private citizens of Saint Michaels and the larger Talbot County. I mention these that you might rest assured this is no underdeveloped notion, nor any manner of scheme, and to give some sense of the reverence, gravity, and sincerity of my petition.

Thank you for your consideration.

Respectfully,

JoN Nelson
205 RAILROAD AVE
#B
SAINT MICHAELS, MD 21663

COMMISSIONERS OF ST. MICHAELS

FINANCIAL REPORT

JUNE 30, 2023

COMMISSIONERS OF ST. MICHAELS

TABLE OF CONTENTS

	Page(s)
INDEPENDENT AUDITOR'S REPORT	3 - 4
MANAGEMENT'S DISCUSSION AND ANALYSIS	5 - 11
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements:	
Statement of Net Position	12
Statement of Activities	13
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	14
Reconciliation of the Governmental Funds Balance Sheet to Statement of Net Position	15
Statement of Revenues, Expenditures and Changes in Fund Balances	16
Reconciliation of Changes in the Fund Balance of Governmental Funds to Changes in Net Position of the Government-wide Statement of Activities	17
Proprietary Funds:	
Statement of Net Position	18
Statement of Revenues, Expenses and Changes in Net Position	19
Statement of Cash Flows	20
NOTES TO THE FINANCIAL STATEMENTS	21 - 35
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Budgetary Basis) - General Fund	37
Schedule of Proportionate Share of Net Pension Liability	38
Schedule of Pension Contributions	39
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION	40
SUPPLEMENTARY INFORMATION	
Schedule of Analysis of Revenues - Budget and Actual - All Funds	42 - 43
Schedule of Analysis of Expenditures - Budget and Actual - All Funds	44 - 47
Schedule of Revenues, Expenses, and Changes in Fund Net Position Budget and Actual - Proprietary Fund - Water	48



Wigglesworth, Layton, Moyers & Chance, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Commissioners
St. Michaels, Maryland

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Commissioners of St. Michaels as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commissioners of St. Michaels' basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Commissioners of St. Michaels, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commissioners of St. Michaels and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commissioners of St. Michaels' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commissioners of St. Michaels' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commissioners of St. Michaels' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5 - 11 and 36 - 40 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commissioners of St. Michaels' basic financial statements. The accompanying Schedule of Analysis of Revenues - Budget and Actual - All Funds, Schedule of Analysis of Expenditures - Budget and Actual - All Funds, and the Schedule of Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual - Proprietary Fund - Water, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 2023, on our consideration of the Commissioners of St. Michaels' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commissioners of St. Michaels' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Commissioners of St. Michaels' internal control over financial reporting and compliance.

Wigglesworth, Layton, Moyus + Chance, P.C.

Salisbury, Maryland
November 10, 2023

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Commissioners of St. Michaels financial performance provides an overview of the Town's financial activities for the year ended June 30, 2023. Please read it in conjunction with the Town's financial statements, which begin on page 12.

Financial Highlights

Net Position - The Town's net position increased by \$581,113 in total during the year ended June 30, 2023. By type of activity, the Town's net position increased by \$606,885 for governmental activities, which is an approximate 2.80% increase over the previous year. The Town's net position decreased by \$25,772 for business-type activities, which is an approximate 0.73% decrease from the previous year.

**Table 1
Comparative Net Position**

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Current and other assets	\$ 14,750,009	\$ 15,053,692	\$ 395,439	\$ 433,591	\$ 15,145,448	\$ 15,487,283
Capital assets (net)	11,677,036	11,401,085	3,882,695	4,041,872	15,559,731	15,442,957
Total assets	26,427,045	26,454,777	4,278,134	4,475,463	30,705,179	30,930,240
Deferred outflows of resources	2,368,763	1,469,453	-	-	2,368,763	1,469,453
Total deferred outflows of resources	2,368,763	1,469,453	-	-	2,368,763	1,469,453
Total assets and deferred outflows of resources	<u>28,795,808</u>	<u>27,924,230</u>	<u>4,278,134</u>	<u>4,475,463</u>	<u>33,073,942</u>	<u>32,399,693</u>
Current liabilities	272,293	203,548	92,065	15,324	364,358	218,872
Long-term debt	1,823,283	1,577,321	642,450	807,778	2,465,733	2,385,099
Total liabilities	2,095,576	1,780,869	734,515	823,102	2,830,091	2,603,971
Deferred inflows of resources	4,421,178	4,471,192	60,030	143,000	4,481,208	4,614,192
Total deferred inflows of resources	4,421,178	4,471,192	60,030	143,000	4,481,208	4,614,192
Net position:						
Invested in capital assets, net of related debt	11,677,036	11,401,085	3,314,466	3,183,760	14,991,502	14,584,845
Restricted	71,355	33,006	-	-	71,355	33,006
Unrestricted	10,530,663	10,238,078	169,123	325,601	10,699,786	10,563,679
Total net position	<u>22,279,054</u>	<u>21,672,169</u>	<u>3,483,589</u>	<u>3,509,361</u>	<u>25,762,643</u>	<u>25,181,530</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 28,795,808</u>	<u>\$ 27,924,230</u>	<u>\$ 4,278,134</u>	<u>\$ 4,475,463</u>	<u>\$ 33,073,942</u>	<u>\$ 32,399,693</u>

Revenues and Expenditures – Changes in Net Position

Governmental Programs

The increase of \$606,885 in Net Position of the Town's governmental programs was due to total revenues of \$4,230,802 less total expenses of \$3,828,807 and transfers from the business-type activities in the amount of \$204,890.

Property tax revenues increased by \$72,588. The increase was primarily due to an increase in assessed property value in the current year. There was no increase in property tax rates. Non-property taxes increased by \$76,000 as compared to the prior year. Other general revenues increased by \$297,618 primarily due to the increase in interest income from the insured cash sweep accounts.

Charges for services increased by \$86,548 primarily due to an increase in fines from the speed camera program.

Government grants decreased by \$273,527, primarily due to American Rescue Plan (ARP) funds used and recognized as revenue in the prior year for the completion of the comfort station project.

There were other revenue increases and decreases that were insignificant.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Proprietary Fund

The decrease of \$25,772 in Net Position of the Town's proprietary fund was due to total revenues of \$1,469,104 less total expenses of \$1,289,986 and transfers to the general fund in the amount of \$204,890.

The Town's proprietary fund total revenues increased by \$748,235 from the prior year. Operating revenues decreased by \$8,109. Grants and capital contribution revenues increased by \$751,149 primarily due to ARP funds used for water meter replacements and recognized as revenue in the current year. There were insignificant increases and decreases in other accounts.

Expenses for the proprietary fund increased by \$713,511 from the prior year. This was primarily due to the water meter replacement project in the current year. There were insignificant increases and decreases in other accounts.

Information for changes in net position is shown in Table 2 on the following page.

Using This Annual Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 12 - 13) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements start on page 14. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds.

Government-wide Statements: Reporting the Town as a Whole

The Statement of Net Position and the Statement of Activities

The statements for our discussion of the Town as a whole begin on page 12. The Statement of Net Position and the Statement of Activities report information about its activities to determine whether the Town is better off financially, worse off financially, or the same financially as it was in the previous year. These statements are prepared on the accrual basis of accounting and incorporate all assets and liabilities into the information in the same way used by for-profit companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position reports the financial position, or wealth, of the Town. By comparing the Net Position of the current year to the Net Position of the prior year, you can determine whether the Town has increased or decreased its wealth. The Statement of Activities reports revenues and expenses of the current year. If revenues exceed expenses, wealth has increased. If expenses exceed revenues, wealth has decreased. Other non-financial factors, such as changes in tax rates and/or the condition of the roads will need to be considered in assessing the overall health of the Town.

In the Statement of Net Position and the Statement of Activities, the Town is divided into two types of activities:

- Governmental activities – Most of the Town's basic services are reported here, including the police, streets, parks, and general administration. These activities are financed from property taxes, income taxes, franchise fees, licenses and permits, fines, and county, state, and federal grants.
- Business-type activities – The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's water department is reported here.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Table 2
Comparative Changes in Net Position**

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Revenues						
Program revenues:						
Charges for services	\$ 242,307	\$ 155,759	\$ 709,868	\$ 717,977	\$ 952,175	\$ 873,736
Gov't grants and contr.	180,742	454,269	752,869	1,720	933,611	455,989
General revenue						
Property taxes	1,584,747	1,512,159	-	-	1,584,747	1,512,159
Other taxes	1,392,027	1,316,027	-	-	1,392,027	1,316,027
Other general revenues	830,979	533,361	6,367	1,172	837,346	534,533
Total revenues	4,230,802	3,971,575	1,469,104	720,869	5,699,906	4,692,444
Program expenses						
General government	1,227,821	1,112,316	-	-	1,227,821	1,112,316
Public safety	1,324,268	1,374,962	-	-	1,324,268	1,374,962
Public works	1,276,718	1,073,984	-	-	1,276,718	1,073,984
Water	-	-	1,289,986	576,475	1,289,986	576,475
Total expenses	3,828,807	3,561,262	1,289,986	576,475	5,118,793	4,137,737
Increase (decrease) in net position before transfers	401,995	410,313	179,118	144,394	581,113	554,707
Transfers (out) in	204,890	(8,934)	(204,890)	8,934	-	-
Increase (decrease) in net position	606,885	401,379	(25,772)	153,328	581,113	554,707
Net position, beginning	21,672,169	21,270,790	3,509,361	3,356,033	25,181,530	24,626,823
Net position, ending	\$ 22,279,054	\$ 21,672,169	\$ 3,483,589	\$ 3,509,361	\$ 25,762,643	\$ 25,181,530

Reporting the Town's Most Significant Funds

Fund Financial Statements

The fund financial statements begin on page 14 and provide detailed information about the most significant funds – not the Town as a whole. Some funds are required to be established by State law. Others are established to control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money designated for specified purposes. The Town's two kinds of funds – governmental and proprietary – use different accounting approaches.

- Governmental funds – Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation following each of the fund statements.
- Proprietary funds – Proprietary funds are operated the same way as business-type activities. The utility (water) fund is the single proprietary fund. It is reported in the same way as it was reported in the government-wide statements but provides more detail and additional information, such as cash flows.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Governmental Activities

One of the GASB 34 Government-wide financial statements, "Statement of Activities" is entirely different in format from what is generally seen. Expenses are reported in the first column. Then revenues directly related to each program are reported to the right of the expenses. After the total related revenues reduce the expenses of each program, the total financial burden of each program that falls to the taxpayers through taxes, licenses, permits, and other general revenues are shown in the total column for each program. Some of the individual line item revenues reported for each function are:

- General government taxes, building permits, licenses, inspections.
- Public safety – police LEOPS grants and fines charged by officers.
- Public works – streets and parks and recreation State grants.

All other governmental revenues are reported as general.

None of the departments in the governmental activities are self-supporting. All governmental activities relied upon general revenues for support. The amounts and percentages of general revenues needed by each department are shown below.

	Amount	Percentage
General government	\$ 1,111,980	32.65%
Public safety	1,111,401	32.63%
Public works	1,182,377	34.72%
	\$ 3,405,758	100.00%

Business-type Activities

The water system is the only business-type activities operated by the Town. They are funded through fees charged to customers. The combined water systems show a decrease of \$25,772 from last year's fund balance on the Government-wide Statement of Activities.

The Town's Funds

As the Town completed the year, its governmental funds (as presented in the balance sheet on page 14) reported a fund balance of \$11,527,937. This is an increase of \$629,171 from last year's fund balance of \$10,898,766. Government funds consist only of the general fund.

General Fund Budgetary Highlights

Overall, The Town shows a positive budget variance in the amount of \$629,171 with the final budget. Revenues were \$655,772 over budget primarily due to an increase in real estate, local income, and public accommodations taxes. Total expenses were 26,601 over budget. See page 40 for specific details of variances.

Capital Assets

At the end of the June 30, 2023 fiscal year, the Town had \$15,559,731 invested in a broad range of capital assets including police equipment, buildings, park facilities, and water systems. See Table 3 below. This amount represents a net increase (including additions and deductions) of \$116,774 or approximately 0.76%, from last year. Please note that these numbers are shown net of depreciation.

A detailed summary of additions, deletions and depreciation is shown in Note 4 to the financial statements.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Table 3
Capital Assets at Year-end
(Net of Depreciation)**

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Land and improvements	\$ 2,076,089	\$ 2,076,089	\$ -	\$ -	\$ 2,076,089	\$ 2,076,089
Construction in progress	493,446	212,396	-	-	493,446	212,396
Land improvements	33,446	36,486	-	-	33,446	36,486
Buildings	1,039,401	1,079,937	-	-	1,039,401	1,079,937
Equipment	64,354	102,173	331,893	358,835	396,247	461,008
Improvements	7,775,332	7,631,301	3,550,802	3,683,037	11,326,134	11,314,338
Vehicles	194,968	262,703	-	-	194,968	262,703
Totals	\$ 11,677,036	\$ 11,401,085	\$ 3,882,695	\$ 4,041,872	\$ 15,559,731	\$ 15,442,957

This year's additions were:

Government Funds	
Construction in progress	\$ 290,000
Improvements	476,259
Vehicles	50,087
Total additions - governmental funds	\$ 816,346

All assets of the Town, including infrastructure, are capitalized and depreciated over their life expectancies. Expenses as shown on the Government-wide Statement of Activities include depreciation expense in governmental activities and business-type activities.

Debt

At year-end, the Town had \$568,229 in bonds and notes payable versus \$715,112 last year – a decrease of \$146,883 or approximately 20.54% as shown in Table 4.

**Table 4
Outstanding Debt at Year-end**

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
General obligation bonds	\$ -	\$ -	\$ 568,229	\$ 715,112	\$ 568,229	\$ 715,112
Totals	\$ -	\$ -	\$ 568,229	\$ 715,112	\$ 568,229	\$ 715,112

Principal balances of the Utility Fund decreased by \$146,883.

Economic Factors and Next Year's Budgets and Rates

Even after the COVID-19 pandemic, the economic climate continues to change. However, fixed costs associated with long-term infrastructure projects cannot be reduced. Revenues from investments increased significantly compared to previous fiscal years. Therefore, the Commissioners of St. Michaels were able to maintain the tax rate at \$.49 cents per \$100 of assessed value. The State restored significant Highway User Revenue funding to local governments though the funding formula is set to potentially sunset in 2024. The Maryland Municipal League (HUR) continues to lobby the State legislature to retain HUR funding and continues to make it a top priority for local governments. Should HUR funding be eliminated in the near future, it will have a tangible impact on the Town's finances and appropriated cost reductions will be likely. Projected revenues of the current year remained more stable than anticipated, aided by a continually strong tourist market that resulted in more Accommodation Tax receipts than expected.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Town's real estate tax rate for FY 2023 was set at \$.49 cents per \$100 of assessed value which has been constant since FY 2022. The States Constant Yield Notice projected the FY 2023 assessed value at \$327,443,379. That compares to FY 2022 at \$313,654,083, FY 2021 at \$297,580,272, FY 2020 at \$294,934,922, and FY 2019 at \$280,566,285 for a 5-year review of property values in St. Michaels.

Town departments continue to operate with minimal staffing. Since FY 2012, both the Public Works and Administrative Departments have been operating with less employees. During FY 2019, the Commissioners, working with the Chief of Police, dropped back to a force of 9 officers, while voting for take home vehicles. The commissioners also voted to join the Law Enforcement Officers Pension System (LEOPS) beginning July 1, 2019.

In FY 2017, the Commissioners commissioned a comprehensive Full Reserve Study (the "Reserve Study") that examined the physical assets of the Town government, the repair and replacement schedules for Town property, equipment and infrastructure, the financial mechanisms to adequately fund the depreciation of the Town's physical assets in accordance with generally accepted municipal accounting standards, and potential funding sources to implement the recommendations from the Reserve Study. Following the study, the Commissioners made changes to the Town Charter as follows which enables the goals of the reserve study to be implemented.

After the Town has ceased to own and ceased to have any responsibility for operating the St. Michaels electric distribution system (the "System"), after the Town has received all payments due to it relating to the lease and/or sale of the System, and after the Town has made all payments due from it relating to the System, then the balance of all such revenues, and the balance of the Town's sinking fund relating to the System, after payment of all expenses of the Town relating to the termination of the lease of the System to Delmarva Power & Light Company and the sale of the System to Choptank Electric Cooperative, Inc., shall be transferred to the Town's general fund. The funds thus transferred to the Town's general fund shall be segregated and such funds, together with all earnings thereon, shall be used solely for such Town capital improvements, repairs and maintenance as deemed appropriate by the Town Commissioners from time to time. § C-62.1 Balance of revenues from lease and sale of St. Michaels electric distribution system.

The Town Commissioners shall segregate Town monies into separate funds to help ensure the Town's long-term financial stability. Upon the Town Clerk's recommendation, the Town Commissioners shall establish by resolution the balances maintained in such funds and the methods for maintenance. The following funds shall be established and maintained as the Town Commissioners deem appropriate from time to time:

A. General Operating Fund. A fund used to account for all activity, assets and liabilities of the Town except those assigned for other purposes in another specific fund. This fund is the primary operating fund that contains uncommitted resources that may be used for the Town's general purposes.

B. Repair and Replacement Fund. A fund used to cover anticipated expenses for the repair and replacement of Town facilities, equipment, and infrastructure, otherwise known as reserve elements, as identified in a formal reserve study, which may be updated from time to time at the Town Commissioners' discretion and may be further defined and described by resolution. This fund's purpose is to maintain adequate reserves for the repair, maintenance and replacement of Town assets over time.

C. Capital Fund. A fund used for capital projects and improvements, including the acquisition of property and assets not accounted for in the Repair and Replacement Fund.

D. Contingency Fund. A fund used to manage uncertain or unexpected emergencies, events, and risks.

E. Water System Enterprise Fund. A fund used to manage the Town's water system finances. This fund may be used for all activity related to the Town's water system, including capital expenditures. § C-62.2 Town funds.

These funds have been created and the Town's budget reflects the changes. The Reserve Study has become a valuable tool in budgeting for the Town.

There are also several impending multi-year impacts to the Town's finances related to the Water Department. The St. Michaels well and distribution system serves not only the Town of St. Michaels, but also the unincorporated county communities of Rio Vista and Bentley Hay. In the next decade, it is projected that the system may need:

- a new well to provide adequate future water service and backup of current water supplies;
- a new water storage tower;
- inspection and updating of the distribution lines;
- inspection and updating of the current water storage towers;
- replacement of water meters system with a smart read system

In addition to the above costs, the maintenance of the arsenic removal plants will remain an expensive cost. The corrective actions taken to maintain compliance with the federal arsenic removal standards are more expensive as the plants are now more labor intensive, and there are more chemical costs. The Town has applied for and has received assistance from the Maryland Department of the Environment for help in dealing with the difficult arsenic removal system issue. The grant was in the amount of \$1,357,000, a Revolving Loan Fund loan in the amount of \$860,727, with loan forgiveness in the amount of \$143,000. The loan forgiveness was recognized as revenue during FY 2023, due to all obligations related to the forgiveness deemed to have been met.

**COMMISSIONERS OF ST. MICHAELS
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Water rates have not been increased since 2014. Water rates will need to be studied in the coming years to be sure that the system continues to pay for itself. Water revenues increased this year. The Town also supplements its personnel with a contract to maintain the Town's water tanks.

A Community Development Block Grant made by the Town in 1985 to Associated Investors, a Maryland General Partnership, came due to the Town in August of 2010. Associated Investors has sold the property to Osprey Development Company, at which time the loan was paid off and re-loaned to the purchaser. The new purchaser has demolished the building and constructed 40 workforce housing units. The units enjoy a nearly 100% occupancy. As long as the property remains as such, the loan will not have to be repaid.

A broad scale revitalization effort began in 2001 with the designation of the area as a Designated Neighborhood in the State of Maryland's Neighborhood Business Development Program. As detailed in the Community Legacy Plan of 2008, the renovation of Muskrat Park, the construction of the St. Michaels Nature Trail and the long-range plans for the improvement of the Fremont Street Corridor all further the Commissioners' efforts to revitalize the commercial core of the Town and to enhance the quality of life for the Town's residents and visitors alike. The Town became a Sustainable Community with the Maryland Office of Planning in FY 2014. Further improvements along Talbot Street (SR33) were completed in FY 2023 as a State Highway Administration sidewalk project.

During FY 2019, the Town partnered with Talbot County in their Rural Development Grant Loan project to allow for many more streets to be rehabilitated during the County's sewer rehabilitation project. This partnership continued in FY 2022, with a large saving to the town for street rehabilitation.

During FY 2018, the Commissioners purchased 800 S. Talbot Street, and demolished the building in preparation for a possible municipal use as a municipal parking lot. In FY 2018, the Commissioners hired an architect to design a new Town Office. The Commissioners also voted not to build a new police station at this time, but to continue to make necessary improvements to the current station. During FY 2019, the Commissioners voted to construct the Town Office at 124 S. Fremont Street. Through FY 2020 the Commissioners worked with an architect to get the new town office to final design, and ready for bid. As the bid documents were completed close to the July 2020 election, the project was not put out for bid pending the election results. The project was ultimately discontinued and the Commissioners plan to reexamine the project in FY 2024.

Capital projects in the Town's FY 2023 budget included brick sidewalks, police department building improvements, and an environmental concern property project in process at year-end.

Financial Contact

The Town's financial statements are designed to present users (citizens, taxpayers, customers, and creditors) with a general overview of the Town's finances and to demonstrate the Town's accountability. If you have questions about the report or need additional financial information, please contact the Town's management at P.O. Box 206, St. Michaels, Maryland 21663-0206.

**COMMISSIONERS OF ST. MICHAELS
STATEMENT OF NET POSITION
JUNE 30, 2023**

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
ASSETS			
Cash and cash equivalents	\$ 429,037	\$ -	\$ 429,037
Insured cash sweeps	10,959,518	205,209	11,164,727
Interfund balances	74,221	-	74,221
Accounts receivables	423,113	190,230	613,343
Lease receivable	2,841,866	-	2,841,866
Prepaid expenses	22,254	-	22,254
Capital assets:			
Land, improvements, and CIP	2,569,535	-	2,569,535
Depreciable assets (net)	9,107,501	3,882,695	12,990,196
TOTAL ASSETS	26,427,045	4,278,134	30,705,179
DEFERRED OUTFLOWS OF RESOURCES			
Pension	2,368,763	-	2,368,763
TOTAL DEFERRED OUTFLOWS OF RESOURCES	2,368,763	-	2,368,763
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 28,795,808	\$ 4,278,134	\$ 33,073,942
LIABILITIES			
Current liabilities:			
Accounts payable	\$ 255,457	\$ 92,065	\$ 347,522
Accrued expenses	16,836	-	16,836
Long-term liabilities, due within one year			
Bonds and notes payable	-	39,544	39,544
Long-term liabilities, due in more than one year			
Interfund balances	-	74,221	74,221
Bonds and notes payable	-	528,685	528,685
Compensated absences	103,870	-	103,870
Net pension liability	1,719,413	-	1,719,413
TOTAL LIABILITIES	2,095,576	734,515	2,830,091
DEFERRED INFLOWS OF RESOURCES			
Donations	10,951	-	10,951
Customer deposits	3,662	-	3,662
Unearned revenue	-	60,030	60,030
Lease receivable	2,841,866	-	2,841,866
Pension	1,564,699	-	1,564,699
TOTAL DEFERRED INFLOWS OF RESOURCES	4,421,178	60,030	4,481,208
NET POSITION			
Invested in capital assets, net of related debt	11,677,036	3,314,466	14,991,502
Restricted	71,355	-	71,355
Unrestricted	10,530,663	169,123	10,699,786
TOTAL NET POSITION	22,279,054	3,483,589	25,762,643
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	\$ 28,795,808	\$ 4,278,134	\$ 33,073,942

The accompanying notes are an integral part of the basic financial statements.

**COMMISSIONERS OF ST. MICHAELS
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023**

Functions / Programs PRIMARY GOVERNMENT:	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Fees, Fines and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 1,227,821	\$ 115,841	\$ -	\$ -	\$ (1,111,980)	\$ -	\$ (1,111,980)
Public safety	1,324,268	126,466	83,086	3,315	(1,111,401)	-	(1,111,401)
Public works	1,276,718	-	4,500	89,841	(1,182,377)	-	(1,182,377)
TOTAL GOVERNMENT ACTIVITIES	3,828,807	242,307	87,586	93,156	(3,405,758)	-	(3,405,758)
Business-type activities:							
Water	1,289,986	709,868	-	752,869	-	172,751	172,751
TOTAL BUSINESS-TYPE ACTIVITIES	1,289,986	709,868	-	752,869	-	172,751	172,751
TOTAL PRIMARY GOVERNMENT	\$ 5,118,793	\$ 952,175	\$ 87,586	\$ 846,025	(3,405,758)	172,751	(3,233,007)
General revenues:							
Taxes:							
Real estate taxes					1,584,747	-	1,584,747
Local income taxes					287,534	-	287,534
Public accommodations					850,865	-	850,865
Admissions and amusements					164,119	-	164,119
Payment in lieu of taxes					19,079	-	19,079
Personal property utilities					69,307	-	69,307
Financial corporation					1,123	-	1,123
Highway user fee					83,798	-	83,798
License and permits					66,436	-	66,436
Franchise and rental revenue					230,802	-	230,802
Other revenue sources					15,885	-	15,885
Sale of capital asset					(10,929)	-	(10,929)
Interest income					444,987	6,367	451,354
Transfers					204,890	(204,890)	-
TOTAL GENERAL REVENUES					4,012,643	(198,523)	3,814,120
CHANGE IN NET POSITION					606,885	(25,772)	581,113
NET POSITION, BEGINNING OF YEAR					21,672,169	3,509,361	25,181,530
NET POSITION, END OF YEAR					\$ 22,279,054	\$ 3,483,589	\$ 25,762,643

accompanying notes are an integral part of the basic financial statements.

**COMMISSIONERS OF ST. MICHAELS
 RECONCILIATION OF CHANGES IN THE FUND BALANCE OF GOVERNMENTAL
 FUNDS TO CHANGES IN NET POSITION OF THE GOVERNMENT-WIDE
 STATEMENT OF ACTIVITIES
 YEAR ENDED JUNE 30, 2023**

NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS	\$	629,171
 Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds are reported on a modified accrual basis. However, in the statement of activities for government-wide statements, a full accrual basis is used. This is the decrease in deferred taxes as reported on the governmental funds.		(268,426)
Loan repayment on interfund loan is not a source of revenue on a full accrual basis.		(18,445)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.		286,880
Governmental funds do not report net gains/losses on sale of capital assets due to no use of current financial resources, only amounts for revenues received are reported.		(10,929)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This is the net change to pension expense related to deferred inflows and deferred outflows of resources, which do not require the use of current resources and are not reported in the funds.		(33,541)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This is the decrease in the amount of wages accrued in the statement of activities for compensated absences.		22,175
CHANGE IN NET POSITION OF GOVERNMENT-WIDE STATEMENT OF ACTIVITIES	\$	<u>606,885</u>

The accompanying notes are an integral part of the basic financial statements.

**COMMISSIONERS OF ST. MICHAELS
STATEMENT OF NET POSITION PROPRIETARY FUND
WATER
JUNE 30, 2023**

ASSETS	<u>Total</u>
CURRENT ASSETS	
Insured cash sweeps	\$ 205,209
Accounts receivable	<u>190,230</u>
TOTAL CURRENT ASSETS	395,439
NONCURRENT ASSETS	
Capital assets	
Equipment	957,203
Improvements	5,359,744
Vehicles	<u>78,206</u>
Total cost	6,395,153
Less: accumulated depreciation	<u>2,512,458</u>
TOTAL NONCURRENT ASSETS	<u>3,882,695</u>
TOTAL ASSETS	<u><u>\$ 4,278,134</u></u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable	\$ 92,065
Bonds, notes, and loans payable	<u>39,544</u>
TOTAL CURRENT LIABILITIES	131,609
NONCURRENT LIABILITIES	
Interfund balances	74,221
Bonds, notes, and loans payable	<u>528,685</u>
TOTAL NONCURRENT LIABILITIES	<u>602,906</u>
TOTAL LIABILITIES	734,515
DEFERRED INFLOWS OF RESOURCES	
Unearned revenue	<u>60,030</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	60,030
NET POSITION	
Invested in capital assets, net of related debt	3,314,466
Unrestricted	<u>169,123</u>
TOTAL NET POSITION	<u>3,483,589</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$ 4,278,134</u></u>

The accompanying notes are an integral part of the basic financial statements.

COMMISSIONERS OF ST. MICHAELS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUND - WATER
YEAR ENDED JUNE 30, 2023

	Total
OPERATING REVENUES	
Water service charges	\$ 680,116
Water connections	15,400
Water capital charges	12,100
Miscellaneous water revenue	2,252
TOTAL OPERATING REVENUES	709,868
 OPERATING EXPENSES	
Staff time	124,322
Water lease percentage	103,115
Liability and property insurance	12,150
Office supplies	2,205
Computer and telemetry software	1,716
Postage	2,470
Electric - wells and towers	36,460
Water testing	2,701
Travel and training	1,338
Dues and subscriptions	346
Telephone	3,583
Materials and supplies	55,322
Maintenance on arsenic system	104,933
Maintenance on generator 2 and 3	4,401
Server time - mission units	2,386
Miscellaneous	357
Water dept. contractual services	3,300
Water tower maintenance contract	53,711
Water meter replacement	609,869
Depreciation	159,177
TOTAL OPERATING EXPENSES	1,283,862
OPERATING INCOME (LOSS)	(573,994)
 NON-OPERATING REVENUES (EXPENSES)	
Interest	6,367
Federal grants - ARP	609,869
State grants - MDE loan forgiveness	143,000
Debt service - arsenic	(4,440)
Water tower interfund loan	(1,684)
Transfer in (out)	(204,890)
TOTAL NON-OPERATING REVENUES (EXPENSES)	548,222
CHANGE IN NET POSITION	(25,772)
NET POSITION, BEGINNING OF YEAR	3,509,361
NET POSITION, ENDING OF YEAR	\$ 3,483,589

The accompanying notes are an integral part of the basic financial statements.

**COMMISSIONERS OF ST. MICHAELS
STATEMENT OF CASH FLOWS
PROPRIETARY FUND - WATER
JUNE 30, 2023**

	Totals
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 699,454
Payments to suppliers	(923,622)
Payments to employees	(124,322)
	(348,490)
NET CASH USED BY OPERATING ACTIVITIES	(348,490)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Interfund repayments	(20,129)
Transfers from general fund	(204,890)
	(225,019)
NET CASH USED BY NONCAPITAL FINANCING ACTIVITIES	(225,019)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Federal grants	609,869
Increase in unearned revenue	60,030
Interest and fees paid on general obligation bonds and notes	(4,440)
Principal paid on general obligation bonds and notes	(146,883)
	518,576
NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES	518,576
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	6,367
	6,367
NET CASH PROVIDED BY INVESTING ACTIVITIES	6,367
NET INCREASE (DECREASE) IN CASH	(48,566)
CASH AT BEGINNING OF YEAR	253,775
CASH AT END OF YEAR	\$ 205,209
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
Operating income	\$ (573,994)
Adjustments to reconcile operating gain to net cash provided by operating activities	
Depreciation	159,177
Change in assets and liabilities:	
(Increase) decrease in accounts receivable	(10,414)
Increase (decrease) in accounts and other payables	76,741
	(348,490)
NET CASH USED BY OPERATING ACTIVITIES	\$ (348,490)

The accompanying notes are an integral part of the basic financial statements.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - DESCRIPTION OF THE TOWN OF ST. MICHAELS

The Commissioners of St. Michaels (also known as the Town of St. Michaels, Maryland (the "Town") was incorporated in 1804 under the provisions of the State of Maryland. The population according to the 2020 federal census is 1,049. The Town operates under a Commissioner/Town Administrator form of government. The Town's major operations include water, parks and recreation, planning and zoning, improvements, and public safety.

Financial Reporting Entity

The Town is a municipal corporation with a five member Town Commission elected at large by the voters of the Town. The Commissioners elect the officers. The current Commissioner members are as follows:

<u>Name</u>	<u>Title</u>	<u>Expiration Date</u>
David Breimhurst	President	June 2024
Joyce Harrod	Vice President	June 2024
Alfred Mercier	Treasurer	June 2026
T. Coleman "Tad" DuPont	Commissioner	June 2024
Katrina Whittington	Commissioner	June 2026

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town have prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described below.

A. Basis of Presentation

Government-wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the Town. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

Fund Financial Statements:

Fund financial statements of the Town are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditure/expenses. Funds are organized into two major categories: governmental and proprietary. A fund is considered major if it is the primary operating fund of the Town.

The Town's major funds are described below:

Governmental Fund

General Fund

The General fund is the primary operating fund of the Town. It is used to account for all activities except for those legally or administratively required to be accounted for in other funds. The General Fund includes activities of the following departments: administration, general services for municipal property, public safety, planning and zoning, public works, sanitation and waste, streets and sidewalks, and park and recreation.

Proprietary Fund

Water Fund

The Water Fund is used to account for the provision of water services to the residents of the Town. Activities of the fund include administration, operations and maintenance of the water system and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs for water debt. All costs are financed through charges to utility customers with rates reviewed regularly and adjusted if necessary, to ensure integrity of the fund.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements.

On the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item (b) below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

(a) All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

(b) The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

C. Basis of Accounting

Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-like activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available, means collectible within the current period or within 60 days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

D. Budgetary Control

The Town Administrator submits an annual budget to the Commissioners in accordance with the Town Charter. In June, the Commissioners adopt the annual fiscal year appropriated budget for Town funds. These include General, Police, Public Works, Water, and Capital. Once approved, the Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and appropriations.

Each fund’s appropriated budget is prepared on a detailed line item basis. Revenues are budgeted by source. Expenditures are budgeted by department and class. This constitutes the legal level of control. Expenditures may not exceed appropriations at this level. All budget revisions at this level are subject to final review by the Commissioners. Within these control levels, management may transfer appropriations with Commissioners’ approval.

The Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Budgetary Basis) - General Fund presents a comparison of budgetary data to actual results. The General Fund is presented using the same basis of accounting for both budgetary purposes and actual results.

E. Cash and Investments

The Town has defined cash to include cash on hand, demand deposits and certificates of deposit with an initial maturity of three months or less.

Financial investments are carried at fair value based on quoted market price. The Town has defined financial investments as certificates of deposit with an initial maturity of less than three months.

Additional cash and investment disclosures are presented in Note 3.

COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Accounts Receivable

The Town considers all accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts has been provided. If amounts become uncollectible, they will be charged to operations in the period the receivable is deemed uncollectible.

G. Interfund Receivables and Payables

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "interfund receivables and payables." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." All other interfund transactions are treated as transfers. Interfund receivables and payables between funds and operating transfers within governmental activities are eliminated in the Statement of Net Position.

H. Inventories

The Town does not maintain an inventory. Supplies and parts are purchased as needed.

I. Fixed Assets

The accounting treatment over property, plant, and equipment (fixed assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements, capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as shown below.

Fund Financial Statements

In the fund financial statements, fixed assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Fixed assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Depreciation of all exhaustible fixed assets is recorded as an allocated expense in the Statement of Activities with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	20 - 50 years
Equipment	5 - 20 years
Vehicles	5 - 10 years
Streets	30 years
Water department assets	3 - 40 years

J. Compensated Absences

Employees are granted vacation and compensatory time in varying amounts. Vacation leave is only accrued as earned on the basis of services already performed by the employee and that it is probable to be paid in a future period. An employee is allowed to carry a maximum of 60 days of vacation time from one year to the next. Any amounts over 60 days will be forfeited, unless written permission is given by the Town Manager. Compensatory time is limited to 480 hours for police and 240 hours for office staff. An employee that exceeds this amount during a given year will be required to take overtime pay for all hours exceeding the limits.

COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

K. Deferred Inflows of Resources

In addition to liabilities, the statement of financial position may report a separate section for deferred inflows of resources, which represents an acquisition of net position that applies to a future period or periods, therefore will not be recognized as an inflow of resources until that time. The Town has two types of deferred inflows of resources:

Unavailable revenue – under a modified accrual basis of accounting, unavailable revenue is deferred and recognized when the amounts become available.

Unearned revenue – the Town occasionally receives prepayments or excess payments from taxpayers, customers and grantors. These amounts will be recognized in future periods once earned.

The Town had a note payable with the Maryland Department of the Environment that included a debt forgiveness instrument in which the amount of the deferred inflow was forgiven on August 1, 2022, after all obligations of the loan were deemed to have been performed by the Town. Accordingly, the deferred inflow was recognized as grant revenue in the year ending June 30, 2023.

L. Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

- (a) Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- (b) Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- (c) Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Fund Statements

Governmental fund equity is classified as fund balance. GASBS No. 54 requires that governmental fund balances be reported in five classifications:

- *Nonspendable* – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- *Restricted* – amounts that can be spent only for specific purposes because of constitutional or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- *Committed* – amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the government’s highest level of decision making authority for the Commissioners of St. Michaels. Constraints on committed amounts can only be removed through the same type of formal action.
- *Assigned* – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The government must define and disclose how it expresses its intent for purposes of making assignments. This can be done through a Resolution of the Commissioners, or by actions of the finance or budget committee. Assigned fund balances are always positive balances.
- *Unassigned* – all other spendable amounts.

The Town has nonspendable, restricted, committed, assigned and unassigned fund balances at this time. Assigned fund balances are amounts available in the Town’s health reimbursement bank account for payment of employees’ health expenses and the SMYLE bank account for police community activities. The Town would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Proprietary fund equity is classified the same as in the government-wide statements.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

M. Net Position

Net position represents the difference between assets and liabilities. The equity portion of the balance sheet on the Government-wide Financial statements is reported in three parts (1) invested in capital assets, net of related debt, (2) restricted, and (3) unrestricted. Invested in capital assets is the original cost of capital assets less accumulated depreciation and less the remaining debt associated to the asset. It is not a financial resource for the City to use on other projects. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by grantors, creditors or laws or regulations of other governments. Unrestricted net position is the equity of the City that can be used freely.

N. Revenues, Expenditures, and Expenses

Revenues

Substantially all governmental fund revenues are accrued. Property taxes are billed each July 1 for the fiscal year. Full payment is due by December 31. January 1 is the delinquent date and the levy date is June 1. Liens are placed on properties on June 15. The tax levy of the Town is established by the Town Commissioners. The assessment base is provided by the Talbot County assessment office.

Subsidies and grants to proprietary funds, which finance either capital or current operations, are reported as non-operating revenue based on GASBS No. 33. In applying GASBS No. 33 to grant revenues, the provider recognizes liabilities and expenses and the recipient recognizes receivables and revenue when the applicable eligibility requirements, including time requirements, are met. Resources transmitted before the eligibility requirements are met are reported as advances by the provider and deferred revenue by the recipient.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. They also include all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds – By Character: Current (by function), Debt Service and Capital Outlay

Proprietary Fund – By Operating and Non-operating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to the use of economic resources.

O. Use of Estimates

The preparation of financial statements in conformity with United States generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly actual results could differ from those estimates.

NOTE 3 - CASH AND CASH EQUIVALENTS

The Town has defined cash and cash equivalents to include cash on hand, demand deposits and certificates of deposits (CDs). The Town has several Insured Cash Sweep (ICS) accounts, which spread the funds among many different CDs and banks that are all 100% FDIC insured.

At year-end, the book amount of the Town's deposits was \$11,593,764 and the bank balance was \$11,640,779. The difference between the Town's book balance and the Bank's balance was due to deposits in transit at year-end of \$3,854, outstanding checks of \$51,144 and \$275 in cash on hand at year-end. The Federal Depository Insurance Corporation insured \$250,000 at each of the banks, and U.S. Treasury notes held by the savings institutions collateralized the remainder over \$250,000.

Cash as shown on the financial statements is \$11,593,764 which is made up of \$11,593,489 deposited in the bank and ICS accounts and \$275 of cash on hand.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 3 - CASH AND CASH EQUIVALENTS (continued)

The table presented below is designed to disclose the level of custody credit risk assumed by the Town based upon how its deposits were insured or secured with collateral at June 30, 2023. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized with securities held by the Town (or public trust) or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution’s trust department or agent in the Town’s name.

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Town’s name; or collateralized with no written or approved collateral agreement.

Cash - Custody Credit Risk

Type of Deposits	Bank Balance	Category 1	Category 2	Category 3	Total Carrying Value
Bank 1 - Demand Deposits	\$ 476,052	\$ 250,000	\$ 226,052	\$ -	\$ 476,052
Bank 1 - Insured Cash Sweep	11,164,727	11,164,727	-	-	11,164,727
	\$ 11,640,779	\$ 11,414,727	\$ 226,052	\$ -	11,640,779
				Cash on Hand	275
				Plus: Outstanding Deposits	3,854
				Less: Outstanding Checks	(51,144)
				Total Cash	\$ 11,593,764
 Reconciliation to Government-wide Statement of Net Position:					
Restricted cash					\$ 71,355
Unrestricted cash					11,522,409
					\$ 11,593,764
				Total Cash - Government-wide Statements	\$ 11,593,764

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023, was as follows:

	Primary Government			Ending Balance
	Beginning Balance	Increases	Decreases	
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 2,076,089	\$ -	\$ -	\$ 2,076,089
Construction in progress	212,396	290,000	8,950	493,446
Total capital assets not being depreciated	2,288,485	290,000	8,950	2,569,535
Capital assets that are being depreciated:				
Land improvements	121,620	-	-	121,620
Buildings	1,691,344	-	-	1,691,344
Equipment	495,330	-	4,846	490,484
Improvements	10,633,663	476,259	-	11,109,922
Vehicles	875,006	50,087	-	925,093
Total capital assets	16,105,448	816,346	13,796	16,907,998
Less accumulated depreciation for:				
Land improvements	85,134	3,040	-	88,174
Buildings	611,407	40,536	-	651,943
Equipment	393,157	35,840	2,867	426,130
Improvements	3,002,362	332,228	-	3,334,590
Vehicles	612,303	117,822	-	730,125
Total accumulated depreciation	4,704,363	529,466	2,867	5,230,962
Governmental activities capital assets, net	<u>\$ 11,401,085</u>	<u>\$ 286,880</u>	<u>\$ 10,929</u>	<u>\$ 11,677,036</u>
Business-type activities:				
Capital assets that are being depreciated:				
Equipment	\$ 957,203	\$ -	\$ -	\$ 957,203
Improvements	5,359,744	-	-	5,359,744
Vehicles	78,206	-	-	78,206
Total capital assets at historical cost	6,395,153	-	-	6,395,153
Less: accumulated depreciation for:				
Equipment	598,368	26,942	-	625,310
Improvements	1,676,707	132,235	-	1,808,942
Vehicles	78,206	-	-	78,206
Total accumulated depreciation	2,353,281	159,177	-	2,512,458
Other capital assets, net				
Business-type activities capital assets, net	<u>\$ 4,041,872</u>	<u>\$ (159,177)</u>	<u>\$ -</u>	<u>\$ 3,882,695</u>

COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS

NOTE 4 - CAPITAL ASSETS (continued)

Depreciation:

Depreciation expense was charged to functions as follows:

Governmental activities:

General government	\$ 20,164
Public safety	96,549
Public works	<u>412,753</u>

Total governmental activities depreciation expense \$ 529,466

Business-type activities:

Water	<u>\$ 159,177</u>
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Total business-type activities depreciation expense \$ 159,177

The Town's policy is to capitalize assets exceeding \$5,000 and to expense smaller items.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 5 - INTERFUND BALANCES

Interfund balance activity for the year ended June 30, 2023, was as follows:

Beginning Balance 6/30/22	Additions	Reductions	Ending Balance 6/30/23	Amounts Due within One Year
\$ 92,666	\$ -	\$ 18,445	\$ 74,221	\$ 18,817
<u>\$ 92,666</u>	<u>\$ -</u>	<u>\$ 18,445</u>	<u>\$ 74,221</u>	<u>\$ 18,817</u>

The balance due to the general fund is to be repaid in semi-annual installments of \$10,064, including interest of 2% through April 1, 2027.

NOTE 6 - LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2023, was as follows:

	Beginning Balance 6/30/22	Additions	Reductions	Ending Balance 6/30/23	Amounts Due within One Year
Governmental Activities:					
Net pension liability	\$ 1,451,276	\$ 268,137	\$ -	\$ 1,719,413	\$ -
Compensated absences	126,045	-	22,175	103,870	-
Governmental activities long-term liabilities	<u>\$ 1,577,321</u>	<u>\$ 268,137</u>	<u>\$ 22,175</u>	<u>\$ 1,823,283</u>	<u>\$ -</u>
Business-type Activities:					
Bonds and notes payable:					
Water debt	\$ 715,112	\$ -	\$ 146,883	\$ 568,229	\$ 39,544
Business-type activities long-term liabilities	<u>\$ 715,112</u>	<u>\$ -</u>	<u>\$ 146,883</u>	<u>\$ 568,229</u>	<u>\$ 39,544</u>

Description of Debt - Business-type Activities

Business-type Activities long-term debt as of June 30, 2023, was as follows:

1. \$1,179,912 Maryland Department of the Environment, annual payments of \$41,816 due on February 1 of each year for 20 years at .40% interest, plus an annual administration fee of \$2,088.	<u>\$ 568,229</u>
Total business-type long-term debt	<u>\$ 568,229</u>

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 6 - LONG-TERM LIABILITIES (continued)

Debt Maturity

Debt service requirements at June 30, 2023, were as follows:

Year Ended June 30,	Business-type Activities	
	Water	
	Principal	Interest
2024	\$ 39,544	\$ 2,273
2025	39,701	2,115
2026	39,860	1,956
2027	40,019	1,797
2028	40,179	1,636
Subtotal	199,303	9,777
2029-2033	203,322	5,758
2034-2038	165,604	1,659
Totals	<u>\$ 568,229</u>	<u>\$ 17,194</u>

There were no bonds or notes with variable - rates interest.

NOTE 7 - LEASE AGREEMENTS:

The Town had an operating lease agreement with Long and Foster until February 2023 for use of the old town office building. Total lease payments billed for the year ended June 30, 2023 were \$21,084.

The general fund of the Town has entered into a water lease agreement with the water fund expiring October 31, 2023, whereas the water fund will pay the general fund 15% of gross annual revenues from water billing. Total lease payments transferred between funds for the year ended June 30, 2023 were \$103,115. As a result of this agreement water department salaries and benefits will be allocated across general government and public works.

The Town has entered into lease agreements expiring in 2045, 2028, and 2039 with AT&T, T-Mobile, and Verizon, respectively for the use of the Town's water tower wireless antennas and transmission lines. Total lease payments billed for the year ended June 30, 2023 were \$147,906. Annual rent escalates at 3% annually for T-Mobile, 10% every 5 years for AT&T, and 4% annually for Verizon.

Year Ended June 30,	Total Payment
2024	\$ 151,213
2025	154,641
2026	163,694
2027	167,375
2028	135,429
2029-2033	677,530
2034-2038	786,908
2039-2043	444,000
2044-2048	161,076
Total minimum lease payments to be received	<u>\$ 2,841,866</u>

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - FUND BALANCE

Fund balance is available for the following purposes:

	<u>Nonspendable</u>	<u>Restricted</u>	<u>Committed</u>	<u>Assigned</u>
General Fund				
Prepaid dues and subscriptions	\$ 180	\$ -	\$ -	\$ -
Prepaid health insurance	22,074	-	-	-
Eugenio donation	-	9,951	-	-
Andes donation	-	1,000	-	-
Highway user revenue	-	60,404	-	-
Capital projects	-	-	459,127	-
Parking lot	-	-	110,572	-
Contingency	-	-	437,506	-
Repair and replacement	-	-	5,961,674	-
American rescue plan	-	-	157,231	-
Health reimbursement	-	-	-	5,098
SMPD SMYLE	-	-	-	22,471
Totals	<u>\$ 22,254</u>	<u>\$ 71,355</u>	<u>\$ 7,126,110</u>	<u>\$ 27,569</u>
Proprietary Fund				
Water improvements	\$ -	\$ -	\$ 205,209	\$ -
Totals	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,209</u>	<u>\$ -</u>

NOTE 9 - CONTINGENCY FUND

The Commissioners established the Contingency Fund (a stabilization fund) pursuant to Resolution 2017-07 by depositing \$400,000 in a separate account. At year end the balance in the fund was \$437,506. This fund will be used for emergency or unexpected needs which may not be covered by other available funds, insurance proceeds or grants from other governmental agencies. Expenditures from this fund may only be done when approved by a super majority of the Commissioners. If expenditures from this fund cause the balance to drop below the initial opening balance as designated by the Commissioners, funds shall be appropriated at 20% per year for five years until the funds are replenished to the original balance.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 10 - PENSION PLAN

The Town of St. Michaels participates in the Maryland State Retirement and Pension System, which is a multiple-employer, cost-sharing, defined benefit public employee retirement system that is administered by the State of Maryland.

Police officers of the Town participate in the State of Maryland Law Enforcement Officers Pension Systems (LEOPS). All other employees participate in the State of Maryland Employees Retirement and Pensions Systems. All full-time employees are eligible and must participate in the applicable Pension System. The Pension Plan provides pension benefits, deferred allowance and death and disability benefits. A member may retire after accumulating 30 years of service regardless of age or at various ages with specified years of eligibility service for reduced benefits.

Benefits are vested after ten years of eligible service. Pension provisions include death and disability benefits. Upon death of a vested employee, the surviving spouse may receive death benefits under several options.

The Town makes annual contributions to the Pension Plan in the amount required by state statutes. Statutes are controlled and amended under the authority of the Board of Trustees for the Maryland State Retirement and Pension System. In addition to the normal contributions, the Town elected the Benefit Enhanced Plan of the pension system.

The rate for the contributions for the fiscal year 2023 was made up of three parts as shown below.

	General Employees	Police Officers
Employees' - Retirement and Pension System	7.40%	0.00%
LEOPS System	0.00%	36.20%
Contributory Pension Benefit (CPB) Surcharge	2.42%	0.00%
Alternate Contributory Pension Selection (ACPS) Surcharge	1.11%	0.00%
	10.93%	36.20%
Total Employer Contribution %		

Employer's Payroll and Contributions Under the Plan

The following is a three year history of contributions to the Plan:

General Governmental Employees				
	2023	2022	2021	
Total Payroll	\$ 836,722	\$ 831,923	\$ 767,198	
Payroll Covered under Plan	604,723	694,768	729,774	
Contributions Paid by Town	\$ 66,096	\$ 73,437	\$ 74,729	
Total Employees	23	19	27	
Covered Employees	13	12	13	

Police Officers				
	2023	2022	2021	
Total Payroll	\$ 655,167	\$ 742,516	\$ 631,288	
Payroll Covered under Plan	599,772	438,221	474,258	
Contributions Paid by Town	\$ 189,892	\$ 122,690	\$ 138,433	
Total Employees	8	9	9	
Covered Employees	8	9	9	

The Town has paid 100% of its benefits' obligations for the current and prior years.

The actuary company was *Gabriel, Roeder, Smith & Company (GRS)*.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 10 - PENSION PLAN (continued)

Historical trend information for the prior ten years showing the accumulation of sufficient assets to pay benefits was presented in the aggregate for all systems sponsored by the Maryland State Retirement and Pension System of Maryland in its Comprehensive Annual Financial Report for the year ended June 30, 2022. Questions concerning any of the information provided in the report or requests for additional financial information should be addressed to:

State Retirement and Pension System of Maryland
Finance Division
120 E. Baltimore Street
Baltimore, Maryland 21202

The Comprehensive Annual Financial Report for Maryland State Retirement and Pension System of Maryland can also be found on the internet at <http://www.sra.state.md.us/Agency/Downloads/CAFR/Default.aspx>.

Actuarial Methods and Assumptions

The total pension liability for each of the defined benefit cost-sharing plans was determined by an actuarial valuation as of June 30, 2022, using the entry age normal actuarial cost method. Inflation is assumed to be 2.25% for general and 2.75% for wage. The discount rate and long-term expected rate of return on pension plan investments used in the determination of the total pension liability is 6.80%. Mortality rate assumptions were determined using the Society of Actuaries Mortality Improvement Scale MP-2018 and were adjusted based on a study of experience during the period from June 30, 2014 through June 30, 2018.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At fiscal year-end, the government reported the following liabilities for its proportionate share of the net pension liabilities. The net pension liabilities were measured as of June 30, 2022, and the total pension liability used to calculate the net pension liabilities were determined by an actuarial valuation as of June 30, 2022 and rolled forward to June 30, 2023 using the actuarial methods and assumptions described in the Actuarial Methods and Assumptions section of this note. The Town's proportion of the net pension liabilities was based on the Town's portion of actual employer contributions billed for the year ending June 30, 2022 as compared to total actual employer contributions for all participating employers in the plan. This information was provided by the Maryland State Retirement and Pension System through their Schedule of Employer Allocations which can be found at <https://sra.maryland.gov/gasp-no-68>. At June 30, 2023, the Town reported the following change in proportionate share of net pension liability to its 0.0085934% total proportion measured at June 30, 2022.

	Governmental Activities Government-wide	Total
Proportionate share of net pension liability as of June 30, 2022	\$ 1,451,276	\$ 1,451,276
Proportionate share of net pension liability as of June 30, 2023	1,719,413	1,719,413
Net Change	\$ 268,137	\$ 268,137
% Change	18.48%	18.48%

For the year ended June 30, 2023, the Town recognized the following pension expenses:

	Governmental Activities Government-wide	Total
Total pension expense	\$ 289,529	\$ 289,529

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 10 - PENSION PLAN (continued)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (continued)

The Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions		
Net difference between projected and actual earnings on pension plan investments	\$ -	\$ 1,564,699
Changes in proportion and differences between contributions and proportionate share of contributions	2,112,775	-
City contributions subsequent to the measurement date	255,988	-
	\$ 2,368,763	\$ 1,564,699

The amount reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Year Ended June 30,		
2024	\$ 487,167	\$ 355,056
2025	481,062	350,922
2026	461,662	343,786
2027	461,662	343,455
2028	221,222	171,480
	\$ 2,112,775	\$ 1,564,699

Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The Town's net pension liability sensitivity to changes in the single discount rate is as follows:

	1% Decrease 5.80%	Current Discount Rate 6.80%	1% Increase 7.80%
Town's proportionate share:			
General governmental plan	\$ 987,816	\$ 643,815	\$ 358,373
LEOPS	1,650,311	1,075,598	598,721
	\$ 2,638,127	\$ 1,719,413	\$ 957,094

NOTE 11 - RISK MANAGEMENT

The Town maintains commercial insurance policies for property and liability, employee dishonesty, worker's compensation and employee's health. The property and liability policy carries a \$1,000 deductible. There has been no significant reduction in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current or prior three years.

The Town does not participate in a risk pool.

The Town's property and liability coverage does not include damages arising out of pollution. The Town does not record an estimated liability for any future claims.

**COMMISSIONERS OF ST. MICHAELS
NOTES TO FINANCIAL STATEMENTS**

NOTE 12 - SUBSEQUENT EVENTS

The Town has evaluated all subsequent events through November 10, 2023, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL (BUDGETARY BASIS)
GENERAL FUND
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts Budgetary Basis		Actual Amounts Budgetary Basis	Variance with Final Budget Positive(Negative)
	Original	Final		
Resources (inflows):				
Taxes	\$ 2,581,752	\$ 2,670,210	\$ 3,221,524	\$ 551,314
Government grants	114,706	180,640	168,052	(12,588)
Intergovernmental	78,476	78,476	103,206	24,730
Licenses and permits	38,786	38,786	66,436	27,650
Franchise and rental revenue	252,246	227,538	235,070	7,532
Fees and services	74,535	74,535	139,192	64,657
Donations	15,000	15,000	12,690	(2,310)
Other revenue sources	-	-	15,885	15,885
Interest income	35,340	396,004	443,303	47,299
Interfund income	99,000	99,000	123,244	24,244
Prior year reserves	-	297,531	-	(297,531)
Transfer	-	-	204,890	204,890
Total Resources	3,289,841	4,077,720	4,733,492	655,772
Charges (outflows):				
General government	1,080,431	1,156,100	1,209,932	(53,832)
Public safety	1,295,209	1,295,209	1,223,005	72,204
Public works	734,759	830,152	855,038	(24,886)
Capital outlay	38,000	796,259	816,346	(20,087)
Prior year reserves	141,442	-	-	-
Total Charges	3,289,841	4,077,720	4,104,321	(26,601)
Net changes in fund balance	-	-	629,171	682,373
Budgetary fund balance, June 30, 2023	\$ -	\$ -	\$ 629,171	\$ 682,373

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
JUNE 30, 2023

Maryland State Retirement and Pension System
 Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Proportionate share of net pension liability as a percentage	0.0085934%	0.0096737%	0.0046618%	0.0048630%	0.0040919%	0.0040708%	0.0044579%	0.0046616%	0.0041763%	0.0000000%
Proportionate share of net pension liability	\$ 1,719,413	\$ 1,451,276	\$ 1,053,625	\$ 1,003,017	\$ 858,539	\$ 880,265	\$ 1,051,810	\$ 968,761	\$ 741,158	\$ -
Town's covered-employee payroll	\$ 1,204,495	\$ 1,132,989	\$ 1,204,032	\$ 1,065,580	\$ 953,212	\$ 1,014,141	\$ 1,018,119	\$ 1,009,800	\$ 973,227	\$ -
Proportionate share of net pension liability as a percentage of covered-payroll	142.75%	128.09%	87.51%	94.13%	90.07%	86.80%	103.31%	95.94%	76.15%	0.00%
Plan fiduciary net position as a percentage of total pension liability	76.27%	81.84%	70.72%	72.34%	71.18%	69.38%	65.79%	68.78%	71.87%	0.00%

**COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF PENSION CONTRIBUTIONS
JUNE 30, 2023**

Maryland State Retirement and Pension System
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 255,988	\$ 196,127	\$ 213,162	\$ 99,951	\$ 99,860	\$ 81,595	\$ 82,855	\$ 86,845	\$ 98,254	\$ -
Contributions in relation to the contractually required contribution	(255,988)	(196,127)	(213,162)	(99,951)	(99,860)	(81,595)	(82,855)	(86,845)	(98,254)	-
Contribution deficiency (excess)	-	-	-	-	-	-	-	-	-	-
Covered-employee payroll	\$ 1,204,495	\$ 1,132,989	\$ 1,204,032	\$ 1,065,580	\$ 953,212	\$ 1,014,141	\$ 1,018,119	\$ 1,009,800	\$ 973,227	\$ -
Contributions as a percentage of covered-employee payroll	21.25%	17.31%	17.70%	9.38%	10.48%	8.05%	8.14%	8.60%	10.10%	0.00%

**COMMISSIONERS OF ST. MICHAELS
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

BUDGETARY COMPARISON SCHEDULES

Sources/inflows of resources:

Variances from the budgeted amounts compared to actual amounts are discussed below.

1. Tax categories have a net positive variance primarily due to the inclusion of deferred public accommodation taxes. Deferred taxes are not a budgeted revenue item.	\$ 551,314
2. Government grants have a net negative difference primarily due to less flood mitigation grants received than expected.	(12,588)
3. State highway aid has a positive variance due to the inclusion of deferred highway aid, which is not a budgeted revenue item.	24,730
4. Licenses and permits has a net positive variance due to higher special event fees than expected.	27,650
5. Franchise and rental revenue has a net positive variance due to insignificant positive and negative variances.	7,532
6. Fess and services have a net positive variance primarily due to higher speed camera revenue than expected.	64,657
7. Donations vary year to year, resulting in an insignificant negative variance.	(2,310)
8. Other revenue sources are not budgeted, resulting in a positive variance.	15,885
9. Interest income has a positive variance due to change in banks and increased cash.	47,299
10. Interfund income has a positive variance primarily due to allocated salaries and water billing.	24,244
11. Use of prior year surplus is used for budget purposes, however no revenue is assigned directly to this category.	(297,531)
12. The Town does not budget for transfers and the amount can vary from year to year.	<u>204,890</u>
	<u><u>\$ 655,772</u></u>

Uses/outflows of resources:

Variances from the budgeted amounts compared to actual amounts are discussed below.

1. General government The general government has a negative variance primarily due to higher supplies, legal fees and consulting expenses than expected.	\$ (53,832)
2. Public safety The public safety has a net positive variance primarily due to lower police wages, code enforcement wages, and employee benefits than expected.	72,204
3. Public works The highway department has a net negative variance primarily due to higher salaries than expected, in addition to other insignificant, miscellaneous variances.	(24,886)
4. Capital outlay Capital has a negative variance due to not all capital outlay expenditures being budgeted.	<u>(20,087)</u>
	<u><u>\$ (26,601)</u></u>

SUPPLEMENTARY INFORMATION

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF REVENUES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	
Resources (inflows):					
General government					
Taxes					
Real estate taxes	\$ 1,531,538	\$ 1,531,538	\$ 1,588,138	\$ 56,600	\$ 1,534,212
Interest on delinquent taxes	322	322	-	(322)	-
Local income taxes	167,669	256,127	287,534	31,407	209,426
Public accommodations	660,000	660,000	1,114,694	454,694	598,609
Admissions and amusements	150,000	150,000	164,119	14,119	159,515
Payment in lieu of taxes	6,100	6,100	-	(6,100)	18,884
Personal property utilities	65,000	65,000	69,307	4,307	64,641
Financial corporation	1,123	1,123	1,123	-	1,123
Subtotal - taxes	2,581,752	2,670,210	3,224,915	554,705	2,586,410
Less: discounts and allowances	-	-	3,391	3,391	22,053
Net taxes	2,581,752	2,670,210	3,221,524	551,314	2,564,357
Government grants					
Federal grants - ARP	-	-	220	220	354,578
State grants - SAAP	30,876	30,876	50,674	19,798	33,332
State grants - DNREC	47,000	98,294	66,261	(32,033)	14,862
State grants - MDOT	17,000	31,640	23,360	(8,280)	-
State grants - critical area grant	4,500	4,500	4,500	-	4,500
County grants - state fire, rescue	2,830	2,830	4,537	1,707	3,866
County grants - crossing guard	12,500	12,500	18,500	6,000	12,500
Subtotal - government grants	114,706	180,640	168,052	(12,588)	423,638
Intergovernmental					
State highway user	78,476	78,476	103,206	24,730	60,107
Licenses and permits					
Board of appeals	600	600	1,360	760	900
Other licenses and permits	1,500	1,500	3,520	2,020	1,779
Land use management fees	3,000	3,000	600	(2,400)	4,350
HDC permits	3,072	3,072	2,635	(437)	3,935
Building permits	25,000	25,000	34,323	9,323	40,262
Animal licenses	30	30	63	33	65
Traders licenses	5,584	5,584	7,870	2,286	6,061
Special event fee	-	-	10,400	10,400	-
Inspection fees	-	-	5,665	5,665	-
Subtotal - licenses and permits	38,786	38,786	66,436	27,650	57,352
Franchise and rental revenue					
Cable tv	26,733	26,733	29,698	2,965	29,015
Boat slip rentals	27,220	27,220	30,750	3,530	29,838
Building rent	45,792	21,084	21,084	-	45,418
Tower rent	148,854	148,854	152,173	3,319	191,975
Kayak rack rentals	-	-	1,365	1,365	1,400
109 s. talbot reimbursement	3,647	3,647	-	(3,647)	4,517
Subtotal - franchise and rental revenue	\$ 252,246	\$ 227,538	\$ 235,070	\$ 7,532	\$ 302,163

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF REVENUES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	
General government (continued)					
Fees and services					
Mill st. information booth	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Tree reimbursements	-	-	35	35	-
Copies, cds, misc.	-	-	18	18	34
War of 1812 book sales	-	-	130	130	30
Reimbursed advertising	-	-	1,075	1,075	1,323
Reimbursed engineering	-	-	11,468	11,468	2,773
Parking and civil violations	4,380	4,380	6,035	1,655	5,140
Planning and zoning fines	218	218	-	(218)	500
Speed cameras	69,937	69,937	119,416	49,479	43,923
Police department misc.	-	-	1,015	1,015	37
Subtotal - fees and services	74,535	74,535	139,192	64,657	54,760
Donations					
SMPD SMYLE donations	15,000	15,000	9,375	(5,625)	18,897
SMPD Eugenio donation	-	-	3,315	3,315	11,734
Subtotal donations	15,000	15,000	12,690	(2,310)	30,631
Other revenue sources					
Health officer charges	-	-	900	900	-
Other miscellaneous revenue	-	-	2,679	2,679	10,467
Reimbursed expenses	-	-	12,306	12,306	25,131
Gain on the sale of asset	-	-	-	-	2,550
Interest	35,340	396,004	443,303	47,299	49,863
Subtotal - other revenue sources	35,340	396,004	459,188	63,184	88,011
Interfund income					
Water lease	99,000	99,000	103,115	4,115	100,999
Interest income	-	-	1,684	1,684	2,052
Subtotal - interfund income	99,000	99,000	104,799	5,799	103,051
Water fund					
Water charges					
Water service charges	646,095	646,095	680,116	34,021	675,440
Water connections	17,567	17,567	15,400	(2,167)	23,800
Water capital charges	12,100	12,100	12,100	-	14,300
Miscellaneous water revenue	-	-	2,252	2,252	4,437
Water funding - contingency	10,798	10,798	-	(10,798)	-
Interest	2,496	2,496	6,367	3,871	1,172
Subtotal - water charges	689,056	689,056	716,235	27,179	719,149
Government grants					
Federal grants - ARP	673,280	673,869	609,869	(64,000)	1,720
State grants - MDE loan forgiveness	-	-	143,000	143,000	-
Subtotal - government grants	673,280	673,869	752,869	79,000	1,720
Total resources received	\$ 4,652,177	\$ 5,143,114	\$ 5,979,261	\$ 836,147	\$ 4,404,939

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF EXPENDITURES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	
Charges (outflows):					
General government					
Legislative					
Commissioner's salaries and benefits	\$ 12,116	\$ 22,116	\$ 22,092	\$ 24	\$ 6,348
Other operating expenses	12,404	12,404	13,960	(1,556)	15,260
Executive					
Salaries and benefits	479,189	479,189	443,285	35,904	492,422
American rescue plan pay	-	-	-	-	8,000
Tourism board	70,000	70,000	51,398	18,602	82,091
Legal	18,460	18,460	45,250	(26,790)	27,332
Audit	19,500	19,500	18,000	1,500	16,000
Consulting services	-	-	2,295	(2,295)	26,393
Engineering	32,500	32,500	40,531	(8,031)	28,577
Workers compensation	704	704	562	142	429
Liability and property insurance	13,000	13,000	10,229	2,771	13,375
Office supplies and expenses	43,301	70,084	87,383	(17,299)	40,988
Codification maintenance	7,311	7,311	6,790	521	5,332
Janitorial	2,000	2,000	3,410	(1,410)	3,250
Travel and training	3,000	3,000	874	2,126	1,517
Notices and ads	3,296	3,296	7,552	(4,256)	3,126
Dues and subscriptions	5,324	5,324	7,295	(1,971)	6,905
Telephone	3,960	3,960	3,523	437	3,875
Miscellaneous	3,960	3,960	376	3,584	14,191
Election	-	-	-	-	2,022
Volunteer acknowledgement	200	200	-	200	-
Website development	1,627	1,627	-	1,627	990
Document retention	2,553	2,553	2,445	108	2,335
Planner phase	-	-	-	-	9,700
Capital outlay - environmental concerns	-	290,000	290,000	-	-
Municipal buildings					
Utilities	14,155	14,155	23,122	(8,967)	14,860
Maintenance and supplies	11,108	12,347	21,272	(8,925)	8,420
HVAC electrical plumbing repair	10,000	-	-	-	-
Real estate taxes	13,112	13,112	11,967	1,145	13,411
Planning and zoning					
Salaries and benefits	195,133	195,133	193,987	1,146	146,599
American rescue plan pay	-	-	-	-	5,000
Legal	-	-	1,474	(1,474)	1,750
Consulting - zoning ordinance revision	8,000	11,300	11,300	-	-
Consulting - town office	-	44,347	54,347	(10,000)	-
Workers compensation	262	262	3,549	(3,287)	2,696
Planning committee	-	-	-	-	1,000
Advertising	3,014	3,014	6,581	(3,567)	2,564
Inspections	5,598	5,598	9,011	(3,413)	6,554
Office expenses	2,692	2,692	4,585	(1,893)	2,444
Reimbursables	-	-	5,024	(5,024)	14,323
Reimbursables - COVID	-	-	-	-	3,940
Reimbursables - Inn at Perry Cabin	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ -

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF EXPENDITURES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	
General government (continued)					
Donations to outside agencies					
Fire department	\$ 70,952	\$ 70,952	\$ 83,463	\$ (12,511)	\$ 59,340
Talbot county arts council	1,000	1,000	1,000	-	1,000
St. Mary's square museum	3,000	3,000	3,000	-	3,000
Talbot county library	5,000	5,000	5,000	-	5,000
St. Michaels community center	3,000	3,000	3,000	-	3,000
Subtotal - general government	1,080,431	1,446,100	1,499,932	(53,832)	1,105,359
Public safety					
Sworn salaries and benefits	1,023,927	1,023,927	959,993	63,934	999,870
Other salaries	64,375	64,375	68,484	(4,109)	62,495
American rescue plan pay	-	-	-	-	14,000
Legal	2,500	2,500	-	2,500	1,150
Workers compensation	37,494	37,494	37,909	(415)	28,756
Liability and property insurance	15,000	15,000	13,357	1,643	12,176
Office expenses	6,500	6,500	6,960	(460)	5,861
Janitorial	6,000	6,000	5,300	700	5,200
Travel and training	7,000	7,000	5,611	1,389	1,871
Dues and subscriptions	15,000	15,000	13,530	1,470	12,404
Telephone	20,128	20,128	21,458	(1,330)	21,070
Miscellaneous	-	-	67	(67)	366
Vehicle expense	40,000	40,000	35,248	4,752	48,691
Equipment and supplies	7,000	7,000	7,484	(484)	13,683
Security system	2,883	2,883	160	2,723	398
Body camera maintenance	10,374	10,374	10,374	-	10,614
Tasers	-	-	-	-	3,006
K-9 Max retirement	3,000	3,000	3,425	(425)	277
Communications - radio	4,500	4,500	3,874	626	3,963
Uniforms	6,000	6,000	4,657	1,343	7,344
Personnel testing	1,420	1,420	-	1,420	2,912
SMYLE expenses	15,000	15,000	15,131	(131)	20,355
Utilities	5,608	5,608	5,145	463	4,793
Generator maintenance	1,500	1,500	1,523	(23)	-
Red speed camera usage	-	-	-	-	20,509
Donation - Eugenio	-	-	3,315	(3,315)	-
Capital outlay - vehicle	-	-	50,087	(50,087)	34,352
Capital outlay - equipment	-	-	-	-	23,850
Capital outlay - HVAC	-	20,177	20,177	-	-
Capital outlay - Encapsulation	-	24,946	24,946	-	-
Subtotal - public safety	\$ 1,295,209	\$ 1,340,332	\$ 1,318,215	\$ 22,117	\$ 1,359,966

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF EXPENDITURES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	June 30, 2022
Public works					
Maintenance and grounds					
Salaries and benefits	\$ 288,955	\$ 288,955	\$ 301,574	\$ (12,619)	\$ 293,686
American rescue plan pay	-	-	-	-	6,000
Workers compensation	12,630	12,630	14,760	(2,130)	11,201
Liability and property insurance	6,641	6,641	7,800	(1,159)	7,209
Tree planting and maintenance	23,556	23,556	20,510	3,046	17,539
Telephone	1,224	1,224	1,741	(517)	1,569
Office expense	-	-	317	(317)	142
Vehicle expense	-	-	3,824	(3,824)	2,916
Maintenance and supplies	-	-	5	(5)	3,037
Miscellaneous	650	650	725	(75)	1,312
Personnel testing	-	-	-	-	60
Mosquito control	2,000	2,000	2,205	(205)	1,434
Generator maintenance	2,000	2,000	2,138	(138)	-
Small tools	4,000	4,000	3,764	236	-
Other expenses	-	-	350	(350)	-
Sanitation and waste					
Vehicle expense	8,000	8,000	9,396	(1,396)	19,950
Maintenance and supplies	2,000	2,000	-	2,000	930
Landfill fees	-	-	6,819	(6,819)	26,531
Recycling	63,000	63,000	60,709	2,291	61,528
Trash pickup	142,238	142,238	130,351	11,887	71,264
Streets and sidewalks					
Electric - street lights	48,956	48,956	50,162	(1,206)	51,548
Vehicle expense	20,000	20,000	25,787	(5,787)	16,093
Parking lot repair and maintenance	4,501	4,501	1,390	3,111	300
Storm drain repair and maintenance	7,000	7,000	1,103	5,897	1,798
Maintenance and supplies	25,000	25,000	24,891	109	22,199
Sidewalk repair	4,000	4,000	3,306	694	131
Alley maintenance	1,408	1,408	-	1,408	-
Signs	3,500	3,500	2,458	1,042	2,533
Capital outlay - brick sidewalks	-	431,136	431,136	-	-
Capital outlay - parking lot	-	-	-	-	8,950
Park and recreation					
Vehicle maintenance	3,000	3,000	4,374	(1,374)	3,550
Maintenance and supplies	15,000	15,000	17,448	(2,448)	22,679
Harbor maintenance	2,500	13,945	13,188	757	878
Bay hundred pool	2,000	2,000	2,000	-	-
Park enhancement fund	7,000	7,000	7,725	(725)	2,967
Horticulturist contract	20,000	20,000	24,404	(4,404)	23,744
Nature trail maintenance	5,000	5,000	5,865	(865)	2,065
Flood mitigation - n. harbor rd.	-	28,815	36,423	(7,608)	-
Flood mitigation - san domingo cr.	-	25,933	29,387	(3,454)	-
Retaining walls - mill st.	9,000	9,000	8,720	280	-
Nature trail - MDOT	-	29,200	29,200	-	-
Comfort station	-	-	219	(219)	-
Capital outlay - boat slip waterline	30,000	30,000	-	30,000	-
Capital outlay - bulk head back creek	8,000	-	-	-	-
Capital outlay - honeymoon bridge	-	-	-	-	4,500
Capital outlay - comfort station	-	-	-	-	317,845
Subtotal - public works	\$ 772,759	\$ 1,291,288	\$ 1,286,174	\$ 5,114	\$ 1,008,088

COMMISSIONERS OF ST. MICHAELS
SCHEDULE OF ANALYSIS OF EXPENDITURES - BUDGET AND ACTUAL
ALL FUNDS
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	June 30, 2022
Proprietary fund					
Water fund					
Staff time	\$ 90,000	\$ 90,000	\$ 124,322	\$ (34,322)	\$ 91,469
Water lease percentage	99,000	99,000	103,115	(4,115)	100,999
Liability and property insurance	6,855	6,855	12,150	(5,295)	11,504
Office supplies	3,680	3,680	2,205	1,475	4,321
Computer and telemetry software	10,000	10,000	1,716	8,284	9,184
Postage	1,500	1,500	2,470	(970)	1,849
Electric - wells and towers	25,365	25,365	36,460	(11,095)	27,957
Water testing	4,765	4,765	2,701	2,064	5,415
Travel and training	2,000	2,000	1,338	662	3,971
Dues and subscriptions	493	493	346	147	411
Telephone	2,444	2,444	3,583	(1,139)	3,335
Vehicle expense	-	-	-	-	961
Materials and supplies	52,915	52,915	55,322	(2,407)	63,260
Maintenance on arsenic system	50,000	104,933	104,933	-	1,740
Maintenance on generator 2 and 3	5,466	5,466	4,401	1,065	5,402
Server time - mission units	2,374	2,374	2,386	(12)	2,386
Miscellaneous	1,108	1,108	357	751	864
Water dept. contractual services	-	-	3,300	(3,300)	17,250
Water tower maintenance contract	51,176	51,176	53,711	(2,535)	51,005
Water meter replacement	673,280	635,869	609,869	26,000	2,350
Debt service - water bond	140,455	140,455	-	140,455	2,723
Debt Service - arsenic	80,500	80,500	4,440	76,060	6,242
Water tower interfund loan	20,000	20,000	1,684	18,316	2,052
Depreciation	-	-	159,177	(159,177)	159,825
Subtotal - water fund	<u>1,323,376</u>	<u>1,340,898</u>	<u>1,289,986</u>	<u>50,912</u>	<u>576,475</u>
Total charges	<u>\$ 4,471,775</u>	<u>\$ 5,418,618</u>	<u>\$ 5,394,307</u>	<u>\$ 24,311</u>	<u>\$ 4,049,888</u>

COMMISSIONERS OF ST. MICHAELS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
BUDGET AND ACTUAL
PROPRIETARY FUND - WATER
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with	Prior Year
	Budgetary Basis				
	Original	Final	Basis	Positive(Negative)	
OPERATING REVENUES					
Water service charges	\$ 646,095	\$ 646,095	\$ 680,116	\$ 34,021	\$ 675,440
Water connections	17,567	17,567	15,400	(2,167)	23,800
Water capital charges	12,100	12,100	12,100	-	14,300
Miscellaneous water revenue	-	-	2,252	2,252	4,437
TOTAL OPERATING REVENUES	675,762	675,762	709,868	34,106	717,977
OPERATING EXPENSES					
Staff time	90,000	90,000	124,322	(34,322)	91,469
Water lease percentage	99,000	99,000	103,115	(4,115)	100,999
Liability and property insurance	6,855	6,855	12,150	(5,295)	11,504
Office supplies	3,680	3,680	2,205	1,475	4,321
Computer and telemetry software	10,000	10,000	1,716	8,284	9,184
Postage	1,500	1,500	2,470	(970)	1,849
Electric - wells and towers	25,365	25,365	36,460	(11,095)	27,957
Water testing	4,765	4,765	2,701	2,064	5,415
Travel and training	2,000	2,000	1,338	662	3,971
Dues and subscriptions	493	493	346	147	411
Telephone	2,444	2,444	3,583	(1,139)	3,335
Vehicle expense	-	-	-	-	961
Materials and supplies	52,915	52,915	55,322	(2,407)	63,260
Maintenance on arsenic system	50,000	104,933	104,933	-	1,740
Maintenance on generator 2 and 3	5,466	5,466	4,401	1,065	5,402
Server time - mission units	2,374	2,374	2,386	(12)	2,386
Miscellaneous	1,108	1,108	357	751	864
Water dept. contractual services	-	-	3,300	(3,300)	17,250
Water tower maintenance contract	51,176	51,176	53,711	(2,535)	51,005
Water meter replacement	673,280	635,869	609,869	26,000	2,350
Depreciation	-	-	159,177	(159,177)	159,825
TOTAL OPERATING EXPENSES	1,082,421	1,099,943	1,283,862	(183,919)	565,458
OPERATING LOSS	(406,659)	(424,181)	(573,994)	218,025	152,519
NON-OPERATING REVENUES (EXPENSES)					
Interest	2,496	2,496	6,367	3,871	1,172
Water funding - contingency	10,798	10,798	-	(10,798)	-
Federal grants - ARP	673,280	673,869	609,869	(64,000)	1,720
State grants - MDE loan forgiveness	-	-	143,000	143,000	-
Debt service - water bond	(140,455)	(140,455)	-	(140,455)	(2,723)
Debt Service - arsenic	(80,500)	(80,500)	(4,440)	(76,060)	(6,242)
Water tower interfund loan	(20,000)	(20,000)	(1,684)	(18,316)	(2,052)
Prior year reserves	-	16,933	-	16,933	-
Transfer in (out)	(38,960)	(38,960)	(204,890)	165,930	8,934
NON-OPERATING REVENUES (EXPENSES)	406,659	424,181	548,222	20,105	809
CHANGE IN NET POSITION	-	-	(25,772)	238,130	153,328
NET POSITION - BEGINNING	3,509,361	3,509,361	3,509,361	-	3,356,033
NET POSITION - ENDING	\$ 3,509,361	\$ 3,509,361	\$ 3,483,589	\$ 238,130	\$ 3,509,361

MINUTES



**Commissioners of
St Michaels
Meeting Minutes Working and Legislative Session
Wednesday, December 13, 2023, 5:00 pm - 8:00 pm
St. Michaels Branch of the Talbot Co. Library
106 S. Fremont Street
St. Michaels, MD 21663**

1. 5:00 pm - Call to Order for Working & Legislative Session - Pledge of Allegiance

Commissioner Breimhurst, President, called to order a live and remote Working Session of the Commissioners of St. Michaels at 5:00 p.m. in St. Michaels, Maryland and the Pledge of Allegiance was recited. Present at the meeting were Commissioners Joyce Harrod, Al Mercier, Tad DuPont and Katrina Whittington. Other Representatives included Town Administrator Rob Straebel, Town Clerk Kristen Payne, Town Planner Steve Ball, Finance Clerk Vickie Sharp and Chief Oswald. With approximately 24 members of the public and Zoom present as well.

2. Announcement of Closed Session

The Commissioners voted to go into a Closed Session after the Open Session on Wednesday, December 13, 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 whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals

3. Announcements from COSM and Staff

Commissioner Whittington joined the St. Michaels Rotary Club for their 20th year of taking families shopping.

Commissioner Harrod joined the Mid-Shore Regional Council, Economical Development and MACo down at the Hyatt Regency to discuss the projects that have been completed.

Commissioner DuPont stated that the State of Maryland cut 3.3 billion dollars in highway funding. Commissioners are not sure how this is going to affect future highway projects for the town and projects from the Department of Nature Resources.

Commissioner Briemhurst commended everyone that made Christmas in St. Michaels a success. A special thanks to Chief Oswald and the extra officers brought in to keep everything moving on schedule and to get the streets cleared as quickly as possible. Also wanted to thank Town staff and the Public Works department who had extra people on hand to get everything picked up. He also mentioned that the lighted boat parade was a wonderful event.

Rob Straebel stated there was a fire on December 3rd at the Town's pump station on Marengo Street. Started at about 11pm and believe to had originated in the attic and likely to have been electrical. Fire Marshall's report will be forthcoming. Rob has been speaking with Emergency Services Engineers to make sure safeguards are in place. Rob reached out to our insurance carrier LGIT, and an adjuster came out to complete a report. Fire Chief Larry Cooper set up a

Tanker Task force, which requires all neighboring fire stations to respond to a fire in St. Michaels. The pump station on Gloria Avenue will be able to supply water to the town sufficiently through the winter and early spring months. Rob to send out a Constant Contact to keep the community updated. The draft Environmental Concern Master Plan will be presented on January 10, 2024, next Commissioners meeting. The town library meeting room will not be available after March 1st, 2024, due to the library undergoing construction. Kristen is working with Christ Church to see if the Parish Hall could be available for us to use during that time for all meetings. Canton Street update, the sewer lines have been installed. The culverts have also been installed and final grading has taken place today. Compaction tests will be conducted tomorrow, December 14, 2023. If all goes well, the paving will be done on Friday, December 15, 2023. Rob announces new Town Clerk Kristen Payne, who joined the office on December 4, 2023. Rob will be on vacation December 26, 2023 - January 1, 2024. Returning to the office January 2, 2024.

Chief Oswald stated that the Shop with a Cop on December 5, 2023, was a huge success. They were able to provide \$100 to each of the 50 children that attended. A party for those children followed on Thursday, December 7, 2023. Officer Dylan Nepert joins the force and is currently in training.

Steve Ball stated there will be new projects coming in the new year. Regarding the Environmental Concern project, we have a very tight time frame to approve the plan for Open Space funding. Planning Commission made some recommendations regarding the new Cannabis Zoning text amendments. Those will be coming before the Commissioners in January.

4. Comments from the Public

John Novak stated concern for the lack of taxes paid to the Town by the CBMM. CBMM owns three properties in town with estimated value of \$22 million and that the taxes on those properties could estimate roughly \$107,000 annually in taxes for the Town. However, the CBMM claims their non-profit status is the result of not having to pay any tax dollars to the town (i.e. real estate, entertainment, etc.). CBMM just recently purchased the tour boat The Patriot. In recent years, the tour boat has provided the town roughly \$50,000 in entertainment tax, annually. Since CBMM now owns this tour boat, the town will no longer be receiving those tax dollars. (Attachment)

5. Special Presentation

Roy Myers and Anna Johnson, Project Manager for Bayland presented a power point on the San Domingo Creek and West Side Stormwater and Harbor Infrastructure Assessment and Flood Mitigation Plan. Roy stated that this was initially brought to the Commissioners in 2020 for the DNR study of the Main Harbor. The purpose of that study was to look at the sea level rise and the storm surge in the main harbor for 2050 and to identify at risk areas. The grant request has been submitted as of December 13, 2023 to look at the final design permitting and construction for the living shoreline at Back Creek Park and the additional assessment of the tide gate under the nature trail bridge. Members from Envision the Choptank were present and have agreed to assisting with finding more funding for grants.

St. Michaels Day proposal has been moved to January 10, 2024.

6. Consent Agenda for Minutes, Events, and Department Reports

Consent agenda (minutes and department reports) were approved as presented. Commissioner Harrod made a motion to accept the consent agenda, seconded by Commissioner DuPont, was passed on roll call vote 5-0 in favor.

Events Sign permit was approved, Commissioner Harrod made a motion to accept the Hearts on Talbot event, seconded by Commissioner Whittington, was passed on roll call vote 5-0 in favor.

7. Ordinance for Introduction/Discussion

Ordinance No. 552 - Leaf Blowers - Has been sent back to staff to re-draft.

Ordinance No. 553 - **AN ORDINANCE OF THE COMMISSIONERS OF ST. MICHAELS AMENDING THE CODE OF THE TOWN OF ST. MICHAELS, CHAPTER 98 "BOARDS, COMMISSIONS, COMMITTEES AND PANELS", § 98-4 "PARKS AND RECREATION ADVISORY BOARD" TO EXPAND MEMBERSHIP ON THE BOARD FROM FIVE TO SEVEN MEMBERS.** Rob asks to set public hearing for January 24, 2024. Commissioner Dupont calls for motion to approve Ordinance 553, seconded by Commissioner Harrod, was passed on a roll call vote 5-0 in favor.

8. Old Business

a. Website Redesign and Maintenance Approval

Rob stated after reviewing the ten proposals, he and staff have identified two finalists and recommends moving forward with CivicPlus based on cost, usability, their experience and previous website development. Commissioner Dupont motions to approve, seconded by Commissioner Whittington, was passed on a roll call vote 5-0 in favor.

b. Trail Phase II Final Grant Agreement

Steve stated that Maryland Department of Transportation has awarded the Town of St. Michaels an additional grant of \$48,260 for the additional 1.25 miles of the nature trail. Rauch Engineering will complete 100% of the construction engineered drawings. Commissioner Harrod motions to approve, seconded by Commissioner Whittington, was passed on a roll call vote 5-0 in favor.

c. Approve Design Fees for ADA Bathroom at New Admin Office

Rob stated on November 8, 2023, Commissioners directed staff to seek additional architectural proposals to develop engineered plans for ADA compliant bathroom at the Environmental Concern property for the new Town Office. Chesapeake Green Building and Design, Inc. proposed \$1,100 for total cost including permits for biddable plans. Commissioner Mercier motioned to approve the ADA proposal from Chesapeake Green Building and Design, Inc., seconded by Commissioner Whittington, was passed on a roll call vote 5-0 in favor.

d. Award Bid for Painting of Interior and Exterior Environmental Buildings

Rob stated that the Town received four bids. Rob recommends Certa-Pro Painters to complete projects. The owner of Certa-Pro Painters was present to field questions from Commissioners. Commissioner Harrod motion to approve, seconded by Commissioner Briemhurst, was passed on a roll call vote 5-0 in favor.

9. New Business

a. Wetlands Mitigation Plan - Grace Street

Steve stated on November 6, 2023, the Town received MDE's first overdue notice regarding the failure to submit the reports and a request to remedy the situation. Steve stated that he believes that this required work was overlooked during a time of the Town's administrative staff transitional period and was never addressed. Requesting sole source contract with Environmental Systems Analysis, Inc. for a five-year period. Commissioner DuPont motion to approve, seconded by Commissioner Harrod, was passed on a roll call vote 5-0 in favor.

b. 2024 Holiday & COSM Meeting Schedule

Commissioner Breimhurst motioned to approve the 2024 Holiday and COSM Meeting

Schedule, seconded by Commissioner Whittington, was passed on a roll call vote 5-0 in favor.

10. Comments from the Public

Resident stated that the Muskrat Park Christmas Tree was vandalized again. Suggested putting cameras in. Resident had questions regarding the plans for the new park at the Environmental Concern property off of Boundary Lane and whether or not the plans for options had been presented to the public. Commissioners stated that all information is posted on the Town's website for review.

Resident stated concerns for the budget that was presented and wanted to urge the Commissioners to be mindful.

11. Comments from the Commissioners

No Comments

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

December 25, 2023 - Christmas Day - Town Office Closed

January 1, 2024 - New Year's Day - Town Office Closed

January 10, 2024 - COSM Working Session

January 15, 2024 - Martin Luther King, Jr. Day - Town Office Closed

January 24, 2024 - COSM Legislative Session

13. Closed Session Statement

The Commissioners voted to go into a Closed Session after the Open Session on Wednesday, December 13, 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 whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Commissioner Harrod motion to approve, seconded by Commissioner DuPont, was passed on roll call vote 5-0 in favor.

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.

*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: Sgt. J. Newcomb 0174

Re: Report for December 2023

Total Service Calls: 650

Fuel Used: 489.8 **Gallons**

Total Arrests: **2**

Criminal/other: **0**

Juvenile Arrests: **1**

CDS Arrests: **0**

DUI/DWI Arrests: **0**

Warrant/ Summons: **1**

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

Emergency Petition: **0**

1 Assaults
0 Domestic Violence / Assaults
0 Burglaries
0 Thefts
2 Malicious Destruction of Properties
0 Trespass/Unwanted Subjects
7 Alarms
1 Noise Complaints
1 Parking Complaints
4 Traffic Collisions
6 Assist Other Agencies
5 Mutual Aid Assists
4 Parking Ticket
60 Hours of Foot/Bike Patrol
41 Hours of Training
17 Hours of Meetings
17 Hours of Court Appearance
494 Patrol Checks
118 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	2022
Monthly Service Calls	522	594	556	637	651	834	682	732	729	848	841	571	734	618	755	586	740	612	720	640	743	525	677	650	8350	7847	
Assaults	0	0	0	0	0	0	0	0	1	2	1	0	1	2	1	2	1	0	0	0	0	1	0	0	1	7	8
Verbal Altercation	0	1	1	1	1	0	1	1	4	3	3	1	2	2	4	4	1	2	4	2	2	2	1	2	0	25	18
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Domestic Violence / Assaults	0	3	0	0	0	0	0	0	1	0	0	0	0	1	1	0	0	1	0	0	1	0	0	1	3	6	
Missing Person	0	1	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	3	2
Thefts	1	1	0	1	4	2	2	5	1	5	0	3	5	3	2	4	1	2	5	3	3	3	1	1	0	25	30
MDOP	0	4	1	0	1	2	1	0	0	1	1	0	0	1	1	3	1	0	0	0	2	0	1	2	9	13	
B & E	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	3	2
Trespass/Unwanted Subject	0	1	2	0	3	1	1	1	0	0	0	1	3	1	2	1	4	0	1	0	0	0	1	2	0	18	7
Disorderly Conduct	0	0	1	0	0	1	1	0	0	0	3	0	1	0	1	1	2	0	3	2	0	0	1	0	13	4	
Harassment	0	1	0	0	1	1	0	0	2	0	0	0	1	2	0	0	3	0	2	1	0	1	1	1	0	10	6
Alarms	4	7	8	11	5	5	9	6	11	10	8	8	8	6	8	4	13	10	7	2	7	4	17	7	105	80	
CDS	0	1	1	0	0	0	0	0	2	0	0	0	1	0	1	0	1	0	1	0	0	0	2	0	0	9	1
Death Report/Investigation	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	1	4
Warrant/Summons	2	1	1	0	1	1	1	1	1	0	2	1	0	0	0	1	0	2	1	3	0	0	3	1	12	11	
Underage Poss. Alcohol	0	0	0	0	0	0	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	0	0	0	0	0	0
Noise Complaint	1	2	2	3	5	2	0	3	3	8	10	1	6	4	5	2	9	3	6	4	2	3	2	1	51	36	
Animal Complaint	1	2	2	2	6	3	5	5	7	4	6	4	6	2	3	2	6	2	7	1	1	1	0	2	52	29	
Boating Complaint	0	0	0	0	0	0	0	0	0	1	2	0	1	0	1	0	0	0	0	0	0	0	0	0	5	1	
Parking Complaint	2	3	0	3	2	1	1	5	5	7	7	3	9	1	5	3	7	5	3	0	5	3	4	1	50	35	
Assist Motorist	2	2	2	3	2	3	1	2	2	5	2	2	6	3	4	0	1	2	2	5	2	2	1	2	27	31	
Traffic Complaint	1	2	0	4	3	6	4	2	4	4	6	4	10	1	6	3	4	3	6	5	6	3	3	3	53	40	
Traffic Control	0	3	7	2	0	0	0	0	5	0	4	2	3	1	0	2	3	1	2	29	4	2	6	1	34	43	
Traffic Collision	1	4	1	3	4	3	3	8	2	6	3	6	2	3	5	7	1	2	9	8	4	1	5	4	40	55	
WI / DUI	0	0	0	0	0	0	0	0	2	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	5	2	
Assist Other Agency	7	11	16	11	16	9	14	15	13	16	13	16	23	14	17	16	19	16	19	19	15	15	16	11	188	169	
Misc. Calls	49	95	187	90	158	202	150	104	83	324	319	133	154	139	69	221	122	228	162	266	99	122	134	118	1686	2042	

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	2022
Traffic/Summons/Warrant	2	1	2	0	2	3	8	1	5	2	3	4	1	0	1	4	3	5	1	8	1	1	4	1	33	30	
Juvenile Arrest	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	1	
DWI	0	0	0	0	2	0	0	0	2	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	5	2	
CDS Arrest	0	1	1	0	0	0	0	0	2	0	0	0	0	0	1	0	1	1	0	1	0	0	2	0	8	1	
Assists (Arrests)	0	5	0	1	2	1	0	1	3	0	2	4	4	2	0	1	2	2	3	5	0	0	0	0	16	22	
Traffic Citations	2	3	4	7	19	5	9	2	22	51	8	39	8	26	3	4	9	7	1	8	2	3	3	0	90	155	
Traffic Warnings	51	26	82	22	36	25	68	30	88	25	59	75	46	28	48	20	79	18	60	29	28	35	36	39	681	372	
ERO	8	1	8	2	8	9	18	0	0	1	3	6	0	14	1	8	4	11	0	11	1	6	0	8	51	77	
FIR	0	0	0	0	0	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	4	29	2	13	16	18	7	27	4	208	95	
Warrants Obtained	0	0	0	0	0	1	0	0	1	0	2	1	0	0	2	0	1	0	0	0	0	0	0	0	1	6	3
Summons Obtained	1	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	3	2
Warrants Served	1	0	0	0	0	1	0	0	1	0	1	1	0	0	0	1	0	1	1	0	0	0	2	1	6	5	
Summons Served	1	1	1	0	1	0	1	1	0	0	1	0	0	0	0	0	0	1	0	3	0	0	1	0	6	6	
Alcohol/Tobacco	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0
Municipal Infractions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Calls	522	594	556	637	651	834	682	732	729	848	841	571	734	618	755	586	740	612	720	640	743	525	677	650	8350	7847	
Foot Patrol Hours	80	93	111	84	129	128	196	111	154	115	243	133	219	170	168	150	152	103	162	44	80	90	101	60	1795	1281	
Patrol Checks	451	477	324	503	437	589	488	497	578	452	467	384	489	431	535	309	540	333	479	338	516	366	473	494	5777	5173	
Initiated Calls	510	553	432	549	619	682	640	573	657	585	640	476	633	490	686	437	678	374	523	464	589	454	533	566	7140	6203	
Working Hours	28	2	49	9	19	7	98	51	30	18	85	28	31	13	65	14	54	16	64	8	2	55	14	41	539	262	
Working Hours	18	14	24	15	21	13	17	9	27	14	15	14	17	12	13	16	17	9	19	5	13	13	7	17	208	151	
Rest Hours	6	10	14	4	6	10	6	6	28	2	7	2	20	2	2	8	11	0	4	2	6	5	5	17	115	68	

GASOLINE PUMP

Dec. 2023

Month/Year

Taylor

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
12/2/23	1715	17377	52096	4505.8	4523.1	17.3
12/6/23	1728		52243	4568.5	4583.4	14.9
12/11/23	1730		52388	4753.5	4772.7	19.1
12/15/23	1650		52471	4807	4821.2	14.2
12/17/23	1645		52564	4837.2	4852.3	15.1
12/21/23	1650		52666	4916.6	4932.3	15.7
12/26/23	1420		52762 5007.3	5007.3	5022.4	15.1
12/30/23	1540		52861	5116.5	5131.5	15.0
TOTAL						126.4
GALLONS						

GASOLINE PUMP

12 / 2023

Month/Year

N. Edwards

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
12/4/23	0945	210926G	28010	45377	45393	16.4
12/8/23	1845	210926G	28238	46531	46673	14
12/13/23	1830	210926G	28238	47727	4784	12
12/18/23	2003	210926G	28653	4886	4901	15
12/20/23	0900	210926G	2959	49323	4946	14
12/24/23	1615	210926G	29112	4979	4991	12
12/29/23	0105	210926G		5104	5116	11
TOTAL						94.4

TOTAL
GALLONS

GASOLINE PUMP

December 2023

Month/Year

Pc. C. Smith #0175

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
12/09/23	0858	21996LG	2300	46713	46963	25.0
12/23/23	1015	21996LG	2618	4959.9	4979.3	19.4
TOTAL						44.4
GALLONS						

12/23

Month/Year

U
Nepert

Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
12/8/25	1840	12927LG	38853	46673	46689	46659 16
TOTAL						16
						GALLONS

GASOLINE PUMP

December 2023
Month/Year

Buttrich, M
Officer Name

DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
12/13	1830	08617	556037	4523	4537	14
12/18	0245	08617	55819	4637	4653	16
12/11	1430	08617	56043	4738	4753	15
12/16	1950	08617	56221	4821	4837	16
12/21	0600	08617	56378	4901	4916	15
12/26	0545	08617	56529	4992	5007	15
12/28	2315	08617	56709	5089	5104	15
12/31	0010	08617	56842	5131	5145	14
TOTAL						120

76

The Commissioners of St. Michaels Monthly Disbursements-General Account December 2023

Num	Date	Name	Memo	Account	Paid Amount
	12/04/2023	Hopkins Sales	QuickBooks ...	1042 · General Che...	
Clear Credit	12/04/2023	Hopkins Sales		20000 · *Accounts P...	0.00
TOTAL					0.00
	12/04/2023	Xerox	QuickBooks ...	1042 · General Che...	
Clear Old Credit	12/04/2023	Xerox	Clear Old Credit	20000 · *Accounts P...	0.00
TOTAL					0.00
3407	12/07/2023	At the Scene		1042 · General Che...	
397669	12/01/2023		Police Janitorial Admin. Janito...	64052 · Police Janit... 62092 · Admin Janit...	-100.00 -30.00
TOTAL					-130.00
3408	12/07/2023	Breezeline	Acct.#: 8335 ...	1042 · General Che...	
410-745-9535	11/21/2023		Admin. Cable Admin. Telep...	62094 · Admin Offic... 62088 · Admin Tele...	-82.16 -303.09
TOTAL					-385.25
3409	12/07/2023	Core & Main LP		1042 · General Che...	
T931717	11/17/2023		Water Dept. ...	69051 · Water Mater...	-6,459.16
TOTAL					-6,459.16
3410	12/07/2023	East Coast Poly So...	Sidewalk lift ...	1042 · General Che...	
2310-1813-2403	11/22/2023		Sidewalk lift 5...	65083 · Streets Mai...	-675.00
TOTAL					-675.00
3411	12/07/2023	Galls, LLC	Acct.# 5417653	1042 · General Che...	
026294372	11/17/2023		Police Unifor...	64043 · Police Unifo...	-35.98
TOTAL					-35.98
3412	12/07/2023	Kelley Investigative...		1042 · General Che...	
Polygraph /Nepert	11/14/2023		Police Person...	64042 · Police Pers...	-300.00
TOTAL					-300.00
3413	12/07/2023	Levan Ruff, LLC		1042 · General Che...	
268	12/03/2023		Legal Expens...	6204 · Legal Expens...	-9,957.95
TOTAL					-9,957.95
3414	12/07/2023	Lumberyard		1042 · General Che...	
526997	11/03/2023		Supplies	62096 · Municipal Bl...	-67.88
527175	11/07/2023		Supplies	650912 · Parks/Rec ...	-80.25
527569	11/15/2023		Screw Hook/S...	65066 · M/G Miscell...	-66.28

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

Num	Date	Name	Memo	Account	Paid Amount
527699	11/17/2023		Coil Chain	65083 · Streets Mai...	-21.99
527904	11/22/2023		Ext. Cord/Glo...	62096 · Municipal Bl...	-19.44
527995	11/27/2023		16oz Interior ...	62096 · Municipal Bl...	-7.99
527998	11/27/2023		HD Swinging ...	62096 · Municipal Bl...	-30.99
528062	11/28/2023		Nifty Pick Up ...	650912 · Parks/Rec ...	-29.78
528254	11/30/2023		Battery - SMPD	64053 · Police Offic...	-31.98
TOTAL					-356.58
3415	12/07/2023	Mahan Rykiel Asso...	VOID: Profes...	1042 · General Che...	
TOTAL					0.00
3416	12/07/2023	Marise Galgano	Reimburse f...	1042 · General Che...	
Reimb 12/2023	12/06/2023		Reimburse for...	650918 · Park Enha...	-84.55
TOTAL					-84.55
3417	12/07/2023	Maryland State Ret...		1042 · General Che...	
AL240269	12/01/2023		Admin. quarte...	6202 · Retirees Ben...	-392.87
			LEOPS quart...	6202 · Retirees Ben...	-567.48
TOTAL					-960.35
3418	12/07/2023	Pierson Comfort G...		1042 · General Che...	
50263	12/07/2023		Toilets	650912 · Parks/Rec ...	-385.40
TOTAL					-385.40
3419	12/07/2023	Roy B. Myers	Supplies CO...	1042 · General Che...	
Reimb. Exp. 12/23	12/07/2023		Supplies COS...	62094 · Admin Offic...	-8.48
TOTAL					-8.48
3420	12/07/2023	ShoreGate Storage...	Unit R11 - De...	1042 · General Che...	
295	11/27/2023		Storage Unit ...	62105 · Storage Unit	-140.00
			Insurance	62105 · Storage Unit	-9.00
TOTAL					-149.00
3421	12/07/2023	ShoreScan Solutions	Customer ID:...	1042 · General Che...	
8722	12/01/2023		Document Re...	62097 · Document R...	-150.00
TOTAL					-150.00
3422	12/07/2023	Stanley J. Richards...		1042 · General Che...	
Oct 2023 HI Reimb	10/01/2023		October 1 - 3...	6202 · Retirees Ben...	-851.18
Nov 2023 HI Reimb	11/01/2023		November 1 - ...	6202 · Retirees Ben...	-851.18
Dec 2023 HI Reimb	12/01/2023		December 1 - ...	6202 · Retirees Ben...	-851.18
TOTAL					-2,553.54
3423	12/07/2023	The Village Shoppe		1042 · General Che...	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
169011	11/20/2023		Park Enhance...	650918 · Park Enha...	-350.12
TOTAL					-350.12
3424	12/07/2023	Water Testing Labs	3rd Qtr. 2023	1042 · General Che...	
PW-4611	12/01/2023		Water Testing...	69045 · Water Testing	-1,598.00
TOTAL					-1,598.00
3425	12/07/2023	Winzer	Cust. No. 231...	1042 · General Che...	
1627048	11/14/2023		Shoppo Mec...	65069 · Small Tools	-45.50
TOTAL					-45.50
3426	12/07/2023	Xerox Financial Se...	Contract #: ...	1042 · General Che...	
5011597	11/10/2023		Xerox Copier / ...	64053 · Police Offic...	-208.19
TOTAL					-208.19
3427	12/12/2023	Commissioners	Payroll PP D...	1042 · General Che...	
PR 12152023	12/12/2023		Payroll PP De...	1043 · Payroll Chec...	-57,053.81
TOTAL					-57,053.81
3428	12/12/2023	Mission Square 30...	Acct.# 305226	1042 · General Che...	
			Acct.# 305226	24801 · Mission Squ...	-800.00
TOTAL					-800.00
3429	12/12/2023	Mission Square 10...	pp 11-28-23 - ...	1042 · General Che...	
Pay Date 12-15-2...	12/15/2023		pp 11-28-23 - ...	6202 · Retirees Ben...	-475.38
TOTAL					-475.38
3430	12/13/2023	APG Media of Ches...	Acct. No. 131	1042 · General Che...	
3041194	12/06/2023		PZ Notice / Is...	63053 · P/Z Advertis...	-43.75
TOTAL					-43.75
3431	12/13/2023	At the Scene	Cleaning To...	1042 · General Che...	
397686	12/08/2023		Police Janitorial	64052 · Police Janit...	-100.00
			Admin. Janito...	62092 · Admin Janit...	-95.00
TOTAL					-195.00
3432	12/13/2023	Bartlett Tree Experts		1042 · General Che...	
41408069-0	11/25/2023		Pruning on E. ...	6505 · Tree Planting...	-976.00
TOTAL					-976.00
3433	12/13/2023	BayLand Consulta...	Flood Mitigat...	1042 · General Che...	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
844401-010	11/22/2023		Flood Mitigati...	700492 · Flood Mitig...	-10,968.75
TOTAL					-10,968.75
3434	12/13/2023	Breezeline		1042 · General Che...	
410-745-0000	12/01/2023		Water Dept. T...	69048 · Water Telep...	-159.91
TOTAL					-159.91
3435	12/13/2023	Chesapeake Emplo...	Policy #: 219...	1042 · General Che...	
Dec 2023	12/03/2023		Admin. Work...	620115 · Admin Wor...	-81.49
			PZ Workmen...	63015 · PZ Workma...	-426.06
			PD Workmen...	64015 · Police Work...	-4,551.03
			PW Workmen...	65015 · PW Workm...	-1,772.42
TOTAL					-6,831.00
3436	12/13/2023	CJ Weisman Balan...		1042 · General Che...	
Reimb. HI Dec 2023	12/01/2023		Reimb. HI Ex...	6202 · Retirees Ben...	-699.96
			Reimb. HI Ex...	6202 · Retirees Ben...	-164.90
			Reimb Prescri...	6202 · Retirees Ben...	-35.65
Reimb. HI Jan 2024	12/31/2023		Reimb. HI Ex...	6202 · Retirees Ben...	-699.96
			Reimb. HI Ex...	6202 · Retirees Ben...	-307.98
			Reimb Prescri...	6202 · Retirees Ben...	-35.65
TOTAL					-1,944.10
3437	12/13/2023	Core & Main LP		1042 · General Che...	
T931788	11/20/2023		Water Meter ...	69051 · Water Mater...	-1,039.43
S064733	11/21/2023		Water Dept. ...	69074 · Water Meter...	-4,770.00
T992668	11/22/2023		Water Dept. ...	69074 · Water Meter...	-7,730.00
U001543	11/22/2023		Water Dept. ...	69074 · Water Meter...	-3,300.57
TOTAL					-16,840.00
3438	12/13/2023	Doggie Walk Bags	Customer #: ...	1042 · General Che...	
0110623-IN	11/27/2023		Nature Trail M...	650916 · Nature Trai...	-500.00
TOTAL					-500.00
3439	12/13/2023	Dr. Jack Leeb	St. Michaels ...	1042 · General Che...	
3285	11/29/2023		Police Person...	64042 · Police Pers...	-515.00
TOTAL					-515.00
3440	12/13/2023	Galls, LLC		1042 · General Che...	
026347191	11/24/2023		Officer Newco...	64043 · Police Unifo...	-11.98
026365315	11/27/2023		Officer Nepert	64045 · Police Equip...	-42.95
026362437	11/27/2023		Officer Nepert	64043 · Police Unifo...	-796.84
TOTAL					-851.77
3441	12/13/2023	GEORGE, MILES &...	West Harbor ...	1042 · General Che...	
0079499	12/07/2023		West Harbor ...	700300 · Flood Mitig...	-4,024.00

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-4,024.00
3442	12/13/2023	Hopkins Sales	14820	1042 · General Che...	
473103	11/22/2023		Hand soap/To...	62096 · Municipal Bl...	-210.20
TOTAL					-210.20
3443	12/13/2023	Intercoastal Tradin...		1042 · General Che...	
234606	11/22/2023		Hypochlorite ...	69051 · Water Mater...	-963.75
234607	11/22/2023		Hypochlorite ...	69051 · Water Mater...	-963.75
TOTAL					-1,927.50
3444	12/13/2023	International Comp...		1042 · General Che...	
40100	10/19/2023		1 Year Meraki...	62101 · IT Consultant	-245.00
40584	12/06/2023		IT Consultant ...	62101 · IT Consultant	-2,708.20
TOTAL					-2,953.20
3445	12/13/2023	Lowe's	Acct.#: 821 3...	1042 · General Che...	
Statement	12/22/2023		Parks & Recs...	650912 · Parks/Rec ...	-27.32
			KB Pwer Tool...	65069 · Small Tools	-246.85
			50 lb Asphalt	65083 · Streets Mai...	-102.95
TOTAL					-377.12
3446	12/13/2023	Maryland Rural Wa...	2023 -2024 M...	1042 · General Che...	
10464	10/03/2023		Water Dept. ...	69047 · Water Dues...	-300.00
TOTAL					-300.00
3447	12/13/2023	MD Environmental ...	Bulk Trash	1042 · General Che...	
335675	12/04/2023		Bulk Trash	65071 · Landfill Fees	-116.07
TOTAL					-116.07
3448	12/13/2023	MD State Retireme...		1042 · General Che...	
8675	12/01/2023		MD State Reti...	640131 · Retirement	-174,677.00
TOTAL					-174,677.00
3449	12/13/2023	One Call	Acct.#: 0000...	1042 · General Che...	
3116054	11/30/2023		Miss Utility	69053 · Water Misc...	-21.10
TOTAL					-21.10
3450	12/13/2023	Phyllis Kennedy.	Reimburse f...	1042 · General Che...	
2023 Christmas	12/01/2023		Reimburse for...	650918 · Park Enha...	-341.39
TOTAL					-341.39
3451	12/13/2023	PNC Bank	Acct. ending ...	1042 · General Che...	

The Commissioners of St. Michaels Monthly Disbursements-General Account December 2023

Num	Date	Name	Memo	Account	Paid Amount
Statement	12/01/2023		Tourism / Con...	6203 · Tourism/Com...	-145.00
			Tourism / Ado...	6203 · Tourism/Com...	-63.59
			Admin. Dues ...	62089 · Admin Dues...	-21.19
TOTAL					-229.78
3452	12/13/2023	Republic Services	Acct.#: 3-04...	1042 · General Che...	
0426-001057264	11/30/2023		Recycling Ser...	65074 · Recycling S...	-5,060.00
			Trash Pick-Up	65076 · Trash Pick-Up	-11,075.50
TOTAL					-16,135.50
3453	12/13/2023	Staples		1042 · General Che...	
3553540058	11/30/2023		Admin. Office ...	62102 · Office Suppl...	-139.02
3553540059	11/30/2023		Admin. Office ...	62102 · Office Suppl...	-39.99
3553540061	11/30/2023		Admin. Office ...	62102 · Office Suppl...	-344.85
3553540063	11/30/2023		Admin. Office ...	62102 · Office Suppl...	-269.99
TOTAL					-793.85
3454	12/13/2023	Total Home Perfor...	25% Deposit	1042 · General Che...	
Est No 23340	11/20/2023		Mold Remedit...	62096 · Municipal Bl...	-925.00
TOTAL					-925.00
3455	12/13/2023	United Healthcare I...	Membership ...	1042 · General Che...	
Edgar L Thomas HI	12/01/2023		Retiree Benefi...	6202 · Retirees Ben...	-330.75
TOTAL					-330.75
3456	12/13/2023	Visa		1042 · General Che...	
Statement / SMPD	12/01/2023		SMPD Office ...	62094 · Admin Offic...	-40.00
			Police Trainin...	64051 · Police Trave...	-800.00
			SMPD Office ...	64053 · Police Offic...	-56.96
			Police Trainin...	64051 · Police Trave...	-450.00
TOTAL					-1,346.96
3457	12/13/2023	Well Care	Acct.#: 2370...	1042 · General Che...	
Edgar L. Thomas ...	12/01/2023		Retiree Benefi...	6202 · Retirees Ben...	-71.30
TOTAL					-71.30
3458	12/13/2023	Xerox Financial Se...	Contract #: ...	1042 · General Che...	
5138353	12/10/2023		Xerox Copier /...	62099 · Copier / Pos...	-650.35
TOTAL					-650.35
3462	12/13/2023	Breezeline	Acct.#: 8335 ...	1042 · General Che...	
Boy Scout Lodge	12/02/2023		Internet / Boy ...	62100 · Internet	-223.66
TOTAL					-223.66

The Commissioners of St. Michaels Monthly Disbursements-General Account December 2023

Num	Date	Name	Memo	Account	Paid Amount
3463	12/13/2023	MD State Retireme...	Location: 85...	1042 · General Che...	
8674	12/01/2023		PZ - FY23 M... Admin - FY2... Public Works ... COSM - FY23...	630131 · Retirement 6201131 · Retirement 650131 · Retirement 610021 · Retirement	-19,221.05 -22,327.97 -27,984.72 -452.26
TOTAL					-69,986.00
3464	12/13/2023	Visa	Acct. #: 4009...	1042 · General Che...	
Statement 12-1-2...	12/01/2023		Codification E... Indeed - Adve... Indeed - Adve... Intuit Payroll Business Car... Signs for New... Mail Package Office Supplies Business Car... Business Car...	62093 · Codification ... 62090 · Admin Notic... 62089 · Admin Dues... 62089 · Admin Dues... 62102 · Office Suppl... 62102 · Office Suppl... 62099 · Copier / Pos... 62102 · Office Suppl... 62102 · Office Suppl... 62102 · Office Suppl...	-72.75 -16.96 -23.17 -650.00 -32.85 -30.24 -32.30 -61.02 -31.79 -27.55
TOTAL					-978.63
3465	12/13/2023	Mahan Rykiel Asso...	Professional ...	1042 · General Che...	
47383	11/20/2023		Professional ...	62080 · Consulting ...	-27,673.78
TOTAL					-27,673.78
3466	12/20/2023	At the Scene		1042 · General Che...	
848006	12/15/2023		Police Janitorial Admin. Janito...	64052 · Police Janit... 62092 · Admin Janit...	-100.00 -30.00
TOTAL					-130.00
3467	12/20/2023	BayLand Consulta...		1042 · General Che...	
844401-012Final 844401-011	12/15/2023 01/04/2024		Flood Mitigati... Flood Mitigati...	700492 · Flood Mitig... 700492 · Flood Mitig...	-750.00 -3,000.00
TOTAL					-3,750.00
3468	12/20/2023	Breezeline	Acct.#: 8335 ...	1042 · General Che...	
100 Fremont - dec	12/04/2023		Police Dept. T...	64049 · Police Telep...	-350.66
TOTAL					-350.66
3469	12/20/2023	Choptank Electric		1042 · General Che...	
November 2023	12/13/2023		602 Railroad ... 100 Perry Ca... Hollis Park/30... Skate Board ... Mill St. Parkn... 712 N. Talbot ... 105 Brooks L...	65088 · Electric- Str... 65088 · Electric- Str... 62095 · Municipal Bl... 65088 · Electric- Str... 65088 · Electric- Str... 65088 · Electric- Str... 65088 · Electric- Str...	-22.00 -150.00 -201.00 -27.00 -226.00 -160.00 -52.00
TOTAL					-838.00
3470	12/20/2023	Galls, LLC	Officer Sica	1042 · General Che...	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

Num	Date	Name	Memo	Account	Paid Amount
026534064	12/13/2023		Officer Sica	64043 · Police Unifo...	-14.40
TOTAL					-14.40
3471	12/20/2023	GEORGE, MILES &...	West Harbor ...	1042 · General Che...	
0079731	12/20/2023		West Harbor ...	700300 · Flood Mitig...	-3,908.00
TOTAL					-3,908.00
3472	12/20/2023	Kelly & Associates	Acct. ID: 82110	1042 · General Che...	
Jan 2024 coverage	12/05/2023		Admin. Benefi...	620113 · Benefits	-6,926.84
			PZ Benefits / ...	63013 · Benefits	-1,987.87
			Police Dept. B...	64013 · Benefits	-5,169.83
			Water Dept. B...	69013 · Benefits	-2,851.88
			PW Dept. Be...	65013 · Benefits	-4,108.90
			Admin. / Pape...	620113 · Benefits	-27.60
			PZ / Paper Bil...	63013 · Benefits	-27.60
			Police Dept. / ...	64013 · Benefits	-27.60
			Water Dept. / ...	69013 · Benefits	-27.60
			PW / Paper Bi...	65013 · Benefits	-27.60
TOTAL					-21,183.32
3473	12/20/2023	MD Board of Water...	Water Treat...	1042 · General Che...	
Operator Exam-BT	12/06/2023		Application for...	69046 · Water Trave...	-50.00
TOTAL					-50.00
3474	12/20/2023	MDIA		1042 · General Che...	
850321	12/06/2023		Final/Approve...	63052 · P/Z Inspecti...	-80.00
850477	12/13/2023		Footing/Defec...	63052 · P/Z Inspecti...	-300.00
850525	12/14/2023		Final/Approve...	63052 · P/Z Inspecti...	-80.00
TOTAL					-460.00
3475	12/20/2023	MGL Printing Solut...	Water Bill 4-...	1042 · General Che...	
199574	08/23/2023		Water Bill 4-u...	69041 · Water Offic...	-600.00
TOTAL					-600.00
3476	12/20/2023	Pep-up	145450-1	1042 · General Che...	
6662312	12/14/2023		Municipal Bld...	62095 · Municipal Bl...	-560.93
TOTAL					-560.93
3477	12/20/2023	Phyllis Kennedy.	Reimburse f...	1042 · General Che...	
2023 Christmas 2nd	12/13/2023		Reimburse for...	650918 · Park Enha...	-879.89
TOTAL					-879.89
3478	12/20/2023	United Healthcare I...	Membership ...	1042 · General Che...	
Edgar L Thomas HI	12/31/2023		Retiree Benefi...	6202 · Retirees Ben...	-330.75

The Commissioners of St. Michaels Monthly Disbursements-General Account December 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-330.75
3479	12/20/2023	Verizon Wireless	Acct.#: 7422...	1042 · General Che...	
9951320865	12/09/2023		PW Cell Phon... Code Enforce...	65067 · M/G Teleph... 63051 · P/Z Office E...	-94.88 -84.78
TOTAL					-179.66
3480	12/20/2023	MD Board of Water...	Water Treat...	1042 · General Che...	
Operator Exam-B...	12/06/2023		Application for...	69046 · Water Trave...	-50.00
TOTAL					-50.00
3481	12/26/2023	Commissioners	Payroll PP D...	1042 · General Che...	
PR 12292023	12/26/2023		Payroll PP De...	1043 · Payroll Chec...	-57,297.17
TOTAL					-57,297.17
3482	12/26/2023	Mission Square 30...	Acct.# 305226	1042 · General Che...	
			Acct.# 305226	24801 · Mission Squ...	-800.00
TOTAL					-800.00
3483	12/26/2023	Mission Square 10...	pp 12-12-23 -...	1042 · General Che...	
Pay Date 12-29-2...	12/26/2023		pp 12-12-23 - ...	6202 · Retirees Ben...	-475.38
TOTAL					-475.38
3484	12/27/2023	Choptank Electric		1042 · General Che...	
11/9-12/9/2023	12/19/2023		Acct. # 21868... Acct # 21847... Acct # 21848... Acct.# 99135... Acct# 218506... Acct# 221850...	65088 · Electric- Str... 65088 · Electric- Str... 69044 · Electric-Wel... 65088 · Electric- Str... 62095 · Municipal Bl... 62095 · Municipal Bl...	-22.00 -35.00 -838.00 -22.00 -33.00 -170.00
TOTAL					-1,120.00
3485	12/27/2023	Verizon	Acct.#: 650-...	1042 · General Che...	
410-745-5147	12/06/2023		MG Telephone Water Dept. T...	65067 · M/G Teleph... 69048 · Water Telep...	-137.85 -137.85
TOTAL					-275.70
3486	12/27/2023	APG Media of Ches...	Acct. No. 131	1042 · General Che...	
3042292	12/21/2023		PZ Notice / Is...	63053 · P/Z Advertis...	-52.50
TOTAL					-52.50
3487	12/27/2023	At the Scene	Cleaning To...	1042 · General Che...	
848024	12/22/2023		Police Janitorial Admin. Janito...	64052 · Police Janit... 62092 · Admin Janit...	-100.00 -95.00

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-195.00
3488	12/27/2023	Bartlett Tree Experts	Apply Boost ...	1042 · General Che...	
41393388-0	12/05/2023		Apply Boost C...	6505 · Tree Planting...	-2,326.00
TOTAL					-2,326.00
3489	12/27/2023	Breezeline	Acct.#: 8335 ...	1042 · General Che...	
410-745-9535	12/16/2023		Admin. Internet	62100 · Internet	-270.51
TOTAL					-270.51
3490	12/27/2023	Choptank Electric		1042 · General Che...	
11/11-12/11/2023	12/21/2023		Boy Scout Lo...	62095 · Municipal Bl...	-84.00
			Water St., St ...	65088 · Electric- Str...	-45.00
			109 S. Talbot ...	65088 · Electric- Str...	-31.00
			105 Gloria Av...	69044 · Electric-Wel...	-1,368.00
			St. Mary's Sq...	65088 · Electric- Str...	-24.00
			Muskrat Park ...	65088 · Electric- Str...	-96.00
			Lease Lights ...	65088 · Electric- Str...	-3,588.00
			South Tank 1...	69044 · Electric-Wel...	-43.00
			Public Restro...	65088 · Electric- Str...	-199.00
			SM Police De...	64041 · Police Utilities	-410.00
			109 Gloria Av...	62095 · Municipal Bl...	-192.00
			115 Fremont ...	62095 · Municipal Bl...	-277.00
TOTAL					-6,357.00
3491	12/27/2023	Core & Main LP	Training	1042 · General Che...	
U059283	12/06/2023		Training Nept...	69074 · Water Meter...	-1,000.00
TOTAL					-1,000.00
3492	12/27/2023	Dover Plumbing S...	Poly Pipe	1042 · General Che...	
178342	11/25/2023		Poly Pipe	69051 · Water Mater...	-270.00
TOTAL					-270.00
3493	12/27/2023	Galls, LLC		1042 · General Che...	
025866159	10/04/2023		Officer Taylor	64043 · Police Unifo...	-24.50
025917704	10/10/2023		Officer Newco...	64043 · Police Unifo...	-22.54
026437926	12/04/2023		Officer Nepert	64043 · Police Unifo...	-66.30
TOTAL					-113.34
3494	12/27/2023	L.N. Curtis and Sons	Uniform - Ne...	1042 · General Che...	
756856	10/19/2023		Police Unifor...	64043 · Police Unifo...	-20.45
TOTAL					-20.45
3495	12/27/2023	MD Environmental ...	Bulk Trash	1042 · General Che...	
335741	12/18/2023		Bulk Trash	65071 · Landfill Fees	-414.99
TOTAL					-414.99

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

Num	Date	Name	Memo	Account	Paid Amount
3496	12/27/2023	Mid-Atlantic Waste	Check over p...	1042 · General Che...	
SWO005400-1	12/08/2023		Check over pl...	65087 · Streets Vehi...	-839.64
TOTAL					-839.64
3497	12/27/2023	Montgomery Irrigat...		1042 · General Che...	
146077519	12/08/2023		Winterization ...	650912 · Parks/Rec ...	-160.00
146077296	12/08/2023		Winterization ...	650912 · Parks/Rec ...	-158.00
TOTAL					-318.00
3498	12/27/2023	My Parking Sign	Signs	1042 · General Che...	
MPS-827568	12/07/2023		Signs	65081 · Signs	-386.42
TOTAL					-386.42
3499	12/27/2023	Pep-up	145450-1	1042 · General Che...	
6635003	12/08/2023		PW Vehicle E...	65021 · PW Vehicle ...	-344.21
			Parks & Rec. ...	650913 · Parks/Rec ...	-344.21
			Streets Vehicl...	65087 · Streets Vehi...	-344.20
			SW Vehicle E...	65073 · S/W Vehicle...	-344.20
TOTAL					-1,376.82
3500	12/27/2023	Poore House	SMPD Letter...	1042 · General Che...	
12260A	07/10/2023		SMPD Letterh...	64053 · Police Offic...	-180.00
TOTAL					-180.00
3501	12/27/2023	RAUCH, Inc.		1042 · General Che...	
6203	12/06/2023		West Harbor ...	63040 · Consulting / ...	-1,080.00
TOTAL					-1,080.00
3502	12/27/2023	Sharp Water Cullig...		1042 · General Che...	
20557883	12/01/2023		Police Dept. ...	64053 · Police Offic...	-18.00
20564600	12/07/2023		Police Dept. ...	64053 · Police Offic...	-53.47
TOTAL					-71.47
3503	12/27/2023	Suburban Propane	Gloria Ave. P...	1042 · General Che...	
1136-597890	12/21/2023		Propane 109 ...	62095 · Municipal Bl...	-1,187.21
TOTAL					-1,187.21
3504	12/27/2023	Verizon	Acct.# 850-38...	1042 · General Che...	
410-745-9500	12/06/2023		Police Dept. T...	64049 · Police Telep...	-628.48
TOTAL					-628.48
3505	12/27/2023	Verizon Wireless	Acct.#: 7422...	1042 · General Che...	

The Commissioners of St. Michaels
Monthly Disbursements-General Account
December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
9951320864	12/09/2023		Police Dept. T...	64049 · Police Telep...	-713.76
TOTAL					-713.76
3506	12/27/2023	Crystal Springs	Customer Ac...	1042 · General Che...	
22652145	12/21/2023		Water / 300 M...	62102 · Office Suppl...	-33.55
TOTAL					-33.55
3507	12/27/2023	Xerox Financial Se...	Contract #: ...	1042 · General Che...	
5135352	12/10/2023		Xerox Copier /...	64053 · Police Offic...	-192.07
TOTAL					-192.07

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
4960 · Proceeds from Sale of Asset	981,284.22			
4001 · Taxes Receipts				
40011 · Real Estate Taxes	1,605,844.22	1,480,872.00	124,972.22	108.4%
4002 · Taxes- Other				
40021 · Local Income Tax	145,411.13	225,000.00	(79,588.87)	64.6%
40022 · Accomodation Tax	357,174.19	750,000.00	(392,825.81)	47.6%
40023 · Admissions & Amusements	77,192.35	150,000.00	(72,807.65)	51.5%
40024 · Highway Use Tax	10,608.57	102,000.00	(91,391.43)	10.4%
Total 4002 · Taxes- Other	590,386.24	1,227,000.00	(636,613.76)	48.1%
40048 · Pymnt in Lieu of Taxes (PILOTS)	0.00			
4012 · Property Taxes				
40121 · Personal Property- Utilities	41,651.52	69,000.00	(27,348.48)	60.4%
40123 · Taxes- Int.,Disc.,Allow,net,etc	(12,288.04)	1,000.00	(13,288.04)	(1,228.8)%
40124 · Taxes- additions and abatements	17,384.77			
40125 · Financial Corp. Tax	1,123.00	1,123.00	0.00	100.0%
Total 4012 · Property Taxes	47,871.25	71,123.00	(23,251.75)	67.3%
Total 4001 · Taxes Receipts	2,244,101.71	2,778,995.00	(534,893.29)	80.8%
4003 · Licenses and Permits				
40039 · Inspection Fees	0.00	44,000.00	(44,000.00)	0.0%
40038 · Special Event Fee	7,300.00	16,000.00	(8,700.00)	45.6%
40031 · Board of Appeals	150.00	1,200.00	(1,050.00)	12.5%
40032 · Other Licenses & Permits	2,230.00	2,000.00	230.00	111.5%
40033 · Land Use Management Fees	600.00	1,000.00	(400.00)	60.0%
40034 · HDC Permits	1,450.00	2,000.00	(550.00)	72.5%
40035 · Building Permits	7,630.20	5,700.00	1,930.20	133.9%
40036 · Animal Licenses	35.00	30.00	5.00	116.7%
40037 · Business/Traders Licenses	264.00	3,000.00	(2,736.00)	8.8%
Total 4003 · Licenses and Permits	19,659.20	74,930.00	(55,270.80)	26.2%
4004 · Grants/Revenue from other Agenc				
400501 · Canton Street Road (Extension of Canton Street)	88,000.00			
400426 · MDOT Grant / Nature Trail Ext.	920.00	28,000.00	(27,080.00)	3.3%
400427 · Flood Mitigation Study NH Rd.	16,911.40	60,000.00	(43,088.60)	28.2%
400428 · Flood Mitigation Study /SD Cr.	15,744.75	44,850.00	(29,105.25)	35.1%
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	8,578.00	15,000.00	(6,422.00)	57.2%
40044 · Critical Area Grant	0.00	4,500.00	(4,500.00)	0.0%
40046 · Police Protection State	19,579.00	55,256.00	(35,677.00)	35.4%
40047 · Crossing Guard/Talbot County	20,000.00	18,500.00	1,500.00	108.1%
40049 · FEMA Grant/ Stormwater Mitigati	4,214.50	210,000.00	(205,785.50)	2.0%
Total 4004 · Grants/Revenue from other Agenc	173,947.65	536,006.00	(362,058.35)	32.5%
4005 · Franchise and Rental Revenue				
400511 · Boat Slip LIST Fee	980.00	1,850.00	(870.00)	53.0%
40051 · Boat Slip Rent	26,560.00	27,920.00	(1,360.00)	95.1%
40053 · T-Mobile Tower Rent	17,343.29	37,404.00	(20,060.71)	46.4%
40054 · AT&T Tower Rent	18,336.16	55,008.00	(36,671.84)	33.3%
40056 · Verizon- Tower Rent	17,753.76	51,213.00	(33,459.24)	34.7%
40057 · Atlantic Broadband Cable Fee	6,532.00	26,733.00	(20,201.00)	24.4%
Total 4005 · Franchise and Rental Revenue	87,505.21	200,128.00	(112,622.79)	43.7%
4006 · Interest (Revenue from investments in cash, securities, and proper...				
40063 · Interest Income Due to Gen.Fun	704.00			
400611 · Interest- Repair&Replacement Fd	126,030.68	100,000.00	26,030.68	126.0%
400612 · Interest- Capital Projects Fd	6,100.47	15,000.00	(8,899.53)	40.7%
400613 · Interest- General Investment Fd	102,208.23	100,000.00	2,208.23	102.2%
400615 · Interest - Contingency Fund	9,791.38	8,000.00	1,791.38	122.4%
400616 · Interest - Am. Res. Plan Inv.	1,734.12			
Total 4006 · Interest (Revenue from investments in cash, securities, and ...	246,568.88	223,000.00	23,568.88	110.6%
40062 · Other Interest	33.21			
4007 · Fines				
40071 · Parking and Civil Violations	1,640.00	6,000.00	(4,360.00)	27.3%
40073 · PZ - Fines and Violations	0.00	100.00	(100.00)	0.0%
40074 · Speed Cameras	33,468.46			
Total 4007 · Fines	35,108.46	6,100.00	29,008.46	575.5%
4009 · Other Revenues				

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
400901 · Kayak Rental Space	35.00	1,400.00	(1,365.00)	2.5%
40091 · Copies, CDs, Misc.	0.00			
400911 · Miscellaneous Income	3,325.00	3,000.00	325.00	110.8%
400913 · War of 1812 Book Sales	110.00			
40095 · Health Officer Charges	285.00			
40096 · Police Dept. Misc.	(185.00)	1,000.00	(1,185.00)	(18.5)%
Total 4009 · Other Revenues	3,570.00	5,400.00	(1,830.00)	66.1%
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	4,683.01	8,000.00	(3,316.99)	58.5%
Total 40099 · Reimbursed Expenses-Income	5,043.01	12,000.00	(6,956.99)	42.0%
4400 · Water Funding				
4412 · Transf. from Water Inv. Fund	0.00	25,000.00	(25,000.00)	0.0%
4401 · Water Capital Charges	(1,100.00)	3,300.00	(4,400.00)	(33.3)%
4402 · Water Connections	(2,200.00)	6,600.00	(8,800.00)	(33.3)%
4403 · Water Services	331,367.82	646,000.00	(314,632.18)	51.3%
4404 · Interest- Water Fund	4,592.38	4,400.00	192.38	104.4%
4407 · Misc Water Reimbursements	1,621.31			
4409 · American RP Funds/Water Meters	0.00	250,548.00	(250,548.00)	0.0%
4410 · Water Lease	49,737.50			
Total 4400 · Water Funding	384,019.01	935,848.00	(551,828.99)	41.0%
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	4,180,840.56	4,852,407.00	(671,566.44)	86.2%
Gross Profit	4,180,840.56	4,852,407.00	(671,566.44)	86.2%
Expense				
999 · Transfers	309,547.06			
6000 · Gen'l Operational Disbursemen				
6001 · Payroll Tax Expense	(27.24)			
6100 · COSM Expenses				
610021 · Retirement	452.26	296.00	156.26	152.8%
61001 · Regular Salaries- COSM	9,777.17	20,000.00	(10,222.83)	48.9%
61002 · Benefits- COSM	934.33	1,890.00	(955.67)	49.4%
61003 · Other Expenses- COSM				
610031 · MML Convention- COSM	(712.86)	5,000.00	(5,712.86)	(14.3)%
610032 · Dues- COSM	0.00	1,000.00	(1,000.00)	0.0%
610033 · Other meetings, expenses- COSM	70.00	2,500.00	(2,430.00)	2.8%
610034 · Other Expenses-ESAM	0.00	500.00	(500.00)	0.0%
610035 · COSM Electronic Allowance	2,804.76	3,500.00	(695.24)	80.1%
Total 61003 · Other Expenses- COSM	2,161.90	12,500.00	(10,338.10)	17.3%
Total 6100 · COSM Expenses	13,325.66	34,686.00	(21,360.34)	38.4%
6200 · Administrative Expenses				
6201 · Net Total Employment				
62011 · Employment				
6201131 · Retirement	22,327.97	24,464.00	(2,136.03)	91.3%
620110 · Salary Town Administrator	64,826.45	135,700.00	(70,873.55)	47.8%
620111 · Administrative Staff (3)	56,479.36	163,864.00	(107,384.64)	34.5%
620112 · Overtime Salaries- General	1,295.70	1,000.00	295.70	129.6%
620113 · Benefits	26,981.49	49,802.00	(22,820.51)	54.2%
620114 · PR Taxes	11,220.64	23,529.00	(12,308.36)	47.7%
620115 · Admin Workmens Comp	368.40	689.00	(320.60)	53.5%
620116 · Health Reimbursement Expense	9,985.95			
Total 62011 · Employment	193,485.96	399,048.00	(205,562.04)	48.5%

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
62012 · Less Costs to Other Depts.- Gen	340.65	(28,172.00)	28,512.65	(1.2)%
Total 6201 · Net Total Employment	193,826.61	370,876.00	(177,049.39)	52.3%
6202 · Retirees Benefits	22,111.19	31,000.00	(8,888.81)	71.3%
6203 · Tourism/Communications	4,205.04	25,000.00	(20,794.96)	16.8%
6204 · Legal Expense- General	34,039.45	25,000.00	9,039.45	136.2%
6205 · Audit- General	18,000.00	19,500.00	(1,500.00)	92.3%
6206 · Engineering				
62062 · Engineering Climate Ch./Sea Ris	907.42	25,000.00	(24,092.58)	3.6%
6206 · Engineering - Other	8,430.00	7,500.00	930.00	112.4%
Total 6206 · Engineering	9,337.42	32,500.00	(23,162.58)	28.7%
6207 · Liability & Property Insurance	10,630.00	15,000.00	(4,370.00)	70.9%
6208 · Other Identified Expenses				
62080 · Consulting Services Admin.	37,734.08			
62081 · Bank Service Charge	614.25	1,821.00	(1,206.75)	33.7%
62082 · Real Estate Taxes	12,508.47	6,197.00	6,311.47	201.8%
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	640.10	2,000.00	(1,359.90)	32.0%
62088 · Admin Telephone	1,810.35	3,960.00	(2,149.65)	45.7%
62089 · Admin Dues & Subscriptions	5,524.74	7,000.00	(1,475.26)	78.9%
62090 · Admin Notices & Ads	4,014.65	6,500.00	(2,485.35)	61.8%
62091 · Admin Travel / Training	0.00	3,000.00	(3,000.00)	0.0%
62092 · Admin Janitorial	1,625.00	3,500.00	(1,875.00)	46.4%
62093 · Codification Maintenance	1,025.16	5,000.00	(3,974.84)	20.5%
62094 · Admin Office Expenses	621.75			
62095 · Municipal Bldgs. Utilities	10,061.08	18,000.00	(7,938.92)	55.9%
62096 · Municipal Bldgs- Maint. & Suppl	12,238.03	15,000.00	(2,761.97)	81.6%
62097 · Document Retention	1,245.00	2,500.00	(1,255.00)	49.8%
62099 · Copier / Postage	4,784.93	8,000.00	(3,215.07)	59.8%
62100 · Internet	2,965.02	3,500.00	(534.98)	84.7%
62101 · IT Consultant	21,354.34	25,000.00	(3,645.66)	85.4%
62102 · Office Supplies	10,316.33	3,500.00	6,816.33	294.8%
62103 · HVAC/Electrical/Plumbing Repair	0.00	10,000.00	(10,000.00)	0.0%
62105 · Storage Unit	810.00	1,500.00	(690.00)	54.0%
62106 · Supplies	0.00	4,000.00	(4,000.00)	0.0%
Total 6208 · Other Identified Expenses	129,893.28	156,678.00	(26,784.72)	82.9%
Total 6200 · Administrative Expenses	422,042.99	675,554.00	(253,511.01)	62.5%
6300 · Planning & Zoning				
6301 · Total Employment				
630131 · Retirement	19,221.05			
63011 · Regular Salaries	71,904.74	169,133.00	(97,228.26)	42.5%
63012 · Overtime	0.00	1,000.00	(1,000.00)	0.0%
63013 · Benefits	8,639.19	39,070.00	(30,430.81)	22.1%
63014 · PR Taxes	5,434.46	13,398.00	(7,963.54)	40.6%
63015 · PZ Workmans Comp	2,237.31	8,457.00	(6,219.69)	26.5%
Total 6301 · Total Employment	107,436.75	231,058.00	(123,621.25)	46.5%
6302 · PZ Legal				
63021 · Legal, BOZA	27.50	6,000.00	(5,972.50)	0.5%
63022 · Legal, P&Z Issues	0.00	3,000.00	(3,000.00)	0.0%
Total 6302 · PZ Legal	27.50	9,000.00	(8,972.50)	0.3%
6304 · Consulting				
63040 · Consulting / PZ	1,080.00	5,000.00	(3,920.00)	21.6%
63043 · Consulting New Town Office	(10,000.00)			
63044 · PZ Consulting - Drafting/Survey	0.00	5,000.00	(5,000.00)	0.0%
Total 6304 · Consulting	(8,920.00)	10,000.00	(18,920.00)	(89.2)%
6305 · Other Expenses				
63051 · P/Z Office Expense	1,174.38	8,000.00	(6,825.62)	14.7%
63052 · P/Z Inspections	3,769.20	44,000.00	(40,230.80)	8.6%
63053 · P/Z Advertising	1,286.25	5,000.00	(3,713.75)	25.7%
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	8,895.36	63,260.00	(54,364.64)	14.1%

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6306 · Reimbursable Expenses				
63069 · Misc. Reimbursable Expenses	880.99			
Total 6306 · Reimbursable Expenses	880.99			
Total 6300 · Planning & Zoning	108,320.60	313,318.00	(204,997.40)	34.6%
6400 · Police				
64000 · SMYLE Expenses	8,004.75	15,000.00	(6,995.25)	53.4%
6401 · Employment				
640131 · Retirement	174,677.00			
64011 · Sworn Officers				
640108 · Salary - Chief	51,328.83	105,000.00	(53,671.17)	48.9%
640111 · Regular Salaries / PFC & Patrol	204,109.39	484,536.00	(280,426.61)	42.1%
640112 · Overtime Officers	24,910.33	48,223.00	(23,312.67)	51.7%
Total 64011 · Sworn Officers	280,348.55	637,759.00	(357,410.45)	44.0%
64012 · Other Salaries				
640124 · Crossing Guard OT	260.40			
640121 · Administrative Assistant - PD	21,906.86	44,990.00	(23,083.14)	48.7%
640122 · Overtime Other	0.00	500.00	(500.00)	0.0%
640123 · Crossing Guards	7,249.20	18,500.00	(11,250.80)	39.2%
Total 64012 · Other Salaries	29,416.46	63,990.00	(34,573.54)	46.0%
64013 · Benefits	33,167.74	299,978.00	(266,810.26)	11.1%
64014 · PR Taxes	23,428.38	50,553.00	(27,124.62)	46.3%
64015 · Police Workmans Comp	23,899.61	37,493.00	(13,593.39)	63.7%
Total 6401 · Employment	564,937.74	1,089,773.00	(524,835.26)	51.8%
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%
64058 · Speed Camera Money/ Usage	4,763.44			
64041 · Police Utilities	2,320.00	5,608.00	(3,288.00)	41.4%
64042 · Police Personnel Testing	1,717.75	3,000.00	(1,282.25)	57.3%
64043 · Police Uniforms	2,077.83	8,000.00	(5,922.17)	26.0%
64044 · Communications (radio)	4,477.61	4,500.00	(22.39)	99.5%
64045 · Police Equipment & Supplies	1,376.53	7,800.00	(6,423.47)	17.6%
64046 · Police Vehicle Expense				
64046A · Police Vehicle Fuel(Cars)	5,771.46			
64046 · Police Vehicle Expense - Other	4,545.99	40,000.00	(35,454.01)	11.4%
Total 64046 · Police Vehicle Expense	10,317.45	40,000.00	(29,682.55)	25.8%
64049 · Police Telephone	9,757.18	22,000.00	(12,242.82)	44.4%
64050 · Police Dues & Subscriptions	4,845.60	5,000.00	(154.40)	96.9%
64051 · Police Travel/Training	2,236.22	4,000.00	(1,763.78)	55.9%
64052 · Police Janitorial	2,600.00	6,000.00	(3,400.00)	43.3%
64053 · Police Office Expenses	3,067.95	7,500.00	(4,432.05)	40.9%
64054 · Security Systems (Security Systems)	0.00	1,200.00	(1,200.00)	0.0%
64056 · Generator Maintenance / SMPD	2,423.24	1,500.00	923.24	161.5%
Total 6404 · Other Identified Expenses	51,980.80	119,108.00	(67,127.20)	43.6%
Total 6400 · Police	639,043.29	1,241,381.00	(602,337.71)	51.5%
6500 · Public Works				
65022 · Generator Maint. / Public Works	385.71	2,000.00	(1,614.29)	19.3%
65021 · PW Vehicle Exp.	1,425.47			
65020 · PW Office Exp.	0.00	1,000.00	(1,000.00)	0.0%
6501 · Employment				
650131 · Retirement	27,984.72			
65010 · Supervisor / Public Works	0.00	81,440.00	(81,440.00)	0.0%
65011 · Regular Salaries / Crew (5)	100,395.64	218,205.64	(117,809.36)	46.0%
65012 · Overtime	6,797.21	7,000.00	(202.79)	97.1%
65013 · Benefits	35,932.46	112,603.00	(76,670.54)	31.9%
65014 · PR Taxes	11,347.86	24,491.00	(13,143.14)	46.3%
65015 · PW Workmans Comp	9,305.68	15,407.00	(6,101.32)	60.4%
65019 · Employee Time Billed to W Dept.	0.00	(93,860.00)	93,860.00	0.0%
Total 6501 · Employment	191,763.57	365,286.00	(173,522.43)	52.5%

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
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	14,964.00	20,000.00	(5,036.00)	74.8%
Total 6505 · Tree Planting & Maintenance	14,964.00	22,100.00	(7,136.00)	67.7%
6506 · Maint. & Grounds				
65060 · Honeymoon Bridge Wash & Seal	0.00	5,000.00	(5,000.00)	0.0%
65069 · Small Tools	1,683.64	4,000.00	(2,316.36)	42.1%
65063 · Mosquito Control	0.00	2,500.00	(2,500.00)	0.0%
65066 · M/G Miscellaneous	154.25			
65067 · M/G Telephone	1,323.33	1,500.00	(176.67)	88.2%
Total 6506 · Maint. & Grounds	3,161.22	13,000.00	(9,838.78)	24.3%
6507 · Sanitation & Waste				
65076 · Trash Pick-Up	55,377.50	134,000.00	(78,622.50)	41.3%
65071 · Landfill Fees	2,269.33	10,000.00	(7,730.67)	22.7%
65072 · S/W Repairs & Maintenance	41.80	2,000.00	(1,958.20)	2.1%
65073 · S/W Vehicle Expense	6,338.29	8,000.00	(1,661.71)	79.2%
65074 · Recycling Service	25,300.00	68,000.00	(42,700.00)	37.2%
65077 · Brush Disposal	0.00	4,000.00	(4,000.00)	0.0%
Total 6507 · Sanitation & Waste	89,326.92	226,000.00	(136,673.08)	39.5%
6508 · Streets/Sidewalks				
65081 · Signs	1,068.97	11,280.00	(10,211.03)	9.5%
65082 · Sidewalk Repair	2,429.00	4,000.00	(1,571.00)	60.7%
65083 · Streets Maintenance & Supplies	5,049.58	8,000.00	(2,950.42)	63.1%
65084 · Storm Drain Repair & Maint.	58.20	5,000.00	(4,941.80)	1.2%
65086 · Parking Lots- Repair & Maint.	0.00	4,000.00	(4,000.00)	0.0%
65087 · Streets Vehicle Expense	12,069.18	20,000.00	(7,930.82)	60.3%
65088 · Electric- Street Lights	24,816.30	48,956.00	(24,139.70)	50.7%
65089 · Alley Maintenance	0.00	1,500.00	(1,500.00)	0.0%
Total 6508 · Streets/Sidewalks	45,491.23	102,736.00	(57,244.77)	44.3%
6509 · Parks & Recreation				
650920 · Nature Trail Ext. / MDOT Grant	5,800.00	28,000.00	(22,200.00)	20.7%
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	11,706.32	20,000.00	(8,293.68)	58.5%
650913 · Parks/Rec Vehicle Maintenance	1,662.21	3,000.00	(1,337.79)	55.4%
650916 · Nature Trail Maintenance	1,948.80	5,000.00	(3,051.20)	39.0%
650918 · Park Enhancement Fund	2,208.55	10,000.00	(7,791.45)	22.1%
650919 · Horticulturist/Contract	7,878.75	30,000.00	(22,121.25)	26.3%
Total 65091 · Other Expenses	25,592.68	70,500.00	(44,907.32)	36.3%
Total 6509 · Parks & Recreation	31,392.68	105,500.00	(74,107.32)	29.8%
Total 6500 · Public Works	386,310.80	845,422.00	(459,111.20)	45.7%
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	30,000.00	83,000.00	(53,000.00)	36.1%
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	97,000.00	150,000.00	(53,000.00)	64.7%
Total 6000 · Gen'l Operational Disbursemen	1,666,016.10	3,260,361.00	(1,594,344.90)	51.1%
66000 · Payroll Expenses (Payroll expenses)	12,926.98			
6900 · Water Department Expenses				
6901 · Employment				
69011 · Regular Salaries	0.00			
69012 · Overtime	0.00			
69013 · Benefits	5,788.67			
Total 6901 · Employment	5,788.67			
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%

The Commissioners of St. Michaels
Actual vs. Budget 2023-2024
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
69039 · Staff Time / Water Dept.	60,786.50	122,032.00	(61,245.50)	49.8%
69040 · Water Dept. Overhead	0.00	96,900.00	(96,900.00)	0.0%
69041 · Water Office Expenses	649.48	3,500.00	(2,850.52)	18.6%
69042 · Water Computer/Telem. Software	0.00	2,000.00	(2,000.00)	0.0%
69043 · Water Postage	1,300.00	1,500.00	(200.00)	86.7%
69044 · Electric-Wells & Towers	13,884.00	30,000.00	(16,116.00)	46.3%
69045 · Water Testing	2,566.00	4,800.00	(2,234.00)	53.5%
69046 · Water Travel & Training	540.20	2,500.00	(1,959.80)	21.6%
69047 · Water Dues/subscriptions	300.00	500.00	(200.00)	60.0%
69048 · Water Telephone	1,637.64	3,000.00	(1,362.36)	54.6%
69051 · Water Materials/supplies	33,953.45	55,000.00	(21,046.55)	61.7%
69052 · Maint. on Arsenic System	694.20	10,000.00	(9,305.80)	6.9%
69055 · Water Lease Percentage	49,737.50			
69053 · Water Miscellaneous	336.28	1,000.00	(663.72)	33.6%
690531 · Maintenance on Generator #2 & 3	2,765.00	5,500.00	(2,735.00)	50.3%
690532 · Server Time - Mission Units	2,457.60	2,374.00	83.60	103.5%
Total 6904 · Other Identified Expenses	171,607.85	365,606.00	(193,998.15)	46.9%
6906 · Water Capital Expenses				
69076 · Boat Slip Waterline	0.00	30,000.00	(30,000.00)	0.0%
69062 · Water Tower Maintenance Contrac	28,047.59	57,000.00	(28,952.41)	49.2%
69074 · Water Meter Replacements	42,729.57	250,548.00	(207,818.43)	17.1%
Total 6906 · Water Capital Expenses	70,777.16	337,548.00	(266,770.84)	21.0%
6907 · Interfund Loan-N Tower 1997 CDA	704.00	20,000.00	(19,296.00)	3.5%
6909 · 2006 Arsenic Debt Service	1,136.46	43,907.00	(42,770.54)	2.6%
Total 6900 · Water Department Expenses	257,614.14	775,061.00	(517,446.86)	33.2%
7000 · Capital Expenditures				
7003 · Streets & Sidewalks				
700300 · Flood Mitigation / N. Harbor Rd	33,520.40	60,000.00	(26,479.60)	55.9%
70040 · PW Hybrid Vehicle	0.00	40,000.00	(40,000.00)	0.0%
Total 7003 · Streets & Sidewalks	33,520.40	100,000.00	(66,479.60)	33.5%
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	30,463.50	44,850.00	(14,386.50)	67.9%
Total 7004 · Parks and Recreation	30,463.50	254,850.00	(224,386.50)	12.0%
7006 · Municipal Bldgs. Capital Exp.				
70074 · Purchase of Env. Concern Prop.	2,635,172.33			
Total 7006 · Municipal Bldgs. Capital Exp.	2,635,172.33			
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%
Total 7008 · Repair & Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total 7000 · Capital Expenditures	2,699,156.23	394,850.00	2,304,306.23	683.6%
Total Expense	4,945,260.51	4,430,272.00	514,988.51	111.6%
Net Income	(764,419.95)	422,135.00	(1,186,554.95)	(181.1)%

Profit & Loss

July through December 2023

Accrual Basis

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
Income				
4960 - Proceeds from Sale of Asset		0.00		
4001 - Taxes Receipts	981,284.22		981,284.22	100.0%
40011 - Real Estate Taxes	1,605,844.22	1,581,127.58	24,716.64	1.6%
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	145,411.13	136,793.83	8,617.30	6.3%
40022 - Accomodation Tax	357,174.19	344,235.80	12,938.39	3.8%
40023 - Admissions & Amusements	77,192.35	91,086.07	-13,893.72	-15.3%
40024 - Highway Use Tax	10,608.57	9,018.19	1,590.38	17.6%
Total 4002 - Taxes- Other	590,386.24	864,370.78	-273,984.54	-31.7%
40048 - Pymnt in Lieu of Taxes (PILOTS)	0.00	0.00	0.00	0.0%
4012 - Property Taxes				
40121 - Personal Property- Utilities	41,651.52	56,232.64	-14,581.12	-25.9%
40123 - Taxes- Int. Disc. Allow.net.etc	-12,288.04	629.51	-12,917.55	-2,052.0%
40124 - Taxes- additions and abatements	17,384.77	0.00	17,384.77	100.0%
40125 - Financial Corp. Tax	1,123.00	1,123.00	0.00	0.0%
Total 4012 - Property Taxes	47,871.25	57,985.15	-10,113.90	-17.4%
Total 4001 - Taxes Receipts	2,244,101.71	2,503,483.51	-259,381.80	-10.4%
4003 - Licenses and Permits				
40038 - Special Event Fee	7,300.00	300.00	7,000.00	2,333.3%
40031 - Board of Appeals	150.00	1,059.78	-909.78	-85.9%
40032 - Other Licenses & Permits	2,230.00	1,950.00	280.00	14.4%
40033 - Land Use Management Fees	600.00	0.00	600.00	100.0%
40034 - HDC Permits	1,450.00	1,200.00	250.00	20.8%
40035 - Building Permits	7,630.20	15,034.01	-7,403.81	-49.3%
40036 - Animal Licenses	35.00	35.00	0.00	0.0%
40037 - Business/Traders Licenses	264.00	619.11	-355.11	-57.4%
Total 4003 - Licenses and Permits	19,659.20	20,197.90	-538.70	-2.7%
4004 - Grants/Revenue from other Agenc				
400501 - Canton Street Road (Extension of Canton Street)	88,000.00	0.00	88,000.00	100.0%
400425 - SMPD Donation / Eugenio	0.00	13,266.00	-13,266.00	-100.0%
400426 - MDOT Grant / Nature Trail Ext.	620.00	0.00	620.00	100.0%
400427 - Flood Mitigation Study NH Rd.	16,911.40	0.00	16,911.40	100.0%
400428 - Flood Mitigation Study /SD Cr.	15,744.75	0.00	15,744.75	100.0%
400413 - SMPD SMYLE Donations	8,578.00	8,315.00	263.00	3.2%
40046 - Police Protection State	19,579.00	25,338.00	-5,759.00	-22.7%
40047 - Crossing Guard/Talbot County	20,000.00	18,500.00	1,500.00	8.1%
40049 - FEMA Grant/ Stormwater Mitigati	4,214.50	0.00	4,214.50	100.0%
Total 4004 - Grants/Revenue from other Agenc	173,947.65	65,419.00	108,528.65	165.9%
4005 - Franchise and Rental Revenue				
40064 - Deferred Lease Rent	0.00	4,267.74	-4,267.74	-100.0%
400511 - Boat Slip LIST Fee	980.00	1,130.00	-150.00	-13.3%
40051 - Boat Slip Rent	26,560.00	0.00	26,560.00	100.0%
40052 - Building Rent (Long & Foster)	0.00	19,080.05	-19,080.05	-100.0%
40053 - T-Mobile Tower Rent	17,343.29	16,838.16	505.13	3.0%
40054 - AT&T Tower Rent	18,336.16	13,752.12	4,584.04	33.3%
40056 - Verizon Tower Rent	17,753.76	21,338.70	-3,584.94	-16.8%
40057 - Atlantic Broadband Cable Fee	6,532.00	10,200.00	-3,668.00	-36.0%
Total 4005 - Franchise and Rental Revenue	87,505.21	86,606.77	898.44	1.0%
4006 - Interest (Revenue from investments in cash, securities, and property)				
40063 - Interest - Income Due to Gen.Fun	704.00	888.00	-184.00	-20.7%
400611 - Interest - Repair&Replacement Fd	126,030.68	83,306.57	42,724.11	51.3%
400612 - Interest - Capital Projects Fd	6,100.47	9,790.47	-3,690.00	-37.7%
400613 - Interest - General Investment Fd	102,208.23	61,198.03	41,010.20	67.0%
400615 - Interest - Contingency Fund	9,791.38	6,113.44	3,677.94	60.2%
400616 - Interest - Am. Res. Plan Inv.	1,734.12	8,251.58	-6,517.46	-79.0%
Total 4006 - Interest (Revenue from investments in cash, securities, and property)	246,568.88	169,548.09	77,020.79	45.4%
40062 - Other Interest	33.21	16.98	16.23	95.6%
4007 - Fines				
40071 - Parking and Civil Violations	1,640.00	4,120.00	-2,480.00	-60.2%
40074 - Speed Cameras	33,468.46	73,699.46	-40,231.00	-54.6%
Total 4007 - Fines	35,108.46	77,819.46	-42,711.00	-54.9%
4009 - Other Revenues				
400901 - Kayak Rental Space	35.00	0.00	35.00	100.0%
40091 - Copies, CDs, Misc.	0.00	0.00	0.00	0.0%
400911 - Miscellaneous Income	2,800.00	671.57	2,128.43	316.9%
400913 - War of 1812 Book Sales	110.00	0.00	110.00	100.0%
40095 - Health Officer Charges	285.00	0.00	285.00	100.0%
40096 - Police Dept. Misc.	-165.00	1,010.00	-1,175.00	-118.3%
Total 4009 - Other Revenues	3,045.00	1,681.57	1,363.43	81.1%
40099 - Reimbursed Expenses-Income				
400992 - Reimbursed Advertising				
400993 - Reimb. Exp. Inn at Perry Cabin	0.00	75.00	-75.00	-100.0%
400992 - Reimbursed Advertising - Other	0.00	602.41	-602.41	-100.0%
Total 400992 - Reimbursed Advertising	0.00	677.41	-677.41	-100.0%
400995 - Reimbursed Engineering	360.00	4,042.50	-3,682.50	-91.1%
400999 - Reimbursed Expense- Other	4,683.01	10,037.73	-5,354.72	-53.4%
40099 - Reimbursed Expenses-Income - Other	0.00	295.00	-295.00	-100.0%
Total 40099 - Reimbursed Expenses-Income	5,043.01	15,052.64	-10,009.63	-66.5%
4400 - Water Funding				
4401 - Water Capital Charges	-1,100.00	7,700.00	-8,800.00	-114.3%
4402 - Water Connections	-2,200.00	6,800.00	-8,800.00	-133.3%
4403 - Water Services	331,367.82	338,175.68	-6,807.86	-2.0%
4404 - Interest- Water Fund	4,592.38	2,587.53	2,004.85	77.5%
4407 - Misc Water Reimbursements	1,621.31	1,587.04	34.27	2.2%
4409 - American RP Funds/Water Meters	0.00	514,081.77	-514,081.77	-100.0%
4410 - Water Lease	49,737.50	51,254.54	-1,517.04	-3.0%
4400 - Water Funding - Other	0.00	790.00	-790.00	-100.0%
Total 4400 - Water Funding	384,019.01	922,776.56	-538,757.55	-58.4%
Total Income	4,180,315.56	3,862,602.48	317,713.08	8.2%
Gross Profit	4,180,315.56	3,862,602.48	317,713.08	8.2%
Expense				
999 - Transfers	309,547.06	0.00	309,547.06	100.0%
6000 - Gen'l Operational Disbursemen				
6001 - Payroll Tax Expense	0.00	-136.02	136.02	100.0%
6100 - COSM Expenses				
610021 - Retirement	452.26	435.00	17.26	4.0%
61001 - Regular Salaries- COSM	9,777.17	7,595.57	2,181.60	28.7%
61002 - Benefits- COSM	934.33	834.90	99.43	11.9%
61003 - Other Expenses- COSM				
610031 - MML Convention- COSM	-712.86	0.00	-712.86	-100.0%
610032 - Dues- COSM	0.00	50.00	-50.00	-100.0%
610033 - Other meetings, expenses- COSM	70.00	222.56	-152.56	-68.6%
610034 - Other Expenses-ESAM	0.00	-240.00	240.00	100.0%
610035 - COSM Electronic Allowance	2,804.76	2,545.20	259.56	10.2%
61003 - Other Expenses- COSM - Other	0.00	57.65	-57.65	-100.0%
Total 61003 - Other Expenses- COSM	2,161.90	2,635.41	-473.51	-18.0%
Total 6100 - COSM Expenses	13,325.66	11,500.88	1,824.78	15.9%
6200 - Administrative Expenses				
6201 - Net Total Employment				
62011 - Employment				
6201131 - Retirement	22,327.97	20,666.00	1,661.97	8.0%
620110 - Salary Town Administrator	64,826.45	64,030.71	795.74	1.2%

The Commissioners of St. Michaels

Profit & Loss

July through December 2023

01/04/24

Accrual Basis

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
620111 - Administrative Staff (3)	56,479.36	82,830.23	-26,350.87	-31.8%
620112 - Overtime Salaries- General	1,295.70	2,068.09	-792.39	-37.9%
620113 - Benefits	26,981.49	29,182.34	-2,200.85	-7.5%
620114 - PR Taxes	11,220.64	12,211.67	-991.03	-8.1%
620115 - Admin Workmens Comp	368.40	266.23	102.17	38.4%
620116 - Health Reimbursement Expense	9,797.53	14,265.09	-4,467.56	-31.3%
62011 - Employment - Other	0.00	-13,860.50	13,860.50	100.0%
Total 62011 - Employment	193,297.54	211,877.86	-18,580.32	-8.8%
62012 - Less Costs to Other Depts.- Gen	340.65	0.00	340.65	100.0%
Total 6201 - Net Total Employment	193,638.19	211,877.86	-18,239.67	-8.6%
6202 - Retirees Benefits	22,111.19	10,302.70	11,808.49	114.6%
6203 - Tourism/Communications	4,205.04	36,076.59	-31,871.55	-88.3%
6204 - Legal Expense- General	34,039.45	8,450.00	25,589.45	302.8%
6205 - Audit- General	18,000.00	18,000.00	0.00	0.0%
6206 - Engineering				
62062 - Engineering Climate Ch/Sea Ris	907.42	5,592.50	-4,685.08	-83.8%
62061 - Reimbursable Engineering Expns	0.00	4,347.50	-4,347.50	-100.0%
6206 - Engineering - Other	8,430.00	1,480.00	6,950.00	469.6%
Total 6206 - Engineering	9,337.42	11,420.00	-2,082.58	-18.2%
6207 - Liability & Property Insurance	10,630.00	9,753.00	877.00	9.0%
6208 - Other Identified Expenses				
62080 - Consulting Services Admin.	37,734.08	0.00	37,734.08	100.0%
62081 - Bank Service Charge	614.25	1,123.00	-508.75	-45.3%
62082 - Real Estate Taxes	12,508.47	11,968.75	541.72	4.5%
62087 - Miscellaneous	840.10	111.78	728.32	472.6%
62088 - Admin Telephone	1,810.35	1,755.19	55.16	3.1%
62089 - Admin Dues & Subscriptions	5,524.74	5,583.74	-59.00	-1.1%
62090 - Admin Notices & Ads	4,014.65	5,775.34	-1,760.69	-30.5%
62092 - Admin Janitorial	1,625.00	1,785.00	-160.00	-9.0%
62093 - Codification Maintenance	1,025.16	811.71	213.45	26.3%
62094 - Admin Office Expenses	621.75	619.05	2.70	0.4%
62095 - Municipal Bldgs. Utilities	8,934.20	11,607.54	-2,673.34	-23.0%
62096 - Municipal Bldgs- Maint. & Suppl	12,236.03	11,245.71	990.32	8.8%
62097 - Document Retention	1,245.00	1,395.00	-150.00	-10.8%
62099 - Copier / Postage	4,784.93	3,554.60	1,230.33	34.6%
62100 - Internet	2,965.02	1,985.04	979.98	49.4%
62101 - IT Consultant	21,354.34	23,854.23	-2,499.89	-10.5%
62102 - Office Supplies	10,316.33	9,080.71	1,235.62	13.6%
62105 - Storage Unit	810.00	804.00	6.00	0.8%
Total 6208 - Other Identified Expenses	128,766.40	93,058.39	35,708.01	38.4%
6210 - Engineering Cl.Change/SL Rise	0.00	362.50	-362.50	-100.0%
Total 6200 - Administrative Expenses	420,727.69	399,301.04	21,426.65	5.4%
6300 - Planning & Zoning				
6301 - Total Employment				
630131 - Retirement	19,221.05	17,938.00	1,283.05	7.2%
63011 - Regular Salaries	17,904.74	57,276.83	-14,627.91	-25.5%
63012 - Overtime	0.00	71.34	-71.34	-100.0%
63013 - Benefits	8,639.19	4,610.72	4,028.47	87.4%
63014 - PR Taxes	5,434.46	4,683.88	740.88	15.8%
63015 - PZ Workmans Comp	2,237.31	1,681.19	556.12	33.1%
Total 6301 - Total Employment	107,436.75	86,271.66	21,165.09	24.5%
6302 - PZ Legal				
63021 - Legal, BOZA	27.50	0.00	27.50	100.0%
6302 - PZ Legal - Other	0.00	1,100.00	-1,100.00	-100.0%
Total 6302 - PZ Legal	27.50	1,100.00	-1,072.50	-97.5%
6303 - Legal-Reimbursable	0.00	375.00	-375.00	-100.0%
6304 - Consulting				
63040 - Consulting / PZ	1,080.00	0.00	1,080.00	100.0%
63043 - Consulting New Town Office	-10,000.00	10,000.00	-20,000.00	-200.0%
Total 6304 - Consulting	-8,920.00	10,000.00	-18,920.00	-189.2%
6305 - Other Expenses				
63051 - PZ Office Expense	1,174.38	521.25	653.13	125.3%
63052 - PZ Inspections	3,769.20	3,389.60	379.60	11.2%
63053 - PZ Advertising	1,286.25	1,723.75	-437.50	-25.4%
63055 - Technical / Equipment	2,665.53	0.00	2,665.53	100.0%
Total 6305 - Other Expenses	8,895.36	5,634.60	3,260.76	57.9%
6306 - Reimbursable Expenses				
63069 - Misc. Reimbursable Expenses	880.99	4,681.24	-3,800.25	-81.2%
Total 6306 - Reimbursable Expenses	880.99	4,681.24	-3,800.25	-81.2%
Total 6300 - Planning & Zoning	108,320.60	108,062.50	258.10	0.2%
6400 - Police				
64000 - SMYLE Expenses	8,004.75	10,845.38	-2,840.63	-26.2%
6401 - Employment				
640131 - Retirement	174,677.00	189,892.00	-15,215.00	-8.0%
64011 - Sworn Officers				
640108 - Salary - Chief	51,328.83	52,024.97	-696.14	-1.3%
640111 - Regular Salaries / PFC & Patrol	204,109.39	252,255.43	-48,146.04	-19.1%
640112 - Overtime Officers	24,910.33	25,083.95	-173.62	-0.7%
Total 64011 - Sworn Officers	280,348.55	329,364.35	-49,015.80	-14.9%
64012 - Other Salaries				
640124 - Crossing Guard OT	260.40	3,590.25	-3,329.85	-92.8%
640121 - Administrative Assistant - PD	21,906.86	21,487.20	419.66	2.0%
640122 - Overtime Other	0.00	0.00	0.00	0.0%
640123 - Crossing Guards	7,249.20	9,514.40	-2,265.20	-23.8%
Total 64012 - Other Salaries	29,416.46	34,591.85	-5,175.39	-15.0%
64013 - Benefits	33,167.74	28,195.53	4,972.21	17.6%
64014 - PR Taxes	23,428.38	29,383.32	-5,954.94	-20.3%
64015 - Police Workmans Comp	23,899.61	17,962.02	5,937.59	33.1%
Total 6401 - Employment	564,937.74	629,389.07	-64,451.33	-10.2%
6403 - Liability & Property Insurance	14,120.00	13,358.00	762.00	5.7%
6404 - Other Identified Expenses				
64061 - "MAX" Retirement Pay	0.00	1,782.38	-1,782.38	-100.0%
64059 - Donation/Eugenio	0.00	3,314.53	-3,314.53	-100.0%
64058 - Speed Camera Money/ Usage	4,763.44	35,981.00	-31,217.56	-86.8%
64057 - Body Camera Maint.	0.00	0.00	0.00	0.0%
64041 - Police Utilities	2,320.00	2,653.00	-333.00	-12.6%
64042 - Police Personnel Testing	1,717.75	0.00	1,717.75	100.0%
64043 - Police Uniforms	2,077.83	941.37	1,136.46	120.7%
64044 - Communications (radio)	4,477.61	3,873.89	603.72	15.6%
64045 - Police Equipment & Supplies	1,376.53	4,631.82	-3,255.29	-71.5%
64046 - Police Vehicle Expense				
64046A - Police Vehicle Fuel(Cars)	5,771.46	0.00	5,771.46	100.0%
64046 - Police Vehicle Expense - Other	4,545.99	14,802.35	-10,256.36	-69.3%
Total 64046 - Police Vehicle Expense	10,317.45	14,802.35	-4,484.90	-30.3%
64048 - Police Miscellaneous	0.00	67.00	-67.00	-100.0%
64049 - Police Telephone	9,757.18	9,585.76	171.42	1.8%
64050 - Police Dues & Subscriptions	4,845.60	10,883.43	-6,037.83	-55.5%
64051 - Police Travel/Training	2,236.22	5,445.67	-3,209.45	-58.9%
64052 - Police Janitorial	2,600.00	2,700.00	-100.00	-3.7%
64053 - Police Office Expenses	3,067.95	4,652.05	-1,584.10	-34.1%
64054 - Security Systems (Security Systems)	0.00	80.00	-80.00	-100.0%

Profit & Loss

July through December 2023

Accrual Basis

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
64056 - Generator Maintenance / SMPD	2,423.24	455.75	1,967.49	431.7%
Total 6404 - Other Identified Expenses	51,980.80	102,050.00	-50,069.20	-49.1%
Total 6400 - Police	639,043.29	755,642.45	-116,599.16	-15.4%
6500 - Public Works				
65022 - Generator Maint. / Public Works	385.71	2,138.00	-1,752.29	-82.0%
65021 - PW Vehicle Exp.	1,425.47	2,708.86	-1,283.39	-47.4%
65020 - PW Office Exp.	0.00	66.89	-66.89	-100.0%
6501 - Employment				
650131 - Retirement	27,984.72	27,057.00	927.72	3.4%
65010 - Supervisor / Public Works	0.00	500.00	-500.00	-100.0%
65011 - Regular Salaries / Crew (5)	100,395.64	76,835.80	23,759.84	31.0%
65012 - Overtime	6,797.21	4,649.34	2,147.87	46.2%
65013 - Benefits	35,932.46	33,794.00	2,138.46	6.3%
65014 - PR Taxes	11,347.86	10,109.85	1,238.01	12.3%
65015 - PW Workmans Comp	9,305.68	6,993.56	2,312.12	33.1%
Total 6501 - Employment	191,763.57	159,739.55	32,024.02	20.1%
6503 - Liability & Property Insurance	8,400.00	7,800.00	600.00	7.7%
6505 - Tree Planting & Maintenance	14,964.00	10,083.00	4,881.00	48.4%
6506 - Maint. & Grounds				
65069 - Small Tools	1,683.64	3,700.06	-2,016.42	-54.5%
65061 - M/G Maint. & supplies	0.00	5.37	-5.37	-100.0%
65066 - M/G Miscellaneous	154.25	346.03	-191.78	-55.4%
65067 - M/G Telephone	1,323.33	862.77	460.56	53.4%
Total 6506 - Maint. & Grounds	3,161.22	4,914.23	-1,753.01	-35.7%
6507 - Sanitation & Waste				
65076 - Trash Pick-Up	55,377.50	63,825.00	-8,447.50	-13.2%
65071 - Landfill Fees	2,269.33	4,358.00	-2,088.67	-47.9%
65072 - S/W Repairs & Maintenance	41.80	0.00	41.80	100.0%
65073 - S/W Vehicle Expense	6,338.29	4,560.58	1,777.71	39.0%
65074 - Recycling Service	25,300.00	30,394.50	-5,094.50	-16.8%
Total 6507 - Sanitation & Waste	89,326.92	103,138.08	-13,811.16	-13.4%
6508 - Streets/Sidewalks				
65081 - Signs	1,068.97	2,142.87	-1,073.90	-50.1%
65082 - Sidewalk Repair	2,429.00	0.00	2,429.00	100.0%
65083 - Streets Maintenance & Supplies	5,049.55	4,194.70	854.85	20.4%
65084 - Storm Drain Repair & Maint.	58.20	400.00	-341.80	-85.5%
65087 - Streets Vehicle Expense	12,069.18	9,665.44	2,403.74	24.9%
65088 - Electric- Street Lights	24,816.30	23,834.78	981.52	4.1%
Total 6508 - Streets/Sidewalks	45,491.23	40,237.79	5,253.44	13.1%
6509 - Parks & Recreation				
650920 - Nature Trail Ext. / MDOT Grant	5,800.00	0.00	5,800.00	100.0%
65091 - Other Expenses				
650911 - Harbor Maintenance	188.05	961.46	-773.41	-80.4%
650912 - Parks/Rec Maint. & Supplies	11,706.32	12,986.41	-1,280.09	-9.9%
650913 - Parks/Rec Vehicle Maintenance	1,662.21	1,599.64	62.57	3.9%
650916 - Nature Trail Maintenance	1,948.80	807.97	1,140.83	141.2%
650918 - Park Enhancement Fund	2,208.55	1,000.81	1,207.74	120.7%
650919 - Horticulturist/Contract	7,878.75	14,928.75	-7,050.00	-47.2%
Total 65091 - Other Expenses	25,592.68	32,285.04	-6,692.36	-20.7%
Total 6509 - Parks & Recreation	31,392.68	32,285.04	-892.36	-2.8%
Total 6500 - Public Works	386,310.80	363,111.44	23,199.36	6.4%
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	30,000.00	35,476.00	-5,476.00	-15.4%
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	97,000.00	49,476.00	47,524.00	96.1%
Total 6000 - Gen'l Operational Disbursemen	1,664,728.04	1,686,958.29	-22,230.25	-1.3%
66000 - Payroll Expenses (Payroll expenses)	12,926.98	-5,813.76	18,740.74	322.4%
6900 - Water Department Expenses				
6901 - Employment				
69011 - Regular Salaries	0.00	0.00	0.00	0.0%
69012 - Overtime	0.00	0.00	0.00	0.0%
69013 - Benefits	5,788.67	30.00	5,758.67	19,195.6%
Total 6901 - Employment	5,788.67	30.00	5,758.67	19,195.6%
6903 - Liability and Property Ins.	7,600.00	7,000.00	600.00	8.6%
6904 - Other Identified Expenses				
69056 - Water Dept. Contractual Svcs.	0.00	3,300.00	-3,300.00	-100.0%
69039 - Staff Time / Water Dept.	60,786.50	60,590.50	196.00	0.3%
69041 - Water Office Expenses	649.48	365.04	284.44	77.9%
69042 - Water Computer/Telem. Software	0.00	1,715.95	-1,715.95	-100.0%
69043 - Water Postage	1,300.00	1,120.00	180.00	16.1%
69044 - Electric-Wells & Towers	13,884.00	15,601.00	-1,717.00	-11.0%
69045 - Water Testing	2,566.00	2,701.00	-135.00	-5.0%
69046 - Water Travel & Training	540.20	50.00	490.20	90.4%
69047 - Water Dues/subscriptions	300.00	346.25	-46.25	-13.4%
69048 - Water Telephone	1,637.64	1,936.88	-299.24	-15.5%
69051 - Water Materials/supplies	33,953.45	26,944.98	7,008.47	26.0%
69052 - Maint. on Arsenic System	694.20	104,933.12	-104,238.92	-99.3%
69055 - Water Lease Percentage	49,737.50	51,254.54	-1,517.04	-3.0%
69053 - Water Miscellaneous	336.28	189.34	146.94	77.6%
690531 - Maintenance on Generator #2 & 3	2,765.00	2,496.00	269.00	10.8%
690532 - Server Time - Mission Units	2,457.60	2,385.60	72.00	3.0%
Total 6904 - Other Identified Expenses	171,607.85	275,930.20	-104,322.35	-37.8%
6906 - Water Capital Expenses				
69062 - Water Tower Maintenance/Contrac	28,047.59	26,404.40	1,643.19	6.2%
69074 - Water Meter Replacements	42,729.57	125,850.30	-83,120.73	-66.1%
Total 6906 - Water Capital Expenses	70,777.16	152,254.70	-81,477.54	-53.5%
6907 - Interfund Loan-N Tower 1997 CDA	704.00	888.00	-184.00	-20.7%
6909 - 2006 Arsenic Dabt Service	1,136.46	40,600.68	-39,464.22	-97.2%
6910 - 2016 MDE Arsenic Removal FSyste	0.00	107,497.62	-107,497.62	-100.0%
Total 6900 - Water Department Expenses	257,614.14	584,201.20	-326,587.06	-55.9%
7000 - Capital Expenditures				
7001 - Police				
700204 - Police Dept. HVAC Replacement	0.00	20,177.00	-20,177.00	-100.0%
700205 - SMPD Encapsulation	0.00	24,945.45	-24,945.45	-100.0%
Total 7001 - Police	0.00	45,122.45	-45,122.45	-100.0%
7003 - Streets & Sidewalks				
700300 - Flood Mitigation / N. Harbor Rd	33,520.40	0.00	33,520.40	100.0%
70032 - Brick Sidewalks	0.00	118,647.28	-118,647.28	-100.0%
Total 7003 - Streets & Sidewalks	33,520.40	118,647.28	-85,126.88	-71.8%
7004 - Parks and Recreation				
700492 - Flood Mitigation/San Domingo Cr	27,463.50	0.00	27,463.50	100.0%
70041 - Public Restrooms	0.00	53.96	-53.96	-100.0%
700415 - -New Comfort Station	0.00	0.00	0.00	0.0%
Total 70041 - Public Restrooms	0.00	53.96	-53.96	-100.0%
Total 7004 - Parks and Recreation	27,463.50	53.96	27,409.54	50,796.0%

Profit & Loss

July through December 2023

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
7006 - Municipal Bldgs. Capital Exp.				
70074 - Purchase of Env. Concern Prop.	2,635,172.33	0.00	2,635,172.33	100.0%
70070 - Comfort Station	0.00	166.11	-166.11	-100.0%
Total 7006 - Municipal Bldgs. Capital Exp.	2,635,172.33	166.11	2,635,006.22	1,586,302.0%
7007 - Sanitation and Waste				
70073 - New Town Office / PD Mill St.	0.00	1,700.00	-1,700.00	-100.0%
Total 7007 - Sanitation and Waste	0.00	1,700.00	-1,700.00	-100.0%
7008 - Repair & Replacement				
70089 - Retaining Walls - Mill St.	0.00	3,190.00	-3,190.00	-100.0%
70090 - Plumber Drive	0.00	16,500.00	-16,500.00	-100.0%
Total 7008 - Repair & Replacement	0.00	19,690.00	-19,690.00	-100.0%
Total 7000 - Capital Expenditures	2,696,156.23	185,379.80	2,510,776.43	1,354.4%
Total Expense	4,940,972.45	2,450,725.53	2,490,246.92	101.6%
Net Income	-760,656.89	1,411,876.95	-2,172,533.84	-153.9%



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 – December, 2023

Environmental Concerns Master Plan:

- The Planning Commission and Parks Board hosted a public input meeting on the proposed master plan options on December 5th.
- Staff also started work on an annexation petition to bring the county portion of the site into the Town limits and a Special Exception application to allow the Town Administrative Offices on the property.
- Staff worked on coordinating updated appraisals and survey maps for Program Open Space grants.

Sea Level Rise Studies: The town held a kick off meeting with Rauch Engineering for work related to sea level rise mitigation along the Mill St. corridor area. The project is funded by the Maryland Department of Emergency Management and the Federal Emergency Management Agency. Two major grant funded projects were presented to the Commissioners in December related to Sea Level Rise Mitigation for E. Chew-W. Harbor Road and one for San Domingo Creek area. They were accepted by the Commissioners.

Nature Trail Study: We initiated work on two new grants, one for continuing Sea Level Rise efforts and another to complete the construction plan designs for the nature trail.

Planning Commission items under review included: expansion of a veterinary clinic and possible relocation of building to the Mill district. The board also discussed permits for electric car charging stations.

Other Projects: Staff continued work on updating window sign zoning rules and updates to the Short Term Rental code regulations. These will be reviewed by the Commissioners in February.

Board Meetings Held

- Planning Commission – December 7th
- Board of Zoning Appeals – December 19th
- Historic District Commission Meeting – December 7th
- Climate Change Sea Level Rise Commission Meeting – December 14th



THE COMMISSIONERS OF ST. MICHAELS

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

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TO: THE COMMISSIONERS OF ST. MICHAELS
FROM: KATHY THOMAS, CODE COMPLIANCE OFFICER
DATE: JANUARY 4, 2024
RE: BUILDING AND CODES MONTHLY REPORT DECEMBER 2023

BUILDING PERMITS:

- PERMITS ISSUED (3)

COMMERCIAL OCCUPANCY PERMITS:

- NA

CODE ENFORCEMENT:

- CODE VIOLATIONS
 - HIGH GRASS/WEEDS (0)
 - TRASH/RECYCLING (20 INSPECTIONS 3 VIOLATIONS AT THIS TIME)
 - PROPERTY MAINTENANCE (3)
 - TREE (1)
- REMOVED (1) PROPERTY FROM BLIGHT

SPECIAL PROJECTS:

- HDC LIGHTING (11)
- HDC SIGNS (4)
- OUTDOOR BURNING CODE AMENDMENT
- IDENTIFY BLIGHT PROPERTIES (1)

Public Works Report

December 2023

Water consumption for December 2023 was 6.224 million gallons, this is an decrease of 366,000 thousand gallons from December 2022's consumption of 6.590 million gallons.

Water System Jobs:

1. **Well house #2 FIRE and clean up / rehab / meetings all month**
2. Lead and copper training classes (two days)
3. Water leak West Marengo
4. Continued to take old meters apart
5. Replaced chlorine hose and well #3
6. Turn water back on at 24343 Chester Park (paid bill)
7. Water reads for the whole system
8. Water rereads and reads for remaining old meters
9. Turn water off at 201 Cleveland for a plumber
10. Rebuilt chlorine pump at #3 well on Glory Street
11. Performed Backwash of both filters at #3 well on Glory Street

Maintenance Jobs:

1. Removed old business street sign from Mulberry Street
2. Replaced bricks from around 3 utility poles that where replaced
3. Multiple loads of bulk items to landfill
4. Put up Christmas in St. Michaels signs
5. Finished installing Christmas decorations
6. Christmas parade and candy/trash clean up afterward
7. Repaired Christmas lights at Muskrat park due to squirrel damage
8. Shop clean up and organization
9. Installed new address stickers at well house #2 fence
10. Replaced bad receptacle on Talbot street trees
11. Replaced turn sign around North Harbor road
12. Replaced Dead End sign at beginning of Grace street
13. Started building steps and platform for fuel pump
14. Set up Scout lodge throughout the month

Weekly Jobs:

1. Daily cleaning and restocking of all three public restrooms
 2. Trail Maintenance Mondays and Fridays
 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. Weekly miss utilities
 8. Administrative duties
 9. Various meetings
 10. Watering of Town Planters, once a week
-
- **Update new Hybrid Public Works vehicle is on pace to arrive in February of 2024**

December 2023 Diesel Pump

DRIVER	DATE	TIME	VEHICLE	ODOMETER	START READ	END READ	GALLONS
Kevin	12/1/2023	11:15 AM	Backhoe	N/A	80691	80715	24
Kevin	12/7/2023	2:00 PM	Sweeper	N/A	80715	80737	22
Kevin	12/14/2023	1:30 PM	Sweeper	N/A	80737	80756	19
Kevin	12/22/2023	10:00 AM	Sweeper	N/A	80756	80770	14
Shawn	12/28/2023	10:56 AM	Ram 5500	3740	80770	80818	48
Kevin	12/28/2023	11:30 AM	Sweeper	N/A	80818	80831	13

Newly Appointed/Re-Appointed Commission/Board Members

BOARD OF APPEALS: (3-year term)

William Harvey 12.31.2026

PLANNING COMMISSION: (5-year term)

Bonnie Morris 12.31.2028

HISTORIC DISTRICT COMMISSION: (3-year term)

Susan Oberreither 12.31.2026

Glenn Fong - Vice Chair 12.31.2026

ETHICS COMMISSION: (3-year)

Julie Campbell Carter 12.31.2026

PARKS AND RECREATION ADVISORY BOARD: (3-year term)

Phyllis Kennedy 12.31.2026

Sue Ann Raring 12.31.2026

MaryLou Watson 12.31.2026

WATERWAYS MANAGEMENT ADVISORY BOARD: (3-year term)

Mark E. Allen 12.31.2026

Mark Van Fleet 12.31.2026

CLIMATE CHANGE/SEA LEVEL RISE COMMISSION: (4-year term)

Donald (Don) McCann 12.31.2027

William Boicourt 12.31.2027



Board: Town Commission
Meeting Date: January 10, 2023
Agenda Subject: Zoning Ordinance Regulations for Recreational Cannabis Businesses
Recommendation: Introduce the legislation and schedule a public hearing

Background Information:

In November 2022, Maryland voters approved a referendum to legalize marijuana for adult use. On January 25, 2023 the Town of St. Michaels Town Commissioners passed Resolution 2023-03, a one-year moratorium prohibiting marijuana sale, and the issuance of any zoning or occupancy permit in the Town in order to prepare new zoning regulations as consistent with the new law. The Maryland Legislature passed the Cannabis Reform Act (H.B. 556/S.B. 516) in spring 2023. The bill took effect upon Governor Wes Moore's signing on May 3, 2023.

Since that time staff has reviewed the legislation and consulted with the Town Attorney on the development of new zoning regulations. A few important parts of the legislation include:

- Definitions for various types, business enterprises and uses of cannabis;
- Licensing requirements by the State for operation and sale of cannabis, specifically by the Maryland Cannabis Administration;
- Allows for state agency inspections for compliance;
- Limitations on amounts of various types of cannabis business operations in Maryland including dispensaries;
- Allows local jurisdictions to establish zoning requirements for cannabis businesses as follows:
 - a) May not establish zoning or other requirements that unduly burden a cannabis licensee;
 - b) May not impose licensing, operation or other fees or requirements on a cannabis licensee that are disproportionately greater or more burdensome than those imposed on other businesses with a similar impact on the area where the cannabis licensee is located;
 - c) A municipality may prohibit the operation of on-site consumption establishments (or may allow for on-site consumption under certain conditions);
 - d) Provides a requirement for dispensaries to be 500 feet away from a schools, child care centers, playground, recreation center, library or public park, and 1,000 feet away from another dispensary;

Other State requirements include:

- Advertising restrictions;
- Requires responsible vendor training for employers;
- Requires 5% of taxes collected (9% on Cannabis products) to be allocated to each county based on the percentage of revenue collected and to distribute to a municipality in the county 50% of the allocation received under this item that is attributable to the sales and use tax revenue generated by a dispensary located in that municipality;

Proposed Zoning Regulations:

The proposed Zoning Text Amendment allows for three different types of cannabis businesses: 1) Growers; 2) Processing; 3) Retail Sales (Dispensaries). The first two are treated like other agricultural products and restricted to the agricultural zoning district. The retail sales are allowed in certain commercial areas. The specific changes include the following:

1. Revisions to the Zoning Code definitions section to alphabetize the definitions and insert cannabis grower and cannabis processor under the agriculture use category;
2. Revisions to the Zoning Code definitions section to alphabetize the definitions and insert cannabis dispensary under the commercial use category;
3. Amend §340-90 to create new cannabis supplemental use zoning regulations that includes:
 - Businesses must provide evidence of a state license;
 - Businesses must conform to all regulations of the Maryland Cannabis Administration;
 - Prohibits on site consumption in a cannabis business or outside consumption at a cannabis business;
 - Provides for separation from other uses as previously stipulated. Staff further defined this to mean the distance from each property line and not the building;
4. Amends Table of Permitted Uses to allow cannabis grower or processors as permitted use in Agriculture Zoning District. NOTE: There is only 1 agriculturally zoned property in St. Michaels located north of the town center on the Stausburg property and is 136 acres.
5. Amends the Table of Permitted Uses to allow Cannabis Dispensary in commercial zoning districts (only in compliance with separation requirements noted above) in Central Commercial (CC) and the Historic Redevelopment (HR) zoning districts.

See the attached draft zoning ordinance.

Planning Commission:

The Planning Commission reviewed and discussed the proposal at three meetings. Their discussions focused on whether the use should be allowed as a permitted use or if it should be reviewed as a Special Exception Use (which requires a public hearing). They also had concerns about parking.

The Planning Commission discussed the issue again including parking. Staff agreed to research parking issues and report back.

Staff's findings note that parking demand varies greatly depending upon location, geography and populations. Urban centers tend to have a much greater demand based on higher population densities. The data also indicates weekends have greater demand.

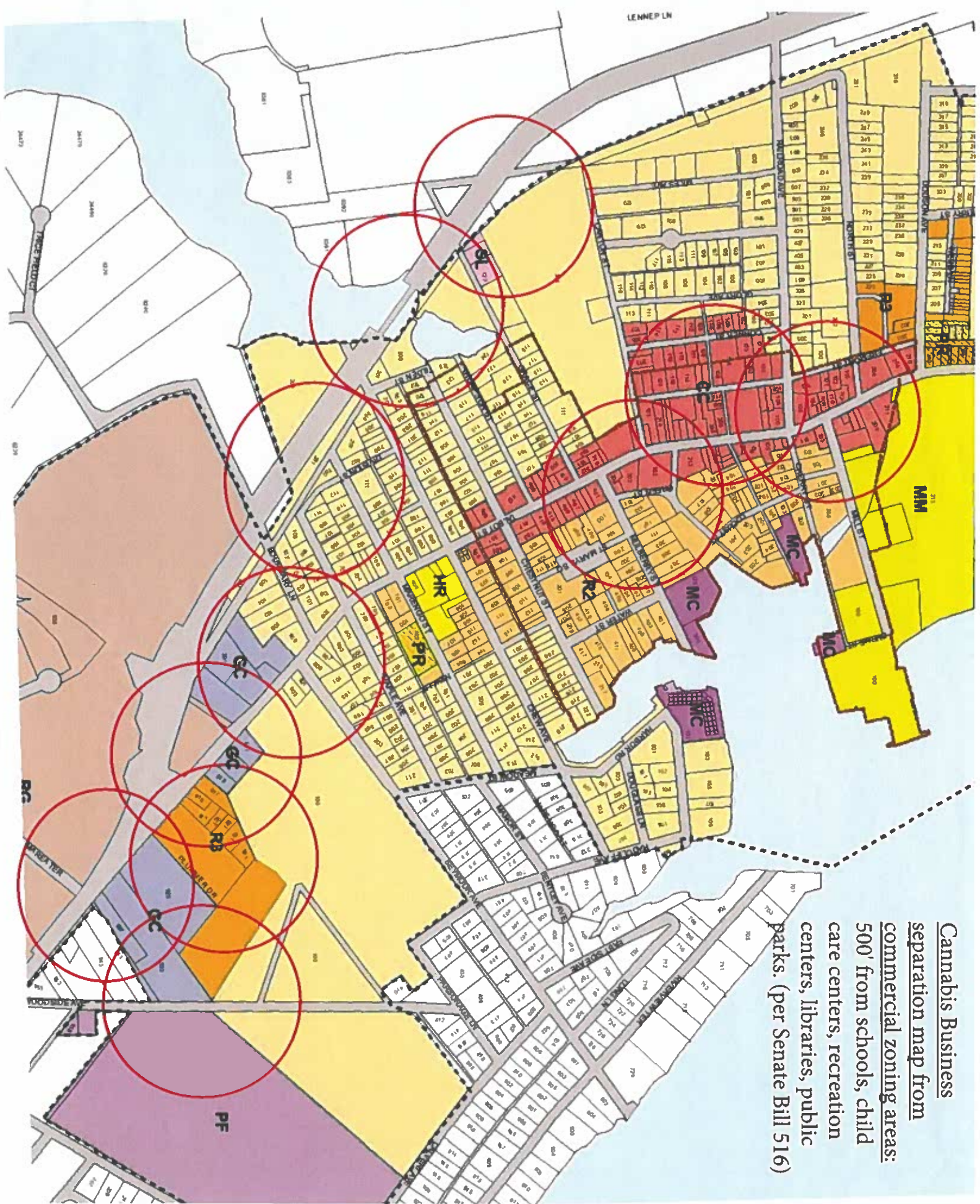
Several of the International Transportation Engineers (ITE) parking demand surveys indicate caution for their use as they are small sample sizes. Several parking studies have a peak hour demand range of 20-30 trips per hour, but the research also indicates that a typical customer time is 10-15 minutes each. Therefore, one parking space can account for 4-6 customers per hour.

The closest parking standard in the Town's Zoning Ordinance is for retail sales of convenience goods at a standard of 1 space per 250 square feet of store area. Staff would recommend applying this standard at this time. Since St. Michaels has a village urban design, much of the available parking is not located on specific premises, but in public lots or on street. This standard would comply with the legislative intent of not establishing zoning or other requirements that are unduly burdensome.

The Planning Commission voted to send the legislation to the Town Commissioners for consideration for adoption as proposed and outlined in the draft ordinance. The vote was in favor, 3 to 1.

Action:

Discuss the potential legislation and direct staff schedule and advertise a public hearing on the legislation for your consideration.



Cannabis Business separation map from commercial zoning areas: 500' from schools, child care centers, recreation centers, libraries, public parks. (per Senate Bill 516)



FINDER Online

Maryland Department of Planning

Planning FINDER Online Products Contact

Find address or parcel



200ft

38.782 -76.223 Degrees

Having trouble using this map? Contact umap@planning.maryland.gov, mapsupport@planning.maryland.gov

Esri, HERE, Garmin, NGA, USGS, NPS | MD:IMAP, DOT | A

Qualifying Cannabis Business Locations Per Draft Zoning Legislation

Talbot St. & Dodson St. (CC Zoning)

1. Parsonage Inn Bed & Breakfast Site

Conner St. & Canton St. (CC Zoning)

2. 307 Canton St. – existing house

Central Commercial/Talbot St. (CC Zoning)

3. The Old Brick Inn
4. 417B S. Talbot Building
5. Pedal & Paddle
6. Village Shoppe

Historic Redevelopment Zone (HR Zoning)

7. Eastern Shore Brewery
8. Gina's Restaurant
9. Old Mill Building – District
10. Cigar Store
11. St. Michaels Winery
12. Windon Distillery
13. 605 S. Talbot – Realty
14. Moffit Woodworks
15. The Music Loft

Discussion – September 13, 2023
For Introduction – September 13, 2023
Public Hearing –
Adopted –
Enacted –

ORDINANCE NO. 550

AN ORDINANCE AMENDING CHAPTER 340, “ZONING”, OF THE CODE OF THE TOWN OF ST. MICHAELS, TO ADD PROVISIONS RELATING TO THE OPERATION OF CERTAIN CANNABIS BUSINESSES IN TOWN BY AMENDING THE LISTINGS OF PERMITTED USES IN THE AGRICULTURAL USE CATEGORY AND THE COMMERCIAL USE CATEGORY; PROVIDING FOR SUPPLEMENTAL USE REGULATIONS FOR CANNABIS BUSINESSES; REORDERING THE USES LISTED IN THE AGRICULTURAL USE CATEGORY; AND AMENDING THE TABLE OF PERMITTED USES TO PERMIT THE OPERATION OF CANNABIS BUSINESSES IN CERTAIN ZONES.

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland, §5-213, The Commissioners of St. Michaels (“the Town”) have the authority to provide reasonable zoning regulations subject to the referendum of the voters at regular or special elections; and

WHEREAS, pursuant to the aforesated authority and the additional authority contained in Md. Code Annotated, Land Use Article, Division 1, “Single Jurisdiction Planning and Zoning,” Title 4, “Zoning”, the Town has enacted Chapter 340, “Zoning”, of the Town Code; and

WHEREAS, pursuant to Chapter 340, § 98-2, the Town’s Planning Commission is charged with reviewing proposed amendments to the text of Chapter 340 and making recommendations to the Town Commissioners with respect to such proposed amendments; and

WHEREAS, the State of Maryland has enacted legislation legalizing the use of cannabis for recreational purposes under certain circumstances and providing for the licensure of cannabis growers, cannabis processors, and cannabis dispensaries by the Maryland Cannabis Administration; and

WHEREAS, the Town Commissioners consider the public interest to be best served by the adoption of zoning regulations establishing the appropriate locations for facilities for the growing, processing and dispensing of cannabis in certain zones in the Town; and

WHEREAS, the Town’s Planning Commission has issued a report and recommendation with respect to the proposal to adopt a text amendment allowing the foregoing uses in certain zones in the Town; and

WHEREAS, having considered the report and recommendation of the Planning Commission, the Town Commissioners have determined to amend the text of Chapter 340 of the Town Code in order to implement the growing, processing and dispensing of cannabis products

Underlining : Indicate matter added to existing law.
~~Stricken~~ : Indicate matter deleted from existing law.

in the manner most appropriate to the protection of the public health, safety and welfare in the Town.

SECTION 1. NOW THEREFORE BE IT ENACTED AND ORDAINED BY THE COMMISSIONERS OF ST. MICHAELS, that Chapter 340, “Zoning”, Article II, “Definitions”, Section 340-11, “Definitions,” be and hereby is amended to read as follows:

§ 340-11 Definitions.

In this chapter, the following terms are used according to stipulated definitions. For most of these terms, the definition is stipulated with the term in the list below. For some of these terms, the definition is stipulated elsewhere in this chapter, at a location indicated in the list below by a reference, after the term, in the form "For definition, see § 340-* of this chapter."

ACCESSORY APARTMENT

A dwelling unit located above the first floor of the principal structure on a lot or parcel of land, which dwelling is an accessory use to commercial use, which is the principal use located on the first floor of the same structure.

* * *

CALIPER

The diameter of a tree is measured at breast height.

CANNABIS BUSINESS, DISPENSARY, CANNABIS, GROWER, AND PROCESSOR HAVE THE MEANINGS SET FORTH IN MD. CODE ANN., ALC. BEVS. AND CANNABIS ART., DIVISION III, “CANNABIS”.

* * *

ZONING CERTIFICATE

Written permission, on a form utilized by the Town, issued by the Zoning Inspector, as a condition precedent to the commencement of a use or erection, construction, reconstruction, restoration, alteration, conversion, or installation of a structure or building which acknowledges that such use, structure or building complies with the provisions of this zoning chapter or authorized variance therefrom.

SECTION 2. BE IT FURTHER ENACTED AND ORDAINED BY THE COMMISSIONERS OF ST. MICHAELS, that Chapter 340, “Zoning”, of the St. Michaels Town Code, Article VII, “Permitted Uses,” Section 340-44. “Agricultural use category”, be and is hereby amended to add “Cannabis Grower” and “Cannabis Processor”, as a new use and to reorder the existing uses listed therein, to read as follows:

§ 340-44. Agricultural use category.

Underlining : Indicate matter added to existing law.
*** Asterisks : Indicate matter retained in existing law but omitted herein.

This category includes uses such as gardens, farms, and orchards that involve the raising and harvesting of food and nonfood crops and commercial raising of poultry or livestock. This category includes routine accessory packaging, storage or light processing of crops or wood products and sale of seeds, fertilizer, and similar agricultural needs on site. The category also includes harvesting and processing of seafood. This category does not include a slaughterhouse or meatpacking facility, which are categorized as industrial.

~~A. — Agriculture, animal production. The principal or accessory use of land for the keeping or raising of farm animals, including poultry, horses, cows, and swine.~~

~~B. — Agriculture, crop production. The use of land for growing, raising, or marketing of plants to produce food, feed, or fiber commodities or nonfood crops. Examples of crop agriculture include cultivation and tillage of the soil and growing and harvesting of agricultural or horticultural commodities. Crop agriculture does not include community gardens or the raising or keeping of farm animals.~~

~~C. — Agriculture, buildings, and structures. This category includes all buildings and structures associated with agriculture uses as opposed to the activities associated with crop or animal production, e.g., grain storage as a principal use.~~

~~D. — Indoor plant cultivation. A building or structure and the associated premises used to grow plants under roof, which may include accessory storage and processing of plants grown on premises. Included in this category are greenhouses and hydroponic facilities.~~

~~E. — Plant nursery. Buildings, structures, and uses associated with plant propagation, grown to usable size. This category includes retail nurseries that sell to the general public, wholesale nurseries that sell only to businesses such as other nurseries and commercial gardeners, and private nurseries that supply the needs of institutions or private estates.~~

~~F. — Fisheries activities, aquaculture. Buildings, structures, and uses associated with the rearing of aquatic animals or the cultivation of aquatic plants for food.~~

~~G. — Farm-to-table activities. This category includes temporary retail uses, including roadside produce stands and farmers markets.~~

~~H. — Forestry. Activities related to harvesting, thinning, and other management practices associated with commercial timber harvesting.~~

~~I. — Commercial stables. Facilities for the housing of horses or other equines operated for remuneration. This category includes activities associated with the commercial hiring out of horses or ponies or instruction in riding as well as the care, breeding, boarding, rental, riding or training of equines and other farm animals or the teaching of equestrian skills.~~

A. AGRICULTURE, ANIMAL PRODUCTION. THE PRINCIPAL OR ACCESSORY USE OF LAND FOR THE KEEPING OR RAISING OF FARM ANIMALS, INCLUDING POULTRY, HORSES, COWS, AND SWINE.

Underlining : Indicate matter added to existing law.

*** Asterisks : Indicate matter retained in existing law but omitted herein.

B. AGRICULTURE, CROP PRODUCTION. THE USE OF LAND FOR GROWING, RAISING, OR MARKETING OF PLANTS TO PRODUCE FOOD, FEED, OR FIBER COMMODITIES OR NONFOOD CROPS. EXAMPLES OF CROP AGRICULTURE INCLUDE CULTIVATION AND TILLAGE OF THE SOIL AND GROWING AND HARVESTING OF AGRICULTURAL OR HORTICULTURAL COMMODITIES. CROP AGRICULTURE DOES NOT INCLUDE COMMUNITY GARDENS OR THE RAISING OR KEEPING OF FARM ANIMALS.

C. AGRICULTURE, BUILDINGS, AND STRUCTURES. THIS CATEGORY INCLUDES ALL BUILDINGS AND STRUCTURES ASSOCIATED WITH AGRICULTURE USES AS OPPOSED TO THE ACTIVITIES ASSOCIATED WITH CROP OR ANIMAL PRODUCTION, E.G., GRAIN STORAGE AS A PRINCIPAL USE.

D. CANNABIS GROWER. FACILITIES LICENSED AS CANNABIS GROWERS BY THE STATE OF MARYLAND THROUGH THE MARYLAND CANNABIS ADMINISTRATION.

E. CANNABIS PROCESSOR. FACILITIES LICENSED AS CANNABIS PROCESSOR FACILITIES BY THE STATE OF MARYLAND THROUGH THE MARYLAND CANNABIS ADMINISTRATION.

F. COMMERCIAL STABLES. FACILITIES FOR THE HOUSING OF HORSES OR OTHER EQUINES OPERATED FOR REMUNERATION. THIS CATEGORY INCLUDES ACTIVITIES ASSOCIATED WITH THE COMMERCIAL HIRING OUT OF HORSES OR PONIES OR INSTRUCTION IN RIDING AS WELL AS THE CARE, BREEDING, BOARDING, RENTAL, RIDING OR TRAINING OF EQUINES AND OTHER FARM ANIMALS OR THE TEACHING OF EQUESTRIAN SKILLS.

G. FISHERIES ACTIVITIES, AQUACULTURE. BUILDINGS, STRUCTURES, AND USES ASSOCIATED WITH THE REARING OF AQUATIC ANIMALS OR THE CULTIVATION OF AQUATIC PLANTS FOR FOOD.

H. FARM-TO-TABLE ACTIVITIES. THIS CATEGORY INCLUDES TEMPORARY RETAIL USES, INCLUDING ROADSIDE PRODUCE STANDS AND FARMERS MARKETS.

I. FORESTRY. ACTIVITIES RELATED TO HARVESTING, THINNING, AND OTHER MANAGEMENT PRACTICES ASSOCIATED WITH COMMERCIAL TIMBER HARVESTING.

J. INDOOR PLANT CULTIVATION. A BUILDING OR STRUCTURE AND THE ASSOCIATED PREMISES USED TO GROW PLANTS UNDER ROOF, WHICH MAY INCLUDE ACCESSORY STORAGE AND PROCESSING OF PLANTS GROWN ON PREMISES. INCLUDED IN THIS CATEGORY ARE GREENHOUSES AND HYDROPONIC FACILITIES.

K. PLANT NURSERY. BUILDINGS, STRUCTURES, AND USES ASSOCIATED WITH PLANT PROPAGATION, GROWN TO USABLE SIZE. THIS CATEGORY INCLUDES RETAIL NURSERIES THAT SELL TO THE GENERAL PUBLIC, WHOLESALE NURSERIES THAT SELL ONLY TO BUSINESSES SUCH AS OTHER NURSERIES AND COMMERCIAL GARDENERS, AND PRIVATE NURSERIES THAT SUPPLY THE NEEDS OF INSTITUTIONS OR PRIVATE ESTATES.

Section 3. BE IT FURTHER ENACTED AND ORDAINED by The Commissioners of St. Michaels, that Chapter 340, “Zoning”, of the St. Michaels Town Code, Article VII, “Permitted

Underlining : Indicate matter added to existing law.
*** Asterisks : Indicate matter retained in existing law but omitted herein.

Uses,” Section 340-48. “Commercial use category”, be and is hereby amended to add new subsection E., “Cannabis Dispensary,” to read as follows:
§ 340-48. Commercial use category.

The commercial use category includes uses that provide a business service or involve the selling, leasing, or renting of merchandise to the public. The commercial use subcategories are as follows:

* * *

D. Broadcast or recording studio. Uses that provide for audio or video production, recording, or broadcasting.

(1) Broadcast facility. An establishment primarily engaged in the provision of broadcasting and other information relay services accomplished using electronic and telephonic mechanisms, including radio, television, and film.

(2) Recording studio. An establishment primarily engaged in sound or video recording.

E. CANNABIS DISPENSARY. FACILITIES LICENSED AS CANNABIS DISPENSARIES BY THE STATE OF MARYLAND THROUGH THE MARYLAND CANNABIS ADMINISTRATION.

~~E.F.~~ Commercial service. Uses that provide for consumer or business services and the repair and maintenance of a wide variety of products.

* * *

~~E.G.~~ Day care. Uses providing care, protection, and supervision for children or adults regularly away from their primary residence for less than 24 hours per day. Examples include state-licensed child-care centers, preschools, nursery schools, head start programs, after-school programs, and adult day-care facilities. Day care expressly includes state-accredited adult day-care facilities and facilities for childcare.

* * *

~~G.H.~~ Eating and drinking establishments. The eating and drinking establishments use type refers to establishments or places of business primarily engaged in the sale of prepared foods and beverages for on- or off-premise consumption. Typical uses include restaurants, short order eating places or bars and cafés, restaurants, cafeterias, ice cream/yogurt shops, coffee shops, and similar establishments, which may include a bar area that is customarily incidental and subordinate to the principal use as an eating establishment.

* * *

~~H.I.~~ Financial service. Uses related to the exchange, lending, borrowing, and safe-keeping of money. Typical examples are banks, credit unions, and consumer loan establishments.

Underlining : Indicate matter added to existing law.
*** Asterisks : Indicate matter retained in existing law but omitted herein.

~~I.J.~~ Funeral and mortuary service. Uses that provide services related to the death of humans or companion animals, including funeral homes, mortuaries, crematoriums, and similar uses.

~~J.K.~~ Lodging. Uses that provide temporary lodging for less than 30 days where rents are charged by the day or by the week. Lodging includes the following specific categories:

* * *

~~K.L.~~ Office. Uses in an enclosed building, customarily performed in an office that focuses on providing executive, management, administrative, professional, or medical services. This category includes: business office uses for companies and nongovernmental organizations such as corporate office, law offices, architectural firms, insurance companies, and other executive, management or administrative offices for businesses and corporations; professional offices where services are provided that require specialized training or professional certification, including but not limited to, an accountant, appraiser, attorney, architect, landscape architect, engineer, surveyor, and stockbroker; and medical, dental and health practitioner office uses related to diagnosis and treatment of human patients' illnesses, injuries and physical maladies that can be performed in an office setting with no overnight care. Surgical, rehabilitation, and other medical centers that do not involve overnight patient stays are included in this category, as are medical and dental laboratories.

~~L.M.~~ Parking, non-accessory. Parking that is not provided to comply with minimum off-street parking requirements and that is not provided exclusively to serve occupants of or visitors to a particular use but instead is available to the public-at-large. Examples include commercial parking garages. A parking facility that provides both accessory and non-accessory parking will be classified as non-accessory parking if it leases 25% or more of its spaces to non-occupants of or persons other than visitors to a particular use.

~~M.N.~~ Retail sales. Uses involving the sale, lease, or rental of new or used goods to the ultimate consumer within an enclosed structure, unless otherwise specified. The retail category includes sales of convenience goods, including 1) sundry goods; 2) products for personal grooming and for the day-to-day maintenance of personal health or 3) food or beverages for off-premise consumption, including grocery stores and similar uses that provide incidental and accessory food and beverage service as part of their primary retail sales business. Typical uses include drugstores, grocery, and specialty food stores, wine or liquor stores, gift shops, newsstands, and florists. This category also includes consumer shopping goods such as uses that sell or otherwise provide wearing apparel, fashion accessories, furniture, household appliances, and similar consumer goods, large and small, functional and decorative, for use, entertainment, comfort or aesthetics. Typical uses include clothing stores, department stores, appliance stores, TV, computer hardware and electronics stores, bike shops, bookstores, costume rental stores, uniform supply stores, stationery stores, art galleries, hobby shops, furniture stores, pet stores, and pet supply stores, shoe stores, cigar stores, copy shops, travel agencies, dry cleaning, beauty and barber shops, craft shops, bakery, antique shops, secondhand stores, record stores, toy stores, sporting goods stores, variety stores, video stores, musical instrument stores, office supplies and office furnishing stores and wig shops and other consumer shopping uses of the same general character.

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~~N.O.~~ Self-service storage facility (e.g., mini-storage). An enclosed use that provides separate, small-scale, self-service storage facilities leased or rented to individuals or small businesses. Facilities are designated to accommodate only interior access to storage lockers or drive-up access.

~~Ø.P.~~ Studio, instructional or service. Uses in an enclosed building that focus on providing instruction or training in music, dance, drama, fine arts, language, or similar activities. It also includes artist studios and photography studios. See also "personal improvement service" in the commercial services use category.

~~P.Q.~~ Trade school. Uses in an enclosed building that focus on teaching the skills needed to perform a job. Examples include schools of cosmetology, modeling academies, computer training facilities, vocational schools, administrative business training facilities, and similar uses.

~~Q. R.~~ Motorized vehicle sales and service. Uses that provide for the sale, rental, maintenance, or repair of new or used vehicles and vehicular equipment. The vehicle sales and service subcategory include the following specific use types:

* * *

SECTION 4. BE IT FURTHER ENACTED AND ORDAINED BY THE COMMISSIONERS OF ST. MICHAELS, that Chapter 340, "Zoning", of the St. Michaels Town Code, Article VIII, "Supplemental Use Regulations", be and hereby is amended to add § 340-90, Cannabis Dispensaries or Business", to read as follows:

§ 340-90. CANNABIS BUSINESSES

A. A CANNABIS BUSINESS MUST PROVIDE EVIDENCE THAT A LICENSE FROM THE MARYLAND CANNABIS ADMINISTRATION TO OPERATE A CANNABIS BUSINESS HAS BEEN ISSUED TO THE OWNER(S) OF THE BUSINESS AND CURRENTLY IS IN EFFECT.

B. A CANNABIS BUSINESSES MUST CONFORM TO ALL REGULATIONS OF THE MARYLAND CANNABIS ADMINISTRATION RELATING TO THE PARTICULAR TYPE OF CANNABIS BUSINESS, INCLUDING BUT NOT LIMITED TO ANY REQUIREMENT RELATING TO LABELING, PACKAGING, AND ADVERTISING, AGE RESTRICTIONS AND VENDOR TRAINING.

C. ON-SITE CONSUMPTION OF ANY CANNABIS PRODUCTS AT A CANNABIS BUSINESS IS PROHIBITED. CANNABIS MAY NOT BE CONSUMED IN ANY ZONE OUTSIDE AN ENCLOSED STRUCTURE OR IN ANY MANNER THAT RESULTS IN DETECTABLE SMOKE, FUMES, OR ODORS ON ANY ADJACENT PROPERTY, INCLUDING BUT NOT LIMITED TO PUBLIC RIGHTS OF WAY.

Underlining : Indicate matter added to existing law.
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D. A CANNABIS BUSINESS MUST BE SEPARATED BY AT LEAST 500’, AS MEASURED FROM PROPERTY LINE TO PROPERTY LINE, FROM SCHOOLS, CHILD CARE CENTERS, PLAYGROUNDS, RECREATION CENTERS, LIBRARIES, OR PUBLIC PARKS AND 1,000’ FROM ANOTHER CANNABIS BUSINESS AS MEASURED FROM PROPERTY LINE TO PROPERTY LINE AT CLOSEST POINT.

SECTION 5. BE IT FURTHER ENACTED AND ORDAINED BY THE COMMISSIONERS OF ST. MICHAELS, that the Table of Uses adopted in Chapter 340, “Zoning”, of the St. Michaels Town Code, Article VII, “Permitted Uses”, be and hereby is amended as set forth in Exhibit A hereto.

SECTION 6. 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 7. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. 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.

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days after adoption, having been introduced on the ___ day of _____, 2024, 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 _____, 2024, 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

Kristen Payne, Town Clerk

David Breimhurst, President

Underlining : Indicate matter added to existing law.
*** Asterisks : Indicate matter retained in existing law but omitted herein.

I HEREBY CERTIFY that an exact copy of the above Ordinance was posted from the ____ day of _____, 2024, at 8:30 a.m. to the ____ day of _____, 2024, 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: _____, 2024

Robert Straebel, Town Administrator

Underlining : Indicate matter added to existing law.
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EXHIBIT A

\$340-56. Table of Permitted Uses	Zoning District												
Use Description	A	R-1	R-2	R-3	RG	WD	CC	HR	SLC	GC	MC	MM	PF
AGRICULTURE													
Agriculture, crop production	P	N	N	N	P	P	N	N	N	N	N	N	P
Agriculture, buildings and structures	P	N	N	N	P	P	N	N	N	N	N	N	P
<u>AGRICULTURE, CANNABIS GROWER OR PROCESSOR</u>	<u>P</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
* * *													
COMMERCIAL													
Adult entertainment establishments	N	N	N	N	N	N	N	N	N	P	N	N	N
Animal service													
* * *													
Broadcast or recording studio													
Broadcast facility	N	N	N	N	N	N	N	N	N	P	N	N	N
Recording studio	N	N	N	N	N	N	P	N	N	P	N	N	N
<u>CANNABIS DISPENSARY</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
* * *													



Board: Town Commission
Meeting Date: January 10, 2024
Agenda Subject: Discussion Regarding a Draft Ordinance to Prohibit Commercial Lawn Care Maintenance on Saturdays
Recommendation: Discussion with input on draft ordinance

Background Information:

At the December 13, 2023 meeting, Commissioners discussed regulations to prohibit the use of gas-powered leaf blowers. A majority of Commissioners did not support the legislation.

However, Commissioners discussed prohibiting any lawn care companies from working on Saturdays in St. Michaels. Commercial lawn care operations would continue to be allowed to work Monday through Friday, 10:00am-6:00pm. There is currently a ban for these companies to operate on Sundays and federal holidays.

Draft ordinance highlights include the following:

- ❖ Property owners would still be allowed to use lawn maintenance equipment Monday-Friday 8:00am-8:00pm and 8:00am-6:00pm Saturdays and Sundays and on federal holidays.
- ❖ Per the draft legislation, commercial lawn care maintenance would no longer be allowed on Saturdays (currently allowed from 10:00am to 4:30pm on Saturdays);
- ❖ Staff proposes to strike *“and 10:00am to 4:30pm on Saturdays unless weather conditions have prohibited normal lawn maintenance”* for commercial lawn care contractors as this is very ambiguous and will be difficult for Staff to administer. It may be best to just state that there will be no commercial lawn maintenance allowed on Saturdays.

Action:

Comments and direction to Staff. If Commissioners are agreeable to draft legislation, a motion could be made to schedule a Public Hearing for February 14, 2024.

Discussion – October 25, 2023
For Introduction – October 25, 2023
Public Hearing –
Adopted –
Enacted –

ORDINANCE NO. 552

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF ST. MICHAELS, CHAPTER 216, “NOISE”, § 216-6, “EXEMPTIONS,” TO PROHIBIT COMMERCIAL LAWN CARE CONTRACTORS FROM OPERATING LAWN MAINTENANCE EQUIPMENT ON SATURDAYS

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 prohibit noise in the Town generated by lawn maintenance equipment operated by commercial lawn care contractors on Saturdays as it can negatively impact residents’ quiet enjoyment of their properties.

SECTION 1. NOW THEREFORE BE IT ORDAINED AND ENACTED that Chapter 216, “Noise,” of the Code of St. Michaels, Section §216-6, “Exemptions,” be and hereby is amended to read as follows:

§216-6 Exemptions

Each of the following activities is hereby exempt from the prohibitions of this chapter to the extent noted below:

- A. Sound produced by the operation or testing of authorized emergency equipment.
- B. Sound produced by the operation of tools and machinery, or the loading or unloading

UNDERLINED SMALL CAPS: Indicate matter added to existing law.
~~Strikethroughs~~: Indicate matter deleted from the existing law.
Asterisks * * *: Indicate matter remaining unchanged in existing law but not set forth in the Ordinance.

of supplies, used in construction, drilling, repair, alteration, renovation, maintenance, dredging, pile driving, or demolition during normal daytime business hours, or such similar activities as may be required during other times under emergency conditions may not exceed 90 dBA, A-weighted. For the purposes of this Subsection B, normal daytime business hours are Monday through Friday 7:00 a.m. to 5:30 p.m. and Saturday 9:00 a.m. to 4:30 p.m., excluding federal holidays. For homeowners working on their own property, the Saturday hours apply also to Sundays and federal holidays. Commercial contractors may not work on Sundays or federal holidays unless there is an emergency and the building is open to the elements.

C. The use and maintenance of lawn maintenance equipment:

1. by the property owner, where such use and maintenance is in accordance with the manufacturer's specifications. This exemption applies only from 8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 6:00 p.m. Saturday and Sunday.

2. ~~The use of lawn maintenance equipment~~ by a commercial lawn care contractor, IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. This exemption applies ONLY from 8:00 a.m. to 6:00 p.m. Monday through Friday, ~~and 10:00 a.m. to 4:30 p.m. on Saturdays unless weather conditions have prohibited normal lawn maintenance~~. The use of lawn maintenance equipment by a commercial lawn care contractor is prohibited on SATURDAYS, Sundays and federal holidays.

FOR PURPOSES OF THIS SUBSECTION, LAWN MAINTENANCE EQUIPMENT SHALL INCLUDE LAWN MOWERS, TRACTORS, AND OTHER LAWN CARE EQUIPMENT TYPICALLY ASSOCIATED WITH COMMERCIAL LAWN CARE OPERATIONS."

* * *

SECTION 2. 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 3. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. 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.

AND BE IT FURTHER ORDAINED that this Ordinance shall take on _____

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 Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in the Ordinance.
 Strikethroughs : Indicate matter deleted from existing law.

____, 2024 having been introduced on the ____ day of _____, 2024, 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 _____ 2024, which latter date shall be at least six and no more than 70 days after the date of its introduction.

I HEREBY CERTIFY that this Ordinance was passed by a yea or nay vote of The Commissioners of St. Michaels on ____ day of _____, 2024.

Breimhurst ___
Harrod ___
DuPont ___
Whittington ___
Mercier ___

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS

Kristen Payne, Town Clerk

David Breimhurst, President

I HEREBY CERTIFY that an exact copy of the above Ordinance was posted from the th day of , 2024, at 8:30 a.m. to the th day of , 2024, 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

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Board: Town Commission
Meeting Date: January 10, 2024
Agenda Subject: Boundary Lane Waterfront Park – Master Plan Review
Recommendation: Make Recommendations for a Final Master Plan

Background Information:

The Town of St. Michaels purchased this 7.6-acre site for a public park in September and have been holding a series of public meetings to solicit community input on the development of a park master plan for the Environmental Concern property located on Boundary Lane, adjacent to the nature trail.



We have been working with planning and landscape architecture consultants Mahan Rykiel Associates, in facilitating the design process over several months, culminating with a draft plan

derived through community input. The project has been temporarily referred to as the Boundary Lane Waterfront Park Master Plan (or BLWP Master Plan) during this planning process. The most popular name throughout the process was “San Domingo Creek Park” which staff is recommending for the park name.

There have been four public outreach meetings which were well attended with approximately 50 people at each meeting. In addition, there was a public survey conducted and the Town also received about 50 separate comment forms and letters which are attached to this report for your review. The Planning Commission and Parks & Recreation Board held a joint meeting in November and are supportive of a park at this location, but did not make any particular recommendations.

The consultants have done a good job of building consensus. It was noted that consensus building means that not everyone gets everything they want. Scott Scarfone, of Mahan Rykiel will present an overview of the project at your meeting (see attached executive summary and slides) which outlines the public input process and the master plan components. The biggest remaining issue is whether or not to include a dog park on this site.

Please note that when the Town Commissioners purchased this site, it was the intent on submitting a Program Open Space grant to the State of Maryland in order to offset some of the purchase price. We have a submittal deadline of early February. Therefore, any change the Commissioner’s desire needs to be decided this evening in order to allow time to make final changes and bring back the master plan at your meeting on January 24th for final adoption. Based on the plan options in the packet there is approximately 5.9 acres that could potentially qualify for a Program Open Space grant without a dog park. Including a dog park would reduce this by about 1 acre.

Also, a cost estimate to develop the park is included in the attachments which equals \$3,819,503. plus, an additional \$140,000. if a dog park is included in the plan. The master plan could likely take several years to construct and we intend on pursuing a variety of grants to help pay for construction and various phases of work.

Action:

The recommendation action is:

1. Consider all the material and direct the consultants to make any changes you desire for reconsideration and final approval on January 24th.
2. Approve the park name: “San Domingo Creek Park”.
3. Direct staff to finalize a Program Open Space grant application and submittal based on the final plan.

Attachments:

- Executive summary from Scott Scarfone, PLA, Mahan Rykiel
- Copy of slide to be presented at the meeting
- Copy of cost estimates for park development: Rider Levett Bucknall
- Copy of public comment forms

DATE: November 21, 2023
TO: Steve Ball, AICP, Town Planner Town of St. Michaels
FROM: Scott C. Scarfone, PLA
SUBJECT: Boundary Lane Waterfront Park Design Narrative/Executive Summary

MEMORANDUM

Master Plan Objective

The recent acquisition of the former Environmental Concern, Inc. property off Boundary Lane will significantly expand the acreage of the adjacent Back Creek Park on San Domingo Creek which is currently only 0.3 acres. Public access to the waterfront will be greatly enhanced and follows priorities established in both Talbot County and St. Michaels Comprehensive Plans and Land Preservation Parks and Recreation plans and policies.

There are several small parks in Town, but the acquisition of this site will create the largest park, open space and public waterfront parcel in town. The Town expects that at least a portion of the site will be restored for preservation which will make it applicable for State Program Open Space funds. The Town also envisions the that the existing former office building will become the Towns new Administrative building.

Thus, the master plan for Boundary Lane Waterfront Park will identify:

- Locations for pedestrian trail systems;
- Passive recreation activities;
- Areas for protection, conservation, restoration;
- Potential future park amenity zones or open space systems;
- Parking areas;
- Reuse or demolition of existing structures;
- Relationships or connections to adjacent properties, roadways or trails;
- Water access i.e. fishing pier;
- Areas for naturalization with consideration given to—
 - Pollinator meadow areas
 - Regenerative areas i.e. reforestation
 - Conservation areas
 - Critical areas buffers.

The Master Plan document will provide a roadmap to the future enabling the Town to implement the project in a series of phases as well as assist the Town with communicating goals and objectives for the parcel to potential funding sources.

The Site

The property is 7.61 acres of land (former Environmental Concern, Inc. property) which was recently acquired by the Town of St. Michaels and is envisioned as a public waterfront park. The visionary purchase by the Town was to prevent the site from being developed as residential. The parcel is partially zoned R-1 – for residential development.

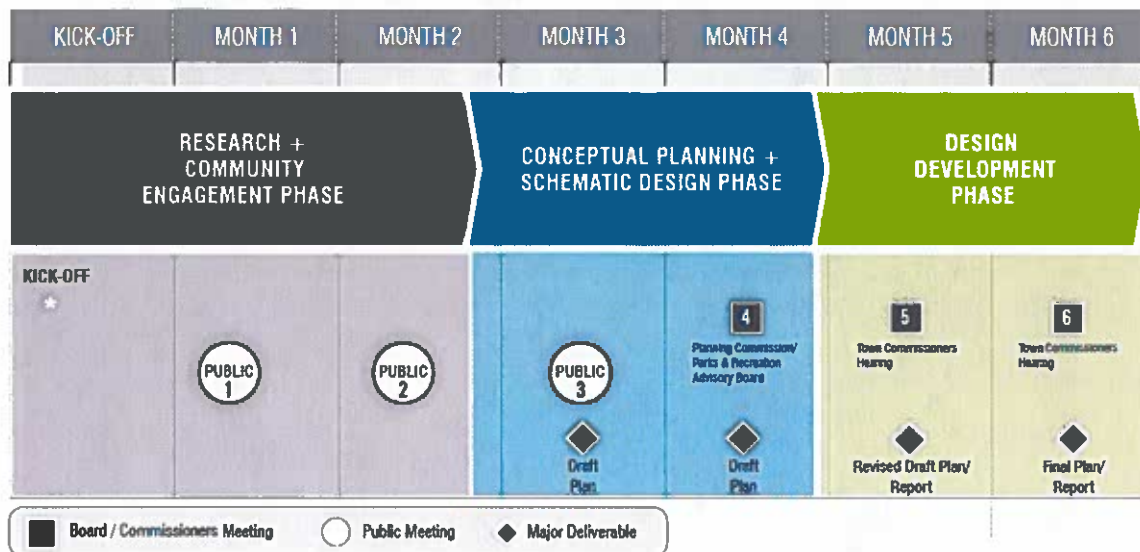
The overall site is comprised of both County and Town parcels with a portion of the property located within the Chesapeake Bay Critical Area. The shoreline has been restored by Environmental Concern, Inc. and also contains a derelict pier and boat launch. While the 2.92-acre County portion is designated a Resource Conservation Area, the section within the Town (4.69 acres) is designated Intensely Developed Area of the Critical Area which permits development.

The site has public water, sewer and electric service as well as an extensive irrigation and well system that supported the nursery and greenhouse growing areas of Environmental Concern's operations. The property contains several existing buildings and greenhouses as well as a garage, two well pump houses, several cold frame greenhouses, a potting shed and a restoration shed. All of the structures are interconnected by a series of gravel driveways and roadways.

Process

The Town initiated the planning process with no identified development program or preconceived ideas of what the open space could become. The consultant team was instructed to create and facilitate a public outreach and consensus building process that solicited thoughts and ideas from the community on what the park could look like and what elements might be included within the park. The public outreach and consensus building process included community visioning charettes, surveys and a public opinion portal on the Town's website. These vehicles were developed with the explicit objective of a developing a unified master plan for the parcel that reflects the community's input, needs and values.

The planning process results and recommendations for the Master Plan will be presented to the Town Commissioners with probable estimate of costs for the improvements. The plan, once approved by reviewing entities, will be incorporated into the update of the Town's Comprehensive Plan starting next year. A final summary report including process documentation, options explored, cost estimates, implementation timing and site plan graphics to communicate the design intent will be prepared and delivered to the Town as the final document.



Time Frame:

The project was initiated in August with the execution of the formal design agreement between the Town and MRA. It was followed by a kick-off meeting and site visit with representatives from the Town and MRA on September 12, 2023. The balance of the schedule that has been established or has taken place to-date is listed below:

Survey Launch	9/18/23
Outreach Meeting #1 (Input)	10/3/23
Outreach Meeting #2 (Input)	10/4/23
Survey Close	10/10/23
Outreach Meeting #3 (Concept Alt.)	10/24/23
Outreach Meeting #4 (Preferred Plan)	11/15/23
Special Joint Meeting Planning Com. and Parks/Rec. Board	12/5/23
Town Commission Meeting (Draft)	1/10/24
Town Commission Meeting (Final)	1/24/24
Final Submittal	2/2/24

Public Outreach

Community Outreach Meetings

Input from the community and interested stakeholders was obtained through a series of outreach meetings (as noted in the above schedule) throughout the process. Each meeting began with an overview of the objectives, process and timeline. It then progressed into various presentations by MRA followed by a discussion and comment period. Community comments were carefully documented (along with the survey data – see below) and formulated the basis for programming and concept development.

Survey

An online survey is an effective way to reach a broad audience in a short time period or, for those whom may not be interested or able to make an outreach meeting, a vehicle to voice their opinions. The design team crafted a survey that helped understand how/what St. Michaels stakeholders (or any other special interest groups identified by the Town) desired for the new park; identified perceived or real challenges they anticipate; understand opportunities they envision; or hear unique stories that should be told. The survey was administered digitally (published as a link and QR code) and distributed through various social media and on the Town's website. Over 150 respondents took the on-line survey and results were distributed to the Town and shared with the public during the Outreach meeting #2. The results of the survey were utilized along with the information gathered during the outreach meetings to develop the program for the park.

Public Comment Form

An additional public comment format was created to give stakeholders or interested persons the opportunity to submit comments in addition to the survey (if they choose not to take the survey) or to provide a vehicle to share their thoughts outside of the survey questions. It also provided those whom could not attend the Community Meetings a platform to be heard.

Site Walk

A site walk was led by the Town in late October to interested community members to review the site and discuss the program developed to date and visualize the potential of the two alternative concepts that were presented during the outreach Meeting #3.

Community Defined Program Elements for the Park

Environmental Enhancements – honoring the site's sensitive location adjacent to the water, a variety of environmental restoration and reclamation elements were proposed to provide both environmental uplift to the site as well as to provide a relaxing, natural passive park. Some of these elements include:

- Pollinator Meadow
- Water Edge Plantings (including existing living shoreline)
- Reforestation
- Wetland Expansion

Walking pathways – a variety of walking pathways are conceived and will create an overall 'loop' pathway system that traverses a variety of environmental areas. Additional connections will be made to the adjacent Nature Trail and Waterfront Park. Pathway materials are envisioned to be paved but permeable or boardwalk over the wetland regions.

Fishing Pier – utilizing the location where the former pier existed (only piles remain), a new and more substantial fishing/observation pier is proposed to allow for water access as well as a spot for fishing.

Wetland Expansion – the current area that functions as a small storm water management area in the southwest area of the site is envisioned to be removed and merged with the adjacent wetland expanding the existing environmental zone deeper into the site. Access for close observation of this area will be made possible by a boardwalk that crosses over/through the zone.

Viewing Mound – located on the natural highpoint of the site, will a viewing mound accessible by a spiral ADA accessible route. The top of the viewing mound will be a spall seating and viewing plaza that will capture views down San Domingo creek. The mound is envisioned to be created by gravel spoils that would have originally have been hauled off site during the restoration process.

Seating Shelters – located at various key locations around the walking loop, several small seating shelters will provide park visitors the opportunity to sit in a quiet place and observe various unique site aspects of nature in a quiet and contemplative manor.

Town Hall/Administrative Building – will be relocated to this site and occupy the former Environmental Concern, Inc. building. The adjacent garage will remain as well and is envisioned as a storage facility until further architectural and programming needs can be established. Parking for the new facility is described below.

Parking – two small parking areas on either side of the park will be provided to accommodate approximately 25 cars. There will be one parking area immediately adjacent to the new Town Administrative building to accommodate staff and visitors. This parking area will be accessed off West Chew Avenue. The second parking area will be for park guests and be accesses off Boundary Lane.

Concept Development

After completion of all the listening sessions, analysis, and subsequent program development for the park, two alternative concept plans were developed and presented during that begin to “fit” the program (community desires) and site analysis to the physical arrangement of the site. The two concept alternatives were presented during Outreach Meeting #3. The concepts were guided generally by environmental principles and those associated with a passive park. The alternative concept plans generally identified potential layouts of pathway networks, parking areas, areas for conservation or restoration, or development of or removal of existing site features/elements. The design team considered limitations posed on the design or program including but not limited to applicable laws and regulations, protection of sensitive natural areas or edges, sea-level rise implications, existing structures, other community park programs, etc. Feedback on both plans were documented and utilized to combine the two alternatives into a preferred master plan which is discussed below.

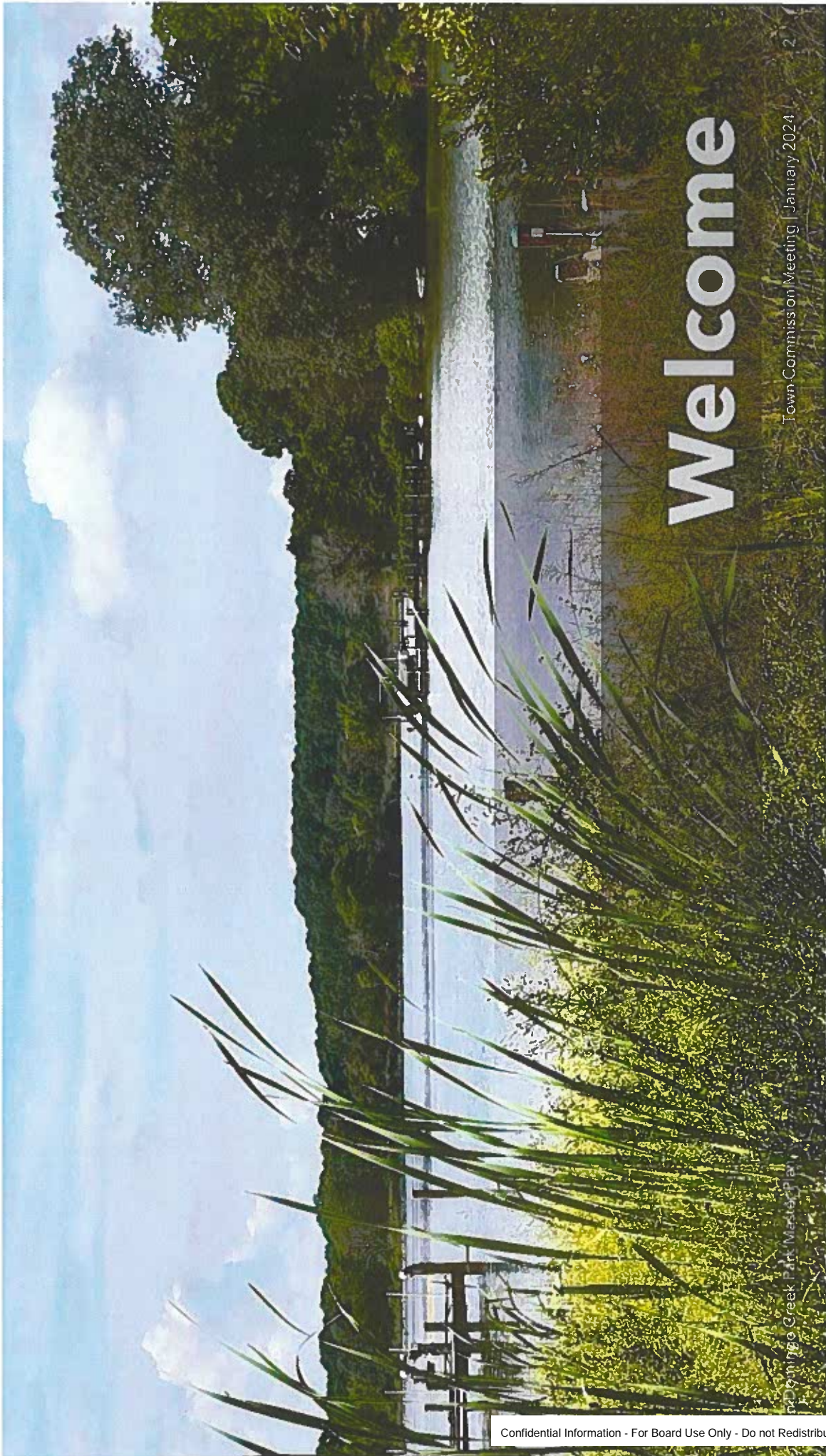
Preliminary Master Plan

Based on the feedback received in the community outreach meetings and from the Town on the two alternative concepts presented, a preliminary master plan drawing for the Park’s development, conservation and/or restoration was developed and presented in Outreach Meeting #4. Program elements included were those noted above and were refiqed based on feedback received in the third outreach meeting.

San Domingo Creek Park Master Plan

January 10, 2024





Welcome

Town Commission Meeting | January 2024 | 2

Longmire Creek Park Master Plan



Agenda

Domingo Creek Park Master Plan

- Welcome
- Schedule Overview
- Input Summary/Overview
- Site Analysis Overview
- Preliminary Concept Idea Review
- Draft Master Plan
- Discussion
- Close & Next Steps

Project Overview



Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

Schedule

September | October 2023

Project Kick-off	9/12/23
Survey Launch	9/18/23
Outreach Meeting #1 (Input)	10/3/23
Outreach Meeting #2 (Input)	10/4/23
Survey Close	10/10/23
Outreach Meeting #3 (Concept Alt.)	10/24/23

November-February 2024

Outreach Meeting #4 (Preferred Plan)	11/15/23
Special Joint Meeting Planning Com. and Parks/Rec. Board	12/5/23
Town Commission Meeting (Draft)	1/10/24
Town Commission Meeting (Final)	1/24/24
Final Submittal	2/2/24

Input Summary

AHAN RYKIEL

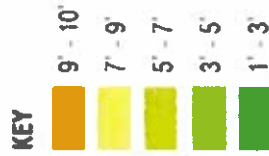
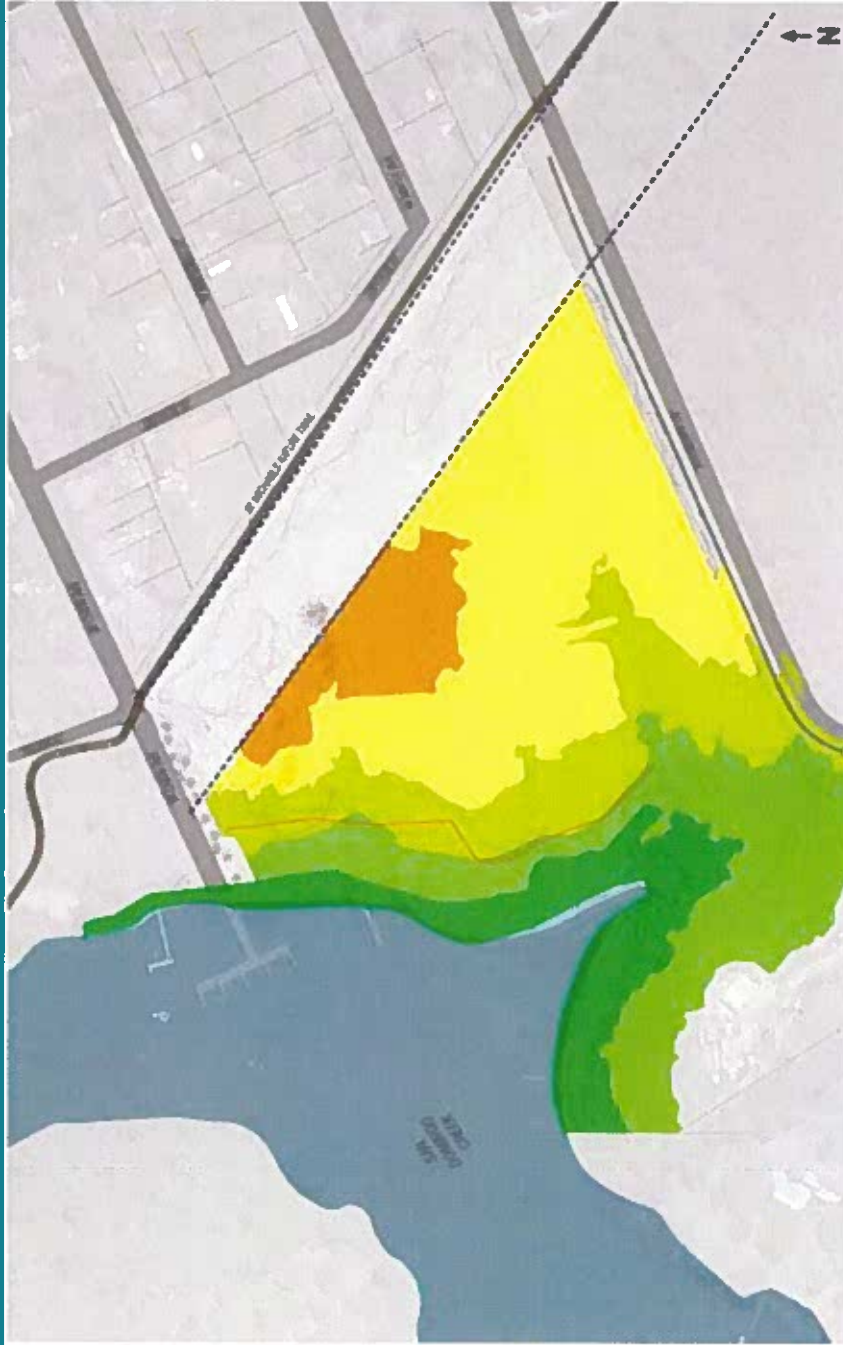
Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

What You Have Said....

walking/hiking path
waterfront access/beach performing arts
bike path interpretive opportunity
walking/hiking path; picnic areas pavilion; venue
venue; event; water features; interpretive opportunity public art
breezeway boat rental playground
stormwater management picnic areas; passive use paid access
nature preserve events venue
dog park waterfront access/beach; boardwalk
boat access crabbing/fishing cultural activity; youth amenities
children in nature; garden
waterfront access/beach; crabbing/fishing; swimming
other/misc dog park; kayak; picnic areas; public bathrooms
boardwalk walking/hiking path; kayak tower building
pavilion educational garden
picnic areas pickleball; dog park
children in nature

Site Analysis - Elevation Study



----- MDOT RIGHT OF WAY

_____ CRITICAL AREAS SETBACK

MAHAN RYKIEL

in Domingo Creek Park Master Plan

Site Analysis - Existing Impervious Cover



- KEY**
- EXISTING GRAVEL ROADWAYS
 - EXISTING ROOFS
 - MDOT RIGHT OF WAY
 - CRITICAL AREAS SETBACK

MAHAN RYKIEL

n Domingo Creek Park Master Plan

Site Analysis - Existing Vegetation

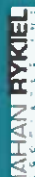


- KEY**
- EXISTING VEGETATION
 - EXISTING SHORELINE BUFFER/WETLAND
 - EXISTING POND
 - EXISTING SPECIMEN TREE
 - MDOT RIGHT OF WAY
 - CRITICAL AREAS SETBACK

IAHAN RYKIEL

Domingo Creek Park Master Plan

Preliminary Concepts



Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

11

Preliminary Concept - Option #1



- KEY**
- LAWN
 - UPLAND MEADOW
 - WET MEADOW/LIVING SHORELINE
 - BIORETENTION AREAS (SWM)
 - REFORESTED AREA
 - EXISTING FOREST
 - MDOT RIGHT OF WAY
 - CRITICAL AREAS SETBACK

IAHAN RYKIEL
INC.

Domingo Creek Park Master Plan

Preliminary Concept - Option #2



JAHAN RYKIEL

Domingó Creek Park Master Plan

Preliminary Concept - Option #2



IAHAN RYKIEL

Domingó Creek Park Master Plan



Program

Domingo Creek Park Master Plan

- Dog Park (+ parking)
- Environmental Areas
 - Wetland Expansion
 - Living Shoreline (Waterfront Park)
 - Pollinator Meadows
 - Reforestation
- Boardwalk
- Town Administrative Building (+ parking)
- Water Access (Fishing Pier)
- Seating shelters (quiet spaces)
- Comfort/Water Station (restrooms)
- Pavilion
- Stormwater areas
- Viewing mound
- Loop walking trail
- Connections to nature trail and Waterfront park

Preliminary Concept Ideas



Preliminary Concept Ideas



AHAN RYKIEL

n Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

18

Draft Master Plan



Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

19

Draft Master Plan - Option 1A



IAHAN RYKIEL

Domingó Creek Park Master Plan

Draft Master Plan - Option 1B



KEY	DESCRIPTION
[Light Green Box]	LAWN
[Yellow-Green Box]	MEADOW
[Light Green Box]	SHORELINE PLANTINGS/LIVING SHORELINE
[Light Green Box]	BIORETENTION AREAS
[Light Green Box]	ORNAMENTAL PLANTINGS
[Light Green Box]	REFORESTED AREA
[Dark Green Box]	EXISTING FOREST
[Dashed Line]	MDOT RIGHT OF WAY
[Dashed Line]	CRITICAL AREAS SETBACK
[Dashed Line]	PROPERTY BOUNDARY

IAHAN RYKIEL

n Domingo Creek Park Master Plan

Next Steps

September | October 2023

Project Kick-off	9/12/23
Survey Launch	9/18/23
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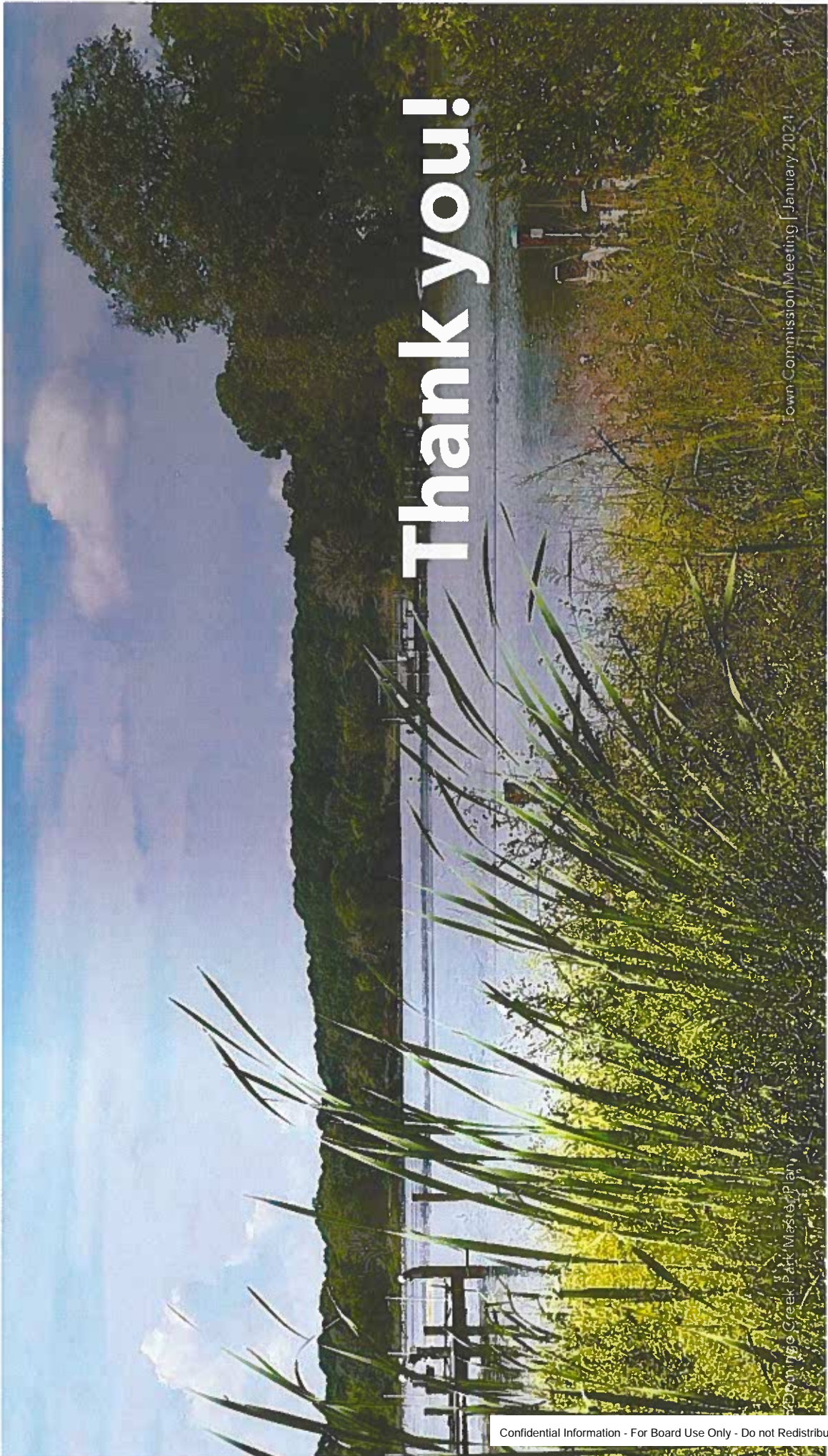
Discussion



Domingo Creek Park Master Plan

Town Commission Meeting | January 2024

23



Thank you!

ST. MICHAELS SAN DOMINGO CREEK PARK

ST. MICHAELS, MD
MASTER PLAN

Prepared For

Mahan Rykiel Associates Inc.
3300 Clipper Mill Road, Suite 200
Baltimore, MD 21211

Prepared By

Rider Levett Bucknall Ltd.
9881 Broken Land Parkway, Suite 304
Columbia, Maryland 21046
(410) 740-1671

Our Ref

R1
Project Number
DCA23192

Submitted On

December 19, 2023



TABLE OF CONTENTS

OF PAGES

NOTES

2

MASTER SUMMARY

1

SAN DOMINGO CREEK PARK

5

DOG PARK

2

END OF REPORT

NOTES

MASTER PLAN

NOTES

The following cost estimate has been developed from the master plan presentation and drawings dated November 15, 2023 as prepared by Mahan Rykiel Associates.

The proposed project involves renovations to the St. Michaels Waterfront Park. Existing site elements such as gravel pathways, greenhouses and utilities will be removed. New pathways, piers, parking, comfort stations and associated sitework will be constructed.

The level of pricing of this cost estimate is representative of current day costs of construction in the St. Michaels, MD area. It assumes a fair and reasonable rate of return for overhead and profit for the general contractor and subcontractors.

This cost estimate has been developed for comparative purposes and measurements are based on approximate quantity surveys as detailed as possible, relative to the level of design and available documentation. Where quantities are not available, assumptions have been made on historical references to similar projects recently estimated by RLB.

This cost estimate is an opinion of probable costs based on fair market value and is not a prediction of the anticipated low bid. RLB has no control over the costs of labor, material, the general contractor's, or any subcontractor's method of determining price or competitive bidding and market conditions.

Assumptions: Work will be performed during normal working hours.

General Conditions: We include 13% for general conditions. This covers cost related to site management, project management, materials handling and trash removal.

Design Contingency: We include 10% for design contingency. This contingency covers items that are not yet designed and scope that has yet to be defined. This percentage will decrease as design progresses.

Escalation: We include escalation to the start of construction. Escalation will be calculated using 6.5% per annum for 2023, 4.5% for 2024 and 4% for 2025. With an anticipated construction start date of 6/2024, escalation is calculated at 2.25%. We have not included escalation past the anticipated construction start date.

MASTER PLAN

NOTES

Soft Cost: We have included the following Soft Cost:

- Architect and engineer fees
- A/E Construction administrative services
- Third party project management cost have not been included and it is assumed the city will provide this service internally.

Exclusions: We do not include the following items in this estimate:

- Impact or other Government costs
- Utility company charges
- Any special testing requirements or inspection costs
- Third party project management services
- After hours work
- 8A or MBE procurement method
- Work not indicated on the drawings
- Telecommunications service
- Electrical company work such as incoming service and transformers
- Site security or CCTV
- No cost have been allocated to any architectural assessment, treatment or improvements of the existing office or garage buildings
- Bulkhead repairs/removal or living shoreline cost
- No roadway improvements have been assumed for Boundary or W. Chew unless specifically noted
- No site survey allowance
- No phase I & II allowance
- Dog park cost at any other location apart from current location shown on master plan.

MASTER SUMMARY

**ST. MICHAELS
SAN DOMINGO CREEK PARK
MASTER PLAN**



MASTER SUMMARY

DESCRIPTION	GSF	COST	COST/GSF
SAN DOMINGO CREEK PARK	477,000 GSF	\$3,819,503	\$8.01 / GSF
DOG PARK	35,900 GSF	\$140,163	\$3.90 / GSF
TOTAL	477,000 GSF	\$3,959,666	\$8.30 / GSF

SAN DOMINGO CREEK PARK

ST. MICHAELS
SAN DOMINGO CREEK PARK
MASTER PLAN



DIVISION SUMMARY

477,000 GSF

02 EXISTING CONDITIONS		\$336,691	\$0.71 / GSF
03 CONCRETE		\$0	\$0.00 / GSF
04 MASONRY		\$0	\$0.00 / GSF
05 METALS		\$0	\$0.00 / GSF
06 WOODS, PLASTICS & COMPOSITES		\$0	\$0.00 / GSF
07 THERMAL & MOISTURE PROTECTION		\$0	\$0.00 / GSF
08 DOORS & WINDOWS		\$0	\$0.00 / GSF
09 FINISHES		\$0	\$0.00 / GSF
10 SPECIALTIES		\$0	\$0.00 / GSF
11 EQUIPMENT		\$0	\$0.00 / GSF
12 FURNISHINGS		\$0	\$0.00 / GSF
13 SPECIAL CONSTRUCTION		\$0	\$0.00 / GSF
14 CONVEYING EQUIPMENT		\$0	\$0.00 / GSF
21 FIRE SUPPRESSION		\$0	\$0.00 / GSF
22 PLUMBING		\$0	\$0.00 / GSF
23 HVAC		\$0	\$0.00 / GSF
26 ELECTRICAL		\$0	\$0.00 / GSF
27 COMMUNICATIONS		\$0	\$0.00 / GSF
28 ELECTRONIC SAFETY & SECURITY		\$0	\$0.00 / GSF
31 EARTHWORK		\$200,727	\$0.42 / GSF
32 EXTERIOR IMPROVEMENTS		\$1,780,010	\$3.73 / GSF
33 UTILITIES		\$44,500	\$0.09 / GSF
SUBTOTAL		\$2,361,927	\$4.95 / GSF
GENERAL CONDITIONS	13.0%	\$307,051	\$0.64 / GSF
SUBTOTAL		\$2,668,977	
DESIGN CONTINGENCY	10.0%	\$266,898	\$0.56 / GSF
SUBTOTAL		\$2,935,875	
ESCALATION	2.25%	\$66,057	\$0.14 / GSF
SUBTOTAL		\$3,001,932	
BONDS & INSURANCE	2.0%	\$60,039	\$0.13 / GSF
SUBTOTAL		\$3,061,971	
OVERHEAD AND PROFIT	10.0%	\$306,197	\$0.64 / GSF
SUBTOTAL		\$3,368,168	
CONSTRUCTION TOTAL		\$3,368,168	\$7.06 / GSF
ARCHITECT/ENGINEER FEES	8.0%	\$269,453	\$0.56 / GSF
SUBTOTAL		\$3,637,622	
CONSTRUCTION ADMINISTRATION SERVICES	5.0%	\$181,881	\$0.38 / GSF
SUBTOTAL		\$3,819,503	
GRAND TOTAL		\$3,819,503	\$8.01 / GSF

ST. MICHAELS
 SAN DOMINGO CREEK PARK
 MASTER PLAN



ESTIMATE DETAIL

ITEM	QUANTITY	UNIT	RATE	COST	SUBTOTAL	TOTAL
02 EXISTING CONDITIONS						
Site Demolition						
remove 5" gravel roadways	101,668	sf	\$1.00	\$101,668		
remove buildings (3ea)	3,708	sf	\$8.00	\$29,664		
remove polly hoop greenhouse-large	8	ea	\$10,000.00	\$80,000		
remove polly hoop greenhouse-small	9	ea	\$6,000.00	\$54,000		
remove irrigation	112,726	sf	\$0.15	\$16,909		
remove irrigation pump house	2	ea	\$5,000.00	\$10,000		
remove concrete boat ramp	332	sf	\$5.00	\$1,660		
remove pier	533	sf	\$5.00	\$2,665		
remove gates at site entrance	3	ea	\$425.00	\$1,275		
remove underground electrical	1,500	lf	\$10.00	\$15,000		
misc. site demolition	477,000	sf	\$0.05	\$23,850		
					\$336,691	
02 EXISTING CONDITIONS TOTAL						\$336,691
31 EARTHWORK						
Earth Moving						
fine grade pavement/sidewalks	37,876	sf	\$0.60	\$22,726		
replace removed 5" of gravel with soil	1,544	cy	\$45.00	\$69,473		
expand wetland area, slope shore, spread soil on site	1852	cy	35.00	\$64,815		
spiral viewing area, use excavated soils	326	cy	\$15.00	\$4,889		
6" of topsoil st spiral viewing area	20	cy	\$65.00	\$1,324		
mount/earth berm at office building	400	cy	\$25.00	\$10,000		
					\$173,227	
Erosion Control						
construction entrance	1	ea	\$6,500.00	\$6,500		
silt fence	1,500	lf	\$8.00	\$12,000		
erosion control maintenance	6	mths	\$1,500.00	\$9,000		
					\$27,500	
31 EARTHWORK TOTAL						\$200,727
32 EXTERIOR IMPROVEMENTS						

ST. MICHAELS
 SAN DOMINGO CREEK PARK
 MASTER PLAN



ESTIMATE DETAIL

ITEM	QUANTITY	UNIT	RATE	COST	SUBTOTAL	TOTAL
Parking at Boundary Lane						
pervious concrete pavement	18,657	sf	\$12.00	\$223,884		
curb and gutter	653	lf	\$35.00	\$22,855		
stripping at parking lots	18,657	sf	\$0.15	\$2,799		
fine grade pavement/sidewalks	18,657	sf	\$0.60	\$11,194		
bio-retention	1,400	sf	\$20.00	\$28,000		
plantings at bio-retention	1,400	sf	\$6.00	\$8,400		
park entrance sign	1	ea	\$3,800.00	\$3,800		
trees around site	7	ea	\$750.00	\$5,250		
topsoil at trees	5	cy	\$65.00	\$303		
					\$306,485	
Parking/entrance of W. Chew						
remove curb at W. Chew for new entrance	20	lf	\$15.00	\$300		
remove tree	4	ea	\$850.00	\$3,400		
pervious concrete pavement	10,593	sf	\$12.00	\$127,116		
concrete apron entrance	406	sf	\$10.00	\$4,060		
curb and gutter	663	lf	\$35.00	\$23,205		
stripping at parking lots	10,593	sf	\$0.15	\$1,589		
parking lot signage	3	ea	\$600.00	\$1,800		
entrance sign at W. Chew	1	ea	\$3,800.00	\$3,800		
fine grade pavement/sidewalks	10,999	sf	\$0.60	\$6,599		
lockable gate at entrance drive	1	ea	\$2,300.00	\$2,300		
bio-retention	880	sf	\$20.00	\$17,600		
plantings at bio-retention	880	sf	\$6.00	\$5,280		
town hall landscaping	1	ls	\$25,000.00	\$25,000		
					\$222,049	
Paving at North Waterfront park						
pervious asphalt walking trail	2,690	sf	\$8.00	\$21,520		
fine grade pavement/sidewalks	2,690	sf	\$0.60	\$1,614		
					\$23,134	
Paving						
pervious asphalt walking trail	37,876	sf	\$8.00	\$303,008		
					\$303,008	
Site Improvements						
elevated boardwalk	1,642	sf	\$70.00	\$114,940		
fishing pier	1,791	sf	\$90.00	\$161,190		
20' pavilion	1	ea	\$25,000.00	\$25,000		
comfort station 15'x15''	1	ea	\$90,000.00	\$90,000		

ST. MICHAELS
 SAN DOMINGO CREEK PARK
 MASTER PLAN



ESTIMATE DETAIL

ITEM	QUANTITY	UNIT	RATE	COST	SUBTOTAL	TOTAL
viewing shelter	4	ea	\$18,000.00	\$72,000		
stop sign	2	ea	\$650.00	\$1,300		
					\$464,430	
Site Furnishings						
bench backed	6	ea	\$3,000.00	\$18,000		
bench backless	6	ea	\$2,600.00	\$15,600		
bike rack	6	ea	\$1,032.00	\$6,192		
recycling receptacles	4	ea	\$2,311.00	\$9,244		
litter receptacles	4	ea	\$1,945.00	\$7,780		
interpretive signage	6	ea	\$2,800.00	\$16,800		
park entrance sign	2	ea	\$4,000.00	\$8,000		
					\$81,616	
Planting						
reforestation trees	364	ea	\$90.00	\$32,751		
trees around site	14	ea	\$750.00	\$10,500		
ornamental plantings	4,854	sf	\$8.00	\$38,832		
sod/lawn	67,593	sf	\$0.85	\$57,454		
meadow seed	102,720	sf	\$1.45	\$148,944		
topsoil at trees	252	cy	\$65.00	\$16,375		
top dress lawn	763	cy	\$65.00	\$49,577		
shoreline plantings allowance	1	ls	\$20,000.00	\$20,000		
mulch	4,854	sf	\$1.00	\$4,854		
					\$379,287	
32 EXTERIOR IMPROVEMENTS TOTAL						\$1,780,010

33 UTILITIES

Water Utilities

assume existing well	1	ls	existing	\$0		
2" PVC pipe	300	lf	\$15.00	\$4,500		
trench/backfill	300	lf	\$20.00	\$6,000		
connect to existing	1	ea	\$2,500.00	\$2,500		
					\$13,000	

Sanitary Sewer System

septic tank for comfort station/interconnecting piping	1	ea	\$12,000.00	\$12,000		
					\$12,000	

ST. MICHAELS
 SAN DOMINGO CREEK PARK
 MASTER PLAN



ESTIMATE DETAIL

ITEM	QUANTITY	UNIT	RATE	COST	SUBTOTAL	TOTAL
Electrical Service						
new panels (assume existing)	1	ls	existing	\$0		
electrical service to comfort station	200	lf	\$95.00	\$19,000		
connect to existing breaker	1	ea	\$500.00	\$500		
					\$19,500	
33 UTILITIES TOTAL						\$44,500

DOG PARK

ST. MICHAELS
SAN DOMINGO CREEK PARK
MASTER PLAN



DIVISION SUMMARY-DOG PARK

35,900 GSF

02 EXISTING CONDITIONS		\$0	\$0.00 / GSF
03 CONCRETE		\$0	\$0.00 / GSF
04 MASONRY		\$0	\$0.00 / GSF
05 METALS		\$0	\$0.00 / GSF
06 WOODS, PLASTICS & COMPOSITES		\$0	\$0.00 / GSF
07 THERMAL & MOISTURE PROTECTION		\$0	\$0.00 / GSF
08 DOORS & WINDOWS		\$0	\$0.00 / GSF
09 FINISHES		\$0	\$0.00 / GSF
10 SPECIALTIES		\$0	\$0.00 / GSF
11 EQUIPMENT		\$0	\$0.00 / GSF
12 FURNISHINGS		\$0	\$0.00 / GSF
13 SPECIAL CONSTRUCTION		\$0	\$0.00 / GSF
14 CONVEYING EQUIPMENT		\$0	\$0.00 / GSF
21 FIRE SUPPRESSION		\$0	\$0.00 / GSF
22 PLUMBING		\$0	\$0.00 / GSF
23 HVAC		\$0	\$0.00 / GSF
26 ELECTRICAL		\$0	\$0.00 / GSF
27 COMMUNICATIONS		\$0	\$0.00 / GSF
28 ELECTRONIC SAFETY & SECURITY		\$0	\$0.00 / GSF
31 EARTHWORK		\$0	\$0.00 / GSF
32 EXTERIOR IMPROVEMENTS		\$63,675	\$1.77 / GSF
33 UTILITIES		\$23,000	\$0.64 / GSF
SUBTOTAL		\$86,675	\$2.41 / GSF
GENERAL CONDITIONS	13.0%	\$11,268	\$0.31 / GSF
SUBTOTAL		\$97,943	
DESIGN CONTINGENCY	10.0%	\$9,794	\$0.27 / GSF
SUBTOTAL		\$107,737	
ESCALATION	2.25%	\$2,424	\$0.07 / GSF
SUBTOTAL		\$110,161	
BONDS & INSURANCE	2.0%	\$2,203	\$0.06 / GSF
SUBTOTAL		\$112,364	
OVERHEAD AND PROFIT	10.0%	\$11,236	\$0.31 / GSF
SUBTOTAL		\$123,601	
CONSTRUCTION TOTAL		\$123,601	\$3.44 / GSF
ARCHITECT/ENGINEER FEES	8.0%	\$9,888	\$0.28 / GSF
SUBTOTAL		\$133,489	
CONSTRUCTION ADMINISTRATION SERVICES	5.0%	\$6,674	\$0.19 / GSF
SUBTOTAL		\$140,163	
GRAND TOTAL		\$140,163	\$3.90 / GSF

ESTIMATE DETAIL-DOG PARK

ITEM	QUANTITY	UNIT	RATE	COST	SUBTOTAL	TOTAL
32 EXTERIOR IMPROVEMENTS						
Site Improvements						
5' fencing at small and large dog park	975	lf	\$65.00	\$63,375		
dog park signage	2	ea	\$150.00	\$300		
					\$63,675	
32 EXTERIOR IMPROVEMENTS TOTAL						\$63,675
33 UTILITIES						
Water Utilities						
dog watering bowl	2	ea	\$4,000.00	\$8,000		
2" PVC pipe	150	lf	\$15.00	\$2,250		
trench/backfill	150	lf	\$20.00	\$3,000		
					\$13,250	
Electrical Service						
electrical service to comfort station	150	lf	\$65.00	\$9,750		
					\$9,750	
33 UTILITIES TOTAL						\$23,000

END OF REPORT

San Domingo Creek Park Master Plan



January 10, 2024





Welcome



Agenda

- Welcome
- Schedule Overview
- Input Summary/Overview
- Site Analysis Overview
- Preliminary Concept Idea Review
- Draft Master Plan
- Discussion
- Close & Next Steps

Project Overview

Schedule

September | October 2023

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Town Commission Meeting (Draft)	1/10/24
Town Commission Meeting (Final)	1/24/24
Final Submittal	2/2/24

Input Summary

What You Have Said....



Site Analysis - Elevation Study



KEY

- 9' - 10'
- 7' - 9'
- 5' - 7'
- 3' - 5'
- 1' - 3'

- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK

Site Analysis - Existing Impervious Cover



- KEY**
- EXISTING GRAVEL ROADWAYS
 - EXISTING ROOFS
 - MDOT RIGHT OF WAY
 - CRITICAL AREAS SETBACK

Site Analysis - Existing Vegetation



KEY

- EXISTING VEGETATION
- EXISTING SHORELINE BUFFER/WETLAND
- EXISTING POND
- EXISTING SPECIMEN TREE
- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK

Preliminary Concepts

Preliminary Concept - Option #1



KEY

- LAWN
- UPLAND MEADOW
- WET MEADOW/LIVING SHORELINE
- BIORETENTION AREAS (SWM)
- REFORESTED AREA
- EXISTING FOREST
- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK

Preliminary Concept - Option #1



KEY

- LAWN
- UPLAND MEADOW
- WET MEADOW/LIVING SHORELINE
- BIORETENTION AREAS (SWM)
- REFORESTED AREA
- EXISTING FOREST
- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK

Preliminary Concept - Option #2



Preliminary Concept - Option #2



KEY

	LAWN
	UPLAND MEADOW
	WET MEADOW/LIVING SHORELINE
	BIORETENTION AREAS (SWM)
	REFORESTED AREA
	EXISTING FOREST
	MDOT RIGHT OF WAY
	CRITICAL AREAS SETBACK



Program

- Dog Park (+ parking)
- Environmental Areas
 - Wetland Expansion
 - Living Shoreline (Waterfront Park)
 - Pollinator Meadows
 - Reforestation
- Boardwalk
- Town Administrative Building (+ parking)
- Water Access (Fishing Pier)
- Seating shelters (quiet spaces)
- Comfort/Water Station (restrooms)
- Pavilion
- Stormwater areas
- Viewing mound
- Loop walking trail
- Connections to nature trail and Waterfront park

Preliminary Concept Ideas



Preliminary Concept Ideas



Draft Master Plan

Draft Master Plan - Option 1A



KEY

- LAWN
- MEADOW
- SHORELINE PLANTINGS/LIVING SHORELINE
- BIORETENTION AREAS
- ORNAMENTAL PLANTINGS
- REFORESTED AREA
- EXISTING FOREST
- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK
- PROPERTY BOUNDARY

Draft Master Plan - Option 1B



KEY

- LAWN
- MEADOW
- SHORELINE PLANTINGS/LIVING SHORELINE
- BIORETENTION AREAS
- ORNAMENTAL PLANTINGS
- REFORESTED AREA
- EXISTING FOREST
- MDOT RIGHT OF WAY
- CRITICAL AREAS SETBACK
- PROPERTY BOUNDARY

Next Steps

September | October 2023

Project Kick-off	9/12/23
Survey Launch	9/18/23
Outreach Meeting #1 (Input)	10/3/23
Outreach Meeting #2 (Input)	10/4/23
Survey Close	10/10/23
Outreach Meeting #3 (Concept Alt.)	10/24/23

November-February 2024

Outreach Meeting #4 (Preferred Plan)	11/15/23
Special Joint Meeting Planning Com. and Parks/Rec. Board	12/5/23
Town Commission Meeting (Draft)	1/10/24
Town Commission Meeting (Final)	1/24/24
Final Submittal	2/2/24

Discussion



Thank you!

Public Comments: October - November

6 Oct 2023

We are fortunate to live at the corner of West Alew Ave and Division Street, and as such have windows on the constant pedestrian traffic on these streets. West Alew is a narrow two-lane road only when there is no parking which is allowed on both sides. There are no sidewalks and no shoulders. The corner at Tiltan and Division are sharp and "blind."

Besides the local home owner and professional waterman traffic, the traffic beginning 6 AM until 9 PM is overwhelming pedestrian with a ratio of at least 4 to 1 non-vehicular. Not only is it pedestrian, it is almost always couples, families, toddlers to grandparents, frequent strollers, bicycles, leash-held dogs and free roaming family pet rats.

The narrow street and very sharp corners - and this very large constant pedestrian traffic make non-essential vehicular traffic very dangerous.

Possibly a formal traffic study confirming the actual volume of vehicular traffic, pedestrian traffic etc on West Alew, Tiltan and Division Street be carried out both on West Alew Ave. and Boundary Lane be done before an ingress and egress final plans for the "Boundary Park" is completed.

Tom DeBebe

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): MICHAEL O'CONNOR

Address: 208 WEST CHEW AVE ST. MICHAELS, MD

Town Resident? Check One: Yes No

Comments:

IDEALLY, I'D LIKE TO SEE ① TOWN HALL; ② 1-ACRE DOG PARK; ③ COLLECTION PONDS FOR WATER OVERFLOW — AND THE REST PARK.
DO NOT USE THE LAND FOR VEHICLE STORAGE, EQUIPMENT PARKING, TOWN VEHICLES
ENTRANCE/EXIT ON BOUNDARY LANE. CHEW IS TOO NARROW, NO SIDEWALKS TWO-SIDED PARKING, ALREADY OVERWHELMED BY WATERMEN TRUCKS + KAYAK DELIVERIES. TOO MANY PEOPLE, PETS WALKING ON CHEW, TILDEN.

I certify that the comments provided are mine only.

Signature: Michelle O'Connor Date: 10/6/2013

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Arlene Beebe

Address: 200 W. Chew Ave St. Michaels MD 21663

Town Resident? Check One: Yes No

Comments:

Our home on the corner of W. Chew Ave & Division St. is one block from one of St. Michael's most precious assets - the Back Creek waterfront. We all know of its quiet natural beauty & its busy use. West Chew owners daily witness the happy flow of children & families biking, dog walkers, runners, nature seekers, the elderly strollers - not to mention the watermen truckers, the canoe & kayak arrivals & departures.

This street is a haven for pedestrian traffic. With no sidewalks it is simply a human thoroughfare. Why would it seem like a good idea to add more vehicular traffic??

Our utmost priority should be to protect St. Michael's special destiny as a safe, friendly, family oriented natural & historic treasure. West Chew Ave needs to keep its current access to the Creek & park unchanged

I certify that the comments provided are mine only.

Signature: Arlene Beebe Date: 10/6/23

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): John O' Connor

Address: 208 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

Addendum Comments on integrating Dog Park into Boundary Park Plan.

1. Dog Park clearly not appropriate for Back Creek Park.
2. No noise buffer in residential area.
3. Dogs easily distracted by bicycles, skaters, strollers and other users of Nature Trail leading to barking and internal dog park conflict.
4. Dog Park would conflict with current shoreline nature of waterfowl and herons including nearby rookery.
5. No reason to eliminate Park lawn area with quiet view of covered bridge and creek with nicely restored and maintained lawn area currently used by town residents and their pets.

I certify that the comments provided are mine only.

Signature: John O' Connor Date: 10/23/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Mitch and Carrie Ettinger

Address: 115 East Chew Avenue

Town Resident? Check One: Yes No

Comments:

We very much want a dog park in St Michaels and believe that this space provides a perfect location. I have led the drive to build a dog park in St. Michaels for more than two years and first identified this very location in a presentation to the Commissioners. A one acre or a little larger section of this property would provide an open green space for the community and its visitors that are "dog crazy." Please consider placing a dog park in the BLWP master plan.

I certify that the comments provided are mine only.

Signature: Mitchell and Carrie Ettinger Date: October 24, 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Daniel Conway

Address: 103 Mulberry Street, St. Michaels, MD 21663

Town Resident? Check One: Yes No

Comments:

I am a strong supporter of having a dog park as part of the The Boundary Lane Waterfront Park Master Plan. I believe this site is ideal and I would be further willing to participate in the fund raising for the dog park.

I certify that the comments provided are mine only.

Signature: Daniel Conway Date: 10-24-23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

October 25, 2023

Email sent to Rob regarding the Boundary Lane Waterfront Park Master Plan

Rob,

I appreciated the opportunity to have a brief discussion with you at the close of this evening's session.

I thought it useful to put my thoughts regarding open issues concerning the Boundary Lane Park down in writing should they be helpful to you and should you wish to pass them along to the consulting group.

My key focus relates to how a broader look at the Boundary Lane property and Back Creek Park combination might solve current and future issues.

My thought is to have the proposed plan better integrate Back Creek Park, its kayak dock and launch and the Watermen's Dock into the overall plan.

Redesign that portion of West Chew Avenue that runs from Tilden and the Walking Trail to the Watermen's Dock and incorporate that area into the overall park plan area by directly connecting the two properties.

Doing so would accomplish the following purposes:

Parking for the Watermen's Dock could be incorporated into Boundary Park parking (with reserved by slip parking) and while positioned necessarily close to the Dock, help eliminate the current speeding down the street by Dock users.

Let the kayak rental people use Boundary Park parking for kayak pickup and drop off thereby better organizing that traffic pattern which likely would grow and include other future vendors.

Incorporate parking by Back Creek Park visitors into the overall park plan. There need be only one parking area for the combined park. Otherwise parking will bleed further into the neighborhood.

Consider multiple access points to the Park by using both Boundary and West Chew to effectively diversify and lessen overall traffic impact. Those coming in to town to visit the Park would use the Boundary entrance and be channeled to park parking. This lessens in town traffic. Town residents - walking or biking per the survey - can access via the Nature Trail. By tying the parks together, create a new formal entrance for the new town office and its parking area off of West Chew that can be better designed to be most appealing. Currently, traffic from the Watermen's Dock, kayakers, and Back Creek Park visitors - plus Nature Trail traffic - would make access to the Town Office from West Chew quite complicated unless action taken to bring some order to that short block.

This all would reduce roadways within the Boundary Park with cars moved more towards perimeter parking.

As we discussed, I believe there are creative solutions to the issues that arose this evening.

I hope this is of interest.

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): CHRIS PULFORD

Address: 106 WEST CHEW

Town Resident? Check One: Yes No

Comments:

Please see attached

I certify that the comments provided are mine only.

Signature: Chris Pulford Date: 10/25/2023

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

From last night's meeting, I submit the following comments:

#1. There is an overwhelming number of people who want a dog park and a very limited number of people who object to it. We should accommodate the majority of residents who favor it and include it in the plan design.

#2. While a couple of residents on Boundary Lane put forth convincing arguments to have access to the project on Chew Avenue, the important and obvious considerations for Boundary Lane access have remained unchanged.

- a. Boundary Lane has 7 houses on it versus 27 on Chew Avenue that are impacted by access to the project.
- b. All houses on Boundary Lane have off street parking. Only 4 houses on Chew have driveways for off street parking.
- c. Thus Chew Avenue is already crowded with resident parked cars on both sides of the street whereas Boundary Lane is wide open.
- d. Boundary Lane affords a less congested street access to the new property, a shorter distance to drive to enter the project, less homes to be disrupted by traffic, less danger for pets and kids darting out behind park cars.

#3. Chew Avenue is already a busy street, without the additional impact of new traffic for the Town Office and the planned project. This is due to:

- a. local resident traffic and parking on both sides of the street,
- b. people who drive down Chew to access the park, the kayaks, the playground, the boat ramp, the park, the commercial fisherman's boats, and private moored boats.
- c. Walking traffic from moored boats as people access stores on Talbot Street
- d. People who drive and park on Chew so they can join the regularly scheduled walking groups on the trail that start from Chew,
- e. Visitors who park on Chew for overflow parking during festivals and busy tourist weekends such as the Sea Glass Festival because of our location to Talbot Street,
- f. Residents who drive down Chew Avenue and loop around to access Chestnut so their cars are heading in the correct direction to park (rather than making a U turn on Chestnut to head in the proper direction. (you get a ticket if your car is parked in the wrong direction.)

Boundary Lane has none of these considerations.


#4. The comment was made about the consideration of the school kids and traffic which is isolated from Chew but nearer Boundary Lane. The fact is that Boundary Lane is a block from the street where parents line up to pick up their kids from School. Those cars are waiting in line to access the school and turn off Talbot a block before Boundary. The line of cars backs up toward Easton - not toward Boundary Lane, and continues right to the school parking lot a block before Boundary Lane is ever impacted. So there is no interference. As to kids walking home

from school, the same number will walk with or without Boundary Lane Access or Chew Avenue Access and they walk on the opposite side of Talbot Street. So the Boundary access is really not affected by the school traffic. And that traffic is for a specific period in the am and pm.

#5. There was discussion that there is not a lot of traffic related to the Town Office. This is true in considering the small staff that drives (and parks) at the office on a regular daily basis. However, this is not the only argument to consider. Traffic to the town office also consists of people who stop by for a short visit for a varied and frequent number of reasons: their bill, trash collection, permits, commissioners and commissioner business, complaints, information, meetings, by laws, rules, etc. etc. etc. So there is continual traffic all the time albeit not necessarily for long term visits. And while there is a lot of pedestrian traffic currently to the town office, this may not be the same case once the office is in its new location.

#6. It became very evident that there is a lack of communication between the Town, the Town Commissioners, and the project planners. This lack of communication causes ineffective planning at the minimum and results in unnecessary costs as the project must be reconfigured every time something is found out that was not known before, let alone the frustration to the town planners who are trying to plan something without having complete information or the benefit of information. Case in Point is the planned 5,000 square feet of meeting space under construction at the new community center or the fact that Commissioners have turned down dog parks in the past. Our commissioners and Town Personnel really need to do a much better job of communicating what is available, what is planned outside of the new project, what has happened in the past and why. How can town planners expect to do a complete and thorough job without the benefit of complete or historical or current information. Every time we go back to the drawing board it costs in time, effort and expense.

It is evident Town Planners are putting much emphasis and giving much consideration to create and maintain a natural nature-driven environment. As residents, we all must realize change will occur in order to achieve our ultimate goals. While not everyone will be happy with the end results, consideration must be given to what the majority of people want to happen versus a vocal few.


10/25/2023

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Dennis Glackin

Address: 104 N. Harbor Road

Town Resident? Check One: Yes No

Comments:

I want to compliment the design team. They have done a very thorough job and presented good options for the town. Below are my comments:

1. I am not in favor of a dog park at this location and particularly against a conversion of the existing Back Creek park to this use. This will be a premier park for the town, and it should be taken back to a natural state as much as possible. Put the dog park elsewhere.
2. While most people say they will walk to the park, this is true. However, with a municipal building there where meetings are held in the evenings and in bad weather, there is a need for parking. Provide what's needed and perhaps have a small parking lot near the Boundary lane entrance for park only users.
3. Coordinate with the BayLand SLR recommendations, which is for a natural shoreline in place of the existing bulkhead in Back Creek Park.
4. While I wish there was a beach in town, I am not sure that having one at the terminus of San Domingo Creek is a healthy place WQM wise. What about liability?
5. I don't love the mound idea. Just doesn't seem in keeping with a restoration of the land. Seems unnecessary.
6. There should be vehicular access from West Chew Street. I would save a huge amount of impervious cover and cost rather than building a driveway across the entire property. There could be a small parking lot at Boundary, where people could park their car and then enter the park.
7. I like the fishing pier idea.
8. There is a parallel new walking path close to the existing nature trail. This portion could be eliminated and just have connections to the nature trail instead.

I certify that the comments provided are mine only.

Signature: DFG

Date: 10/25/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Jennifer Allen

Address: 103 Mulberry St

Town Resident? Check One: Yes No

Comments:

I strongly support the proposal for the dog park! Thank you.

I certify that the comments provided are mine only.

Signature: Jennifer Allen Date: 10/25/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Katherine Burkitt

Address: 413 Parsonage Ln, St Michaels, MD 21663

Town Resident? Check One: Yes No

Comments:

I support a dog park in the BLWP Master Plan

I certify that the comments provided are mine only.

Signature: Katherine P Burkitt Date: 10/25/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Michael Meier

Address: 203 Cherry St. and 202 Mill St., PO Box 806

Town Resident? Check One: Yes No

Comments:

First, I am a strong advocate for a 1-acre dog park (fenced-in area where dogs are free to roam and socialize off-leash) in St Michaels, and locating this dog park at the Boundary Lane/Environmental Concern property is superior to any other option the town has. Having a dog park is also consistent with the Talbot County 2022 Land Preservation, Parks and Recreation Plan (LPPRP)...please add that document (<https://dnr.maryland.gov/land/Documents/Stewardship/Talbot-2022-LPPRP-Draft.pdf>) to your list of reports/studies/resources that should inform your analysis.

- I am in favor of Concept #1 with the following modification:
 1. Leave Back Creek Park/San Domingo Park as it is today, but move the dog park to the area where it is drawn on Concept #2 (amongst the area to be re-forested).
- I agree that there does not need to be a "community space" for gathering large crowds at the Boundary Lane/Environmental Concern property because there is already a community center under construction/restoration at Freemont St and Railroad Ave.
- If there are questions about the dog park, please contact Michael Meier (240-426-6999) or Mitch Ettinger (202-213-8745) or Devon Hewitt (202-297-9922) or Dan Conway (310-919-8842). We have been working for 2 years on getting a dog park in St Michaels.

I certify that the comments provided are mine only.

Signature: 

Date: 25 OCT 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Karen Douglass

Address: 212 E Chestnut St

Town Resident? Check One: Yes No

Comments:

I support a dog park in the new Waterfront Boundary Lane Park. I do not have a dog but believe the dog park will be a community building location and lots of fun for dogs and people.

I certify that the comments provided are mine only.

Signature: Karen Douglass Date: 10-25-23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Marianne Eby and Thomas Wood

Address: 110 W Marengo St.

Town Resident? Check One: Yes No

Comments:

My husband and I support a dog park in the BLWP Master Plan. We plan to adopt a dog once there is a dog park where we can provide appropriate recreatio for our pet.

I certify that the comments provided are mine only.

Signature: Marianne Eby Date: Oct 25, 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Carrie Ettinger

Address: 115 E Chew Ave, PO Box 417 St Michaels, MD 21663

Town Resident? Check One: Yes No

Comments:

I fully support the inclusion of a dog park as part of the Boundary Lane Waterfront Park Master Plan. This is a fabulous location and a dog park is long o reduce for St Michael's.

I certify that the comments provided are mine only.

Signature: Carrie Ettinger Date: 10-25-23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Jeff Fones

Address: 112 W Chestnut Street, St Michaels, MD 21663 (PO Box 667 for all mail)

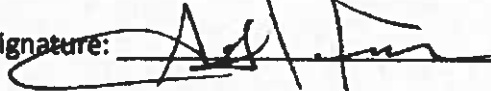
Town Resident? Check One: Yes No

Comments:

At the meeting Tuesday night I did speak about using Chew St for access to the new Town Office. But in review, I was wrong as Chew St is barely a two lane road with resident parking on both sides and currently the existing traffic to back Creek park for kayaking and waterman access causes parking issues and traffic crowding. The additional traffic could add significant traffic and become a bottle neck for both visitors and residents. So, I support Boundary lane, which comfortably handles two-way traffic, as the only correct and reasonable entrance to the new park and town office.

Also I do prefer option 1, but feel if a dog park is to be part of this plan, it should be in the re-forestation area close to the Boundary lane access and not at the existing Back Creek Park. I do wonder if the old skate park across from the existing town office would be a better solution and lessen the additional traffic a dog park would bring to the new 'San Domingo' park.

I certify that the comments provided are mine only.

Signature:  Date: 10/26/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: 4Kok@wa@st Michaels.md

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Kathleen LoGiodice Fong

Address: 111 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

I have owned a home in St. M for 20 years. I have lived with a street that has NO SIDEWALKS, has many homes very closely spaced and have endured trucks going to pick up at the docks by down the street. We have kids, dogs, people walking down the middle of the street (as no sidewalks) and we just cannot take any more activity. We are thankful for the new kayak put in, the new docks, the bridge, rails to trails path and the small playground. We enjoy the peace of experiencing this park at sunset and start watching on clear nights.

I'm a dog owner and DO NOT feel a dog park is necessary at this location. I'd rather we give this space to nature activities, so that we can more appreciate the richness of the Chesapeake Bay in all it's beauty. We are fortunate to have this peaceful area where runners can run, bicyclists can pedal and walkers can walk. Many of us with dog simply walk the path, and are EVER grateful for the thoughtful bags and bag 'deposit' cans, along the way.

As a former civic association president, I can share that a dog park is a very contentious way to spend resources and is not ideal for a town as small as ours is. I can share that it pitted neighbors against each other... and is used by some dog owners but many stay away due to the potential for canine confrontation, waste issues and disease.

Let's use this resource for our families and kids... maybe a learning path where kids can see various birds, learn about our valuable crabs and oysters, in a way that is not like the fantastic Maritime museum but more like Cape Cod National Seashore. Paths to explore with a way to 'get to the water' is SORELY needed in this water based town. We have the ability to celebrate what makes us so special... Move car traffic down a small street and a dog park does not appear to be a smart use of the resource.

The dogs are all well cared for and don't need a park... the humans need nature to stay balanced and to appreciate the culture that is so rich in the Chesapeake area.

We want to attract those who enjoy the water (the paddle board folks, the kayakers)... sailors etc. Water is what we are about. Let's make it the focus. Maybe a small area that is adjacent to the new building... which would allow those who love this area to find a beautiful spot to use for a wedding ceremony.

To cherish the water, the sky and shore... is the most valuable resource we can hope to honor. Let's not squander it... let's use it to attract those who love this beautiful Bay.

I certify that the comments provided are mine only.

Signature: Kathleen LoGiodice Fong

Date: 10/26/2023

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

Kris Kakabar

From: Kathleen LoGiodice Fong <kathleen.l.fong@gmail.com>
Sent: Thursday, October 26, 2023 4:26 PM
To: Kris Kakabar
Subject: Response to latest questionnaire
Attachments: Boundary-Lane-Waterfront-Master-Plan-Public-Comment-Form-Fillable.pdf.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Thanks so much for asking for our thoughts.

I was Civic Association President for 3 years in Arlington VA / Old Glebe Neighborhood.

During my term , I worked to create our Conservation plan .. which include our resources and amenities , needs and dreams.

We had a historic Fort .. now characterized (FT Ethan ALLEN) that was nearly lost to a ' demand ' for a Dog park. The turmoil over that dog park (and I'm a dog owners) was nothing short of ugly and today .. the 1/2 Million dog parks is not used as much as you'd think it would be.

The Fort was saved .. and what little bits of history .. our kids can still see and learn about , is there for those walking , biking or just visiting the area .to learn about.

We sit on 42 Acres of parkland. We have a nature center (the kids love this .. and that's an idea . .as we have so little in this town for kids) .. and on the other ' sister' fort, they have a building which can be used for small receptions (which allows a bit of revenue) .. and adds to the quality of life in this area.

I'd welcome anyone who wants to know what a 1/2 Million dollar dog park looks like and what it requires to really be functional. They require underground drainage. Trees will die in area exposed to dog urine without.

We don't have the money for that kind of park. Let's leave the new park to be an extension of the Back Creek experience .. sky, water and maybe SOME WAY for people to get to the water.

Town does not have enough waterfront park for our guests to enjoy.

Two little benches at Back Creek are all we have .. (along with random picnic benches) .. this park could be so much more .

I noted that the Cape Cod National Seashore allows visitors to 'experience' the various terrain around the sea.. from beach to marsh.

Let's bring this experience to our guests.. add culture and reasons for people to come year round.

Maybe we could host more thought provoking events than just retail type experience.

We have a gem of a town.... Don't waste it.

Warmest regards, Kathy

Kathy LoGiodice Fong

"Where we love is home,
home that our feet may leave, but not our hearts."

— Oliver Wendell Holmes Sr.

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BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Michelle S. O' Connor

Address: 208 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

In reviewing the proposals for the new Boundary Waterfront Park, I must strongly object to destroying Back Creek Park by converting it into a dog park. For over a decade I have enjoyed using Back Creek Park, be it taking my young granddaughter to the play area or taking my dog to a nightly visit with a friendly great blue heron along the shoreline.

Back Creek Park has been nicely upgraded and maintained by the Town of Saint Michael' s and today is in excellent condition.

While a dog park may be a nice addition to the Town, this clearly is not the appropriate location. We should not be exchanging waterfront views, enjoyment and serenity for a playpen for local pets that could be located at another location.

I certify that the comments provided are mine only.

Signature: Michelle S. O' Connor Date: 10/26/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Stephen (Steve) Huntoon

Address: 122 West Chestnut Street

Town Resident? Check One: Yes No

Comments:

These comments address vehicular access to the park, and location of a dog park.

Vehicular Access: Vehicular access should be kept at Boundary Lane. The Mahan consulting firm pointed out that adding traffic to West Chew would be much more impactful, given there are 27 homes on West Chew and only 9 homes on Boundary. The firm noted how dense West Chew is with multiple uses already.

The argument given at the meeting for changing vehicular access to West Chew was based on saying that an access road off Boundary Lane would be longer than an access road off West Chew, with more impervious surface.

This argument ignores the importance of not adding more vehicles to West Chew, which has three times the homes, no sidewalks, few driveways, and heavy use already.

This argument also doesn't recognize that the plans for the park would dramatically reduce impervious surface from what exists now, and that the access road would be a tiny part of the overall property.

And as was pointed out by the Mahan consulting firm, the access road would be partially pervious, not impervious.

Dog Park Location: A dog park should not replace the existing multiple uses of Back Creek Park.

Thank you for the opportunity to offer these comments.

I certify that the comments provided are mine only.

Signature: Stephen Huntoon Date: 10-27-23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Stephen T. & Susan S. Graham

Address: 203 West Chew Ave.

Town Resident? Check One: Yes No

Comments:

The number of vehicles currently using West Chew for access to the Park & Boat Launch and residents coming & going from their properties, is as much as we can currently accommodate. There are very few driveways on the street-hence resident vehicles are parked on both sides of the road 24X7. Additionally, normal commercial truck traffic for contractors, delivery vehicles, etc. makes West Chew a fairly active road.

Boundary is wider & less congested-even with the number of homes that are located on the waterfront. There is no real good option for dealing with increased traffic flow we anticipate-but the Use of Boundary Vs. West Chew seems more than obvious.

I certify that the comments provided are mine only.

Signature: Stephen T. Graham

Date: 10/27/2023

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): John O' Connor

Address: 208 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

1. Better incorporate Back Creek Park, its Watermen' s Dock, Kayak launch, kayak storage racks and child play area into the overall plan of a combined Boundary-Back Creek Park.
2. Redesign that portion of West Chew Avenue between Tilden and the Watermen' s Dock to become an integral part of the combined park. Otherwise it becomes an uncontrolled back door to Boundary Park and the Town Office.
3. Use this opportunity to create a proper town office entrance from the Walking Trail and a vehicle entrance from West Chew with limited town office business parking.
4. Create off street parking for all current and future users of Boundary and Back Creek, including the Watermen' s Dock. Create perimeter parking to diversify access, protect parkland and buffers and lessen overall traffic impact on local streets.

I certify that the comments provided are mine only.

Signature: John O' Connor

Date: 10/27/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Christine & Andrew Katz

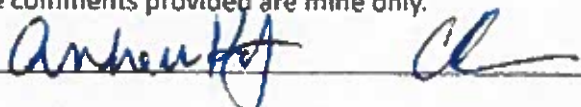
Address: 233 Madison Ave., St. Michaels, MD 21663

Town Resident? Check One: Yes No

Comments:

We support a dog park in the
BLWP Master Plan.

I certify that the comments provided are mine only.

Signature:  Date: 10/27/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): John O' Connor

Address: 208 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

Further to my opposition to a dog park in Back Creek Park, please see " Creek Pollution Pinned on Pooches" in The Washington Post, June 8, 1998, by Dan Eggen which notes:

" In Arlington, which has six county- owned dog runs, officials require parks to be further from streams than in the past."

Concerns raised by Arlington officials twenty-five years ago certainly merit attention by planners. Why create possible water quality risks by placing a dog park adjacent to San Domingo Creek while at the same time taking steps with Boundary Park to make that same body of water more accessible for public use.

A dog park elsewhere, that would not drain into the Creek, addresses this matter.

I certify that the comments provided are mine only.

Signature: John O' Connor

Date: 10/28/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Theresa Jolivet & Brian Moore
Address: 200 E. Chestnut Street, St. Michaels, MD
Town Resident? Check One: Yes No

Comments:

As residents of St. Michaels, we write to convey our strong support for the inclusion of a dog park within the Boundary Lane Waterfront Park Master Plan. We believe that a dog park would benefit town residents and visitors alike - offering a safe place for dogs to exercise and for their owners to build stronger relationships with others in the community. - St. Michaels has always been a dog friendly community, with pet friendly accommodations & restaurants. - It is time we have a dog park in the community too.

I certify that the comments provided are mine only.

Signature: Theresa Jolivet & Brian Moore Date: 10/29/23

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Lisa Marie Callaghan

Address: 307 Dodson Ave

Town Resident? Check One: Yes No

Comments:

I believe a dog park in the BLWP master plan is something way overdue in the town of St Michaels. When I moved to St. Michaels over three years ago, I was attracted to the sense of a dog-friendly community. However, after settling in, I discovered there were not any zoned areas to exercise my dogs sufficiently. Although we have improvised with pop-up makeshift dog parks. This is certainly in the best interest of the town to continue to make it more attractive for tourists and residents. As we all know, increasing the volume of tourism and affluent homeowners with their pets is a no-brainer to increase our revenues. This property is a perfect solution for both parties and would be ideal to bring our community together in conjunction with tourists traveling with their pets.

I certify that the comments provided are mine only.

Signature: Lisa Marie Callaghan Date: 10/30/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): DAVID & ELEANOR WELLS

Address: 116 East Chestnut St

Town Resident? Check One: Yes No

Comments:

As 25 year residents on East Chestnut
we support a dog park in the BLUP
Plan. In point of fact, it is long
overdue!!

Eleanor Wells

I certify that the comments provided are mine only.

Signature: David Wells

Date: 10.30.12

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

requested new copy via email to
Mr. Wells as can not read
entirety of comments.

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): John Steggles

Address: 25448 Chance Farm Rd, Royal Oak, MD 21662

Town Resident? Check One: Yes No

Comments:

I am writing to urge you to consider including a dog park in the BLWP master plan. Dog parks provide a safe and supervised space for dogs to run off-leash, socialize with other dogs and people, and exercise freely. They also have a number of economic and environmental benefits, such as attracting new residents and businesses, and reducing the amount of dog waste in our streets and parks.

I understand that there are some concerns about noise and disturbances associated with dog parks. However, I believe that these concerns can be mitigated by careful planning and design. I urge you to consider the many benefits of having a dog park in our community when you are developing the master plan.

Thank you for your time and consideration.

I certify that the comments provided are mine only.

Signature: John Steggles Date: 10/31/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): JULIE MADDEN
Address: 216 E. CHESTNUT ST St Michaels MD
Town Resident? Check One: Yes No 21663

Comments:

NAME FOR NEW PARK :
" FREDERICK DOUGLASS PARK "
OR
" Frederick Douglass Memorial Park "
OR
Something comparable . . . "

~~spangler~~ spanglergallery@gmail.com
cell: 301-807-2873

I certify that the comments provided are mine only.

Signature: Julie Madden Date: Nov. 1, 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): MaryLou & Robert Watson

Address: 609 Radcliff Ave St Michaels, Md 21663

Town Resident? Check One: Yes No

Comments:

We are in support of a Dog Park in this location. We have used Dog Parks in many locations for the past 18 years and find that dogs are civilized, play well side-by-side, and burn off much needed energy while running around the park. They are healthy settings and keep dogs calmer in other locations throughout the town. This is a highly beneficial addition

I certify that the comments provided are mine only.

Signature: MaryLou Watson Date: 11-01-23

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Kimberly and John Hasenberg

Address: 202 Mulberry Street

Town Resident? Check One: Yes No

Comments:

Please include a dog park in the plan. Thank you!

I certify that the comments provided are mine only.

Signature: Kimberly hasenberg Date: Nov 1, 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Bryan & Hanna Hines

Address: 404 St. Mary's Square - St. Michaels 21663

Town Resident? Check One: Yes No

Comments:

We are in favor of a dog-park in the Boundary Lane Master Plan

I certify that the comments provided are mine only.

Signature: Bryan R. Hines Date: 11-1-23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Katherine Markham

Address: 10901 Equestrian Park Reston VA

Town Resident? Check One: Yes No

Comments:

I own 2 properties in Saint Michaels. Saint Michaels is a very dog friendly area and I highly recommend that they put in a dog park in the in the new Boundary Lane park plan.

I certify that the comments provided are mine only.

Signature: Katherine B. Markham Date: 11/2/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Steve Kline

Address: 114 S Washington Street, Easton MD

Town Resident? Check One: Yes No

Comments:

Dear President Broomhurst,

The Eastern Shore Land Conservancy (ESLC) enthusiastically supports the re-envisioning of the Boundary Lane Waterfront Park (formerly the Environmental Concern property). Done well, the property on San Domingo Creek could become a centerpiece of the St. Michaels community for generations, providing residents and visitors alike the opportunity to enjoy our renowned Eastern Shore natural resources. We applaud town leadership for the meaningful steps already taken to bring this vision to reality, certainly including the decision to purchase the property.

ESLC wanted to share our thoughts on the ongoing site planning concepts prepared by Mahan Rykhal.

ESLC urges the site plan to prioritize access to the Boundary Lane Waterfront Park via a connection to West Chew Avenue. Making this change will reduce overall lot coverage, better connect the proposed town administrative building to the heart of downtown, and, importantly, free-up the majority of the property for a conservation-forward site plan.

We encourage the site plan concept to move forward without the sandy beach component. Indeed, we believe strongly that the Boundary Lane Waterfront Park and the adjacent and existing Back Creek Park shorelines should be considered as one for the sake of planning and coordination purposes, particularly as the town moves forward with shoreline resilience efforts in partnership with the Department of Natural Resources.

The current site plan concepts each include stormwater management structures, meant to abate the stormwater generated from the property. This is of course appropriate, but Eastern Shore Land Conservancy thinks that a more holistic, non-tidal wetland restoration may be possible on the property, enhancing San Domingo Creek water quality and improving the wildlife habitat potential on the property. A non-tidal wetland restoration project could fit seamlessly within the context of upland habitat and walking trails and would add to the visitor experience immensely. We urge the site plan to not limit wetland restoration to stormwater abatement, but to explore the potential for broader non-tidal wetland work.

We understand that a dedicated dog park is a valuable and desired amenity within the community. However, San Domingo Creek already suffers from elevated levels of fecal coliform bacteria after substantial precipitation events and runoff from pet waste may exacerbate this challenge. We urge the town to identify a non-waterfront spot for a future dog park.

We understand the town has an extension on Maryland's Program Open Space (POS) concurrence to February 2024. We believe a site plan that includes our recommendations as presented above, would be highly competitive for potential funding under POS. However, we encourage the town to begin to take the administrative steps necessary to make progress on aspects of the Program Open Space application that do not depend on the outcome of the public visioning process, such as any survey work that may be necessary, appraisal updates, and other items that may benefit from completion.

Eastern Shore Land Conservancy applauds St. Michaels for the work to bring the Boundary Lane Waterfront Park to life and stand ready to partner with the town to make a conservation-forward public space a reality. We remain committed to helping in any way that we can, and look forward to future opportunities to engage in what continues to be a strongly public process to elicit on the best possible outcome.

Sincerely,

Steven K. Kline
President

Cc: Rob Strabel, Town Administrator
Steve Ball, Planning and Zoning Officer
Vice President Joyce D. Harrod
Treasurer Alfred Marsden
Commissioner T. Coleman "Ted" DuPont
Commissioner Katrina D. Whittington
Scott Scarlone, Mahan Rykhal Associates, Inc.

I certify that the comments provided are mine only.

Signature: Steve Kline CB

Date: 11/02/23

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Courtney Surls and Mark Caylor

Address: 222 E. Chestnut Street

Town Resident? Check One: Yes No

Comments:

We are in full and enthusiastic support of including a dog park as part of this project.

I certify that the comments provided are mine only.

Signature: Courtney Surls

Date: November 5, 2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Laurie Powers

Address: 415 Water Street

Town Resident? Check One: Yes No

Comments:

Regarding 1) vehicular access to the park, and 2) location of a dog park -

1) Vehicular access should be kept at Boundary Lane. Boundary Lane has much less traffic and is less dense with houses, driveways/cars parked on the street and pedestrians/dog walkers/bikers/children than West Chew. West Chew is already heavily used and I don't believe additional heavy use would be safe or wise. Additionally, Boundary Lane just "feels" like the right vehicular access point for the new Boundary Lane Waterfront Park.

2) A dog park should be located in the new Boundary Lane Waterfront Park where there will be much more space, and should NOT replace (or be commingled with) the existing multiple uses of the small Back Creek Park.

Thank you for your consideration of these comments.

I certify that the comments provided are mine only.

Signature: Laurie Powers Date: 11/9/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Andy & Andrea Roberson

Address: 903 S Talbot St., St. Michaels

Town Resident? Check One: Yes No

Comments:

- 1. Option #1
- 2. No dog park. It is a liability, noisy and would require maintenance.
- 3. No bicycles, skateboards or scooters
- 4. No beach
- 5. Parking: adding parking for both buildings where the circular parking is now
- 6. Only have parking near the buildings and close off parking at the end of business
- 7. Keep secondary building for storage and potential meeting space down the road
- 8. Keep the viewing mound
- 9. Entrance from Chew St., no vehicle access from Boundary Lane
- 10. Additional kayak/paddle board storage
- 11. Water house for washing down kayaks and paddle boards
- 12. Keep Backcreek Park as is
- 13. No motorized boat access
- 14. Water bottle filling station

I certify that the comments provided are mine only.

Signature: Andy & Andrea Roberson Date: 11/13/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

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Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Glenn Chen Fong, AIA

Address: 111 West Chew Avenue, St. Michaels, MD, 21663

Town Resident? Check One: Yes No

As a St. Michaels homeowner for over 20 years, I'm strongly opposed to any increase of vehicular or pedestrian activity on West Chew Avenue, given its current level of traffic and utilization.

Pedestrian traffic has been a safety issue since we first purchased our home in 2002, as neighbors, visitors (by car, bicycle and dinghy (boat visitors from San Domingo Creek)) and recreational hobbyists (canoeists, kayakers), all walk/go down the street (usually in the middle) *because there are no sidewalks.*

Conceptually and physically, sidewalks would be impossible to add, as *many of the residences on either side are not adequately set back from the street to accommodate them.*

West Chew is also used by watermen who require access to their boats at the pier; the concurrent, problematic issue is that they tend to travel in large pickup trucks, adding to congestion. Complaints by residents have been numerous and ongoing for years. Adding more traffic would increase to the potential for accidents, given the current use and volume.

With the renewal of the Mill complex, which houses the brewery, winery and shops, there is a significant increase of overflow parking onto Chew and therefore more pedestrians; so between that added volume, existing residents, watermen, visitors (from San Domingo Creek) and recreational activity seekers, *West Chew Avenue would be beyond capacity as access for yet another venue like the EC/town property/park.*

As for adding a dog park, Back Creek Park is a relatively small park that already suffers from overuse, between visitors, watermen and recreational activity seekers (with canoe and kayak racks taking up additional space), so the notion of consuming more of its limited area for a dog park seems ludicrous, given the town's acquisition of the EC area, which, relative to Back Creek Park, is significantly larger and largely undeveloped.

Dog parks present their own subset of use problems, maintenance, mitigation and liability issues. Before the Town of St. Michaels takes on this task, it would be prudent to do an impact study of the effect of dog parks in general, on waterways and aquifers, with regard to fecal and urine saturation. It has been a major issue in urban and suburban areas, affecting all forms vegetation from grass to trees, as well as requiring significant long-term maintenance/soil remediation. Urine is not contained (it's deposited directly into soil) and many dog owners do

not clean up fecal matter after their dogs, deliberately or inadvertently. With any dog park in St. Michaels, proximity to bay water and aquifers can present potential pollution and require specialized remediation. Between legal, insurance and maintenance issues associated with dog parks, this concept would seem to provide more problems than benefit for a town seeking fiscal responsibility and *whose built environs has most homes with yards*. Given the tiny size of Back Creek Park, the 'area give-up' would be inconceivable, relative to the ample space that would be available at the newly acquired EC property, *assuming there is a real need for a dog park, in the first place*.

Dog parks were largely designed for truly dense, urban areas with little open space and it would seem that St. Michaels has an abundance of open areas. As to canine socializing (if that's what dog parks are for), town sidewalks and water bowls on Talbot are ample proof of 'dog-centricity' and on any day, canines can be seen socializing from there to the Farmers Market. Myriad other problems abound, as noted in the February 6, 2020 NYT article on why dog parks can be problematic: (copy and paste link): https://www.nytimes.com/2020/02/06/smarter-living/the-dog-park-is-bad-actually.html?unlocked_article_code=1.-Ew.caeI.bVDoNzRYk5-7&smid=url-share

In summary, the only logical, smart accessibility solution for a new town park is via Boundary Lane. The access road and impervious surface leading to it can be reduced by 'starting' the park entry closer to the St. Michaels Nature Trill and using pervious materials for all drive surfaces. Overall, the amount of surface disturbance will be lower and the traffic volume spread out, if Boundary is used. As has been said, fewer houses will be affected and pedestrian access could be managed if needed.

West Chew is already over-utilized at every level and therefore would be a disastrously-conceived choice.

As to the last topic, the larger question is, *does the The Town of St. Michaels, with its yards and open space really need a dog park?*

I certify that the comments provided are mine only.

Signature: , lifetime dog owner Date: 11-13-2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663
Or by email to: KKakabar@stmichaelsmd.gov

Comments on Boundary Park Proposals
From Susan Reisweg, Resident
112 East Chew Avenue

I do not support the acceptance of Option #1 HOWEVER Option #2 has potential.
*I am an avid supporter of the creation of a dog park. The location on Option #2 works because it would have easy access and parking and would not taking a prime location in the park.

* I use Back Creek (or San Domingo) Park daily. The place restores my soul and is a delight to see so many people, residents and tourists alike, enjoying the area.

* In my opinion, the Berm is a complete waste of money. To access views of the area, a person does not need elevation! More importantly, no matter how much gravel you deposit to support this elevation, it will sink and require constant attention and \$. It is not worth it for the value. In addition, the age of the resident population has not been taken into account. Walking up and down such an elevation = a potential fall risk. Keep our people on level ground and use the area for something else: more seating, places and benches for artists perhaps.

Use the gravel under the dog park!

I affirm these comments are my own and submitted on November 15, 2023

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Sue Ann Raring

Address: 104 W. Chew Avenue

Town Resident? Check One: Yes No

Comments:

See attached -

I certify that the comments provided are mine only.

Signature: Sue Ann Raring Date: 11/16/2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

In recent discussions of the EC property, I applaud the design planners for the informative well-paced meetings, the survey and the collection of data to make their design recommendations. Indeed, as they mentioned, the numbers “speak” to help cluster interests and public concerns. The presentation on 11/15 made me realize I have been remiss in documenting my thoughts for data collection. My comments are as follows:

Interests

- 1) PASSIVE recreation
- 2) QUIET
- 3) Walking trail (s)
- 4) Preservation of wildlife sanctuary
- 5) Educational-ecological focus

Concern:

Dog park. It negates the comments of QUIET, passive recreation and importance of preserving a wildlife sanctuary that a majority of respondents requested. As I interpret this, it means ALL town residents would be funding a dog park versus the responsibility of dog park advocates to raise their own money to purchase the identified Railroad Avenue site. Railroad appears as the most ideal acreage; not near water, any established waterfowl habitat nor near residential homes. Fortunately, our existing park trail allows residents to walk to this dog site.

It is always easy to see a flaw, but not so simple to find a solution, and not all solutions offered consider other problems created. Please maintain the quiet sanctuary, the only pristine site in St. Michaels at the Environmental Concern Park. Please direct the dog park to the identified Railroad acreage. I love dogs and promise to help with fundraising efforts. And please place the comfort station more towards the middle of the space to accommodate boaters, the children’s playground area and those on the walking path.

As for the traffic pattern, I give “kudos” to the planners for not continuing a road through EC property from Boundary to W. Chew, as it mitigates increasing traffic on narrow Chew. Thank you.

Sue Ann Roring
Sue Ann Roring
104 W Chew Avenue

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): John Novak

Address: 104 W Chew Ave

Town Resident? Check One: Yes No

Comments:

See comments - attached

I certify that the comments provided are mine only.

Signature: John Novak Date: 11/17/23

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

I oppose the addition of a day park for the following reasons:

- The overwhelming majority of town residents a quiet, environmentally friendly space which supports passive activities. A dog park would produce the opposite effect:
 - It would be very noisy – with dogs barking and owners yelling and commanding their animals.
 - Currently, there is only one dog park in our part of Talbot County, in Oxford. Therefore, this park would attract dog owners from all over the Bay 100 region, greatly outnumbering town residents and further disrupting the tranquility of the overall park setting and atmosphere. The intent of developing this park was to provide a quiet place for town residents, not provide a service for dogs for the entire County.
 - The dog park would drive away wildlife and birds
 - Dog park fecal waste would enter the creek
 - We would need additional parking
 - The town would lose the opportunity to be reimbursed by the State \$415,000 to keep this acre of the park as protected land, plus the additional land for the parking lot,
 - The dog park would require an additional \$50+ in construction cost – making its total cost about ½ million dollars – too expensive
 - And all town residents would pay these costs – even through only 10-20% would use the service.

John Korak 11/17/23

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): JOYCE MUMAW

Address: 113 MITCHEL ST APT 6C ST MICHAELS

Town Resident? Check One: Yes No

Comments:

As a dog owner I would love to see
A dog park included in the
Plan

I certify that the comments provided are mine only.

Signature: [Handwritten Signature]

Date: 11.17.2023

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

Kris Kakabar

From: Rick Skinner <richardaskinner@icloud.com>
Sent: Saturday, November 18, 2023 9:03 PM
To: Kris Kakabar
Subject: Re dog park in Boundary Lane Waterfront Park

Dear Neighbors, Consultants and Commissioners -

We have followed developments in the master plan for the park and applaud both the process of consultation and the various viewpoints presented. As year-round Town residents, we are excited by the prospect of the Park. In this missive, we offer comments on the matters of the creation and location of a public dog park.

We lived in Washington DC for a decade in the Shaw-Howard area of the city and were privy to the development and operation of dog parks in that area and elsewhere in the District. The demand for such space was substantial and the City responded with several parks.

We observed and read reports about the parks and offer the following points of view:

First, if possible dog parks should be located singularly and away from areas where children and elderly people in particular are less likely to be on a regular basis. We witnessed and read reports of frequent incidents when children or elderly persons were entangled by leashes and leads, fell, and were subject to dogs growling and snapping as a result of entanglements.

Second, dog fights were frequent occurrences and could be violent, frightening owners and passersby.

Third, dogs naturally barked and with sufficient numbers of dogs in the parks were nuisances..

Fourth, even with dog owners' best intentions, parks often became fouled from the dogs and were unpleasant sites. Waste receptacles sometimes overflowed.

Fifth, if used heavily, dog parks become unattractive sites that detract from the ambience of neighborhoods.

The Town has gone to great lengths to secure the site off Boundary Lane and it could be a one-of-a-kind place for residents and visitors and a distinctive feature of Saint Michaels. A dog park will not enhance the site and could detract substantially. We therefore urge an alternative location be identified for a dog park and not be considered for inclusion in the Boundary Lane site.

Respectfully yours,

Richard A. Skinner, PhD
107 West Marengo Street
Saint Michaels MD
USA

Kathleen R. Skinner

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Kathleen L Fong

Address: 111 West Chew Avenue

Town Resident? Check One: Yes No

Comments:

Back creek park as a DOG PARK ?
What totally self serving town member suggested this use ?
Where is the common sense in this decision?
I am a former civic assn president who presided over a large community in Arlington VA.
Dog parks are EXPENSIVE (to build and maintain) .. and are used by so few citizens that I would find the money or resources being expended on dog recreation the worst possible BAD decision for TAXPAYERS in this town. This is the WORST possible use of taxpayer resources for this town!
We need better human / recreation play areas.. not Dog play areas.
Dogs (and I have been a 40 plus year dog owner) enjoy being walked.
Dog parks are for those who do NOT exercise their dogs but drop them into fenced area to 'play'. Sorry .. St. M has much bigger needs than to turn a water front park into a dog bathroom !
The dog park near me .. to be BUILT correctly cost 500K a decade ago!
There must be underground piping to keep the urine from flowing into water sources .. and more .
Do we have that money to squander when kids who come to St M .. have little to do or playgrounds to enjoy?
Do dogs take priority over preserving nature , creating trails and perhaps educational experiences that ENRICH all citizens vs a small majority?
This is clearly the most stupid idea ever. Where has intelligence gone? We value a pet play / poop area over a nature experience ? A dog park can be anywhere .. so why at the MOST scenic location in our town ? Whoever suggested this clearly is too lazy to walk their dog and wants to sit on a bench while the dog plays..
We could have a water recreation area .. where visitors could experience the magic that is the water of the shore .. instead .. we want to have them experience the smell of a dog park .. with dead trees.
Who is running this committee ?
If you want a dog park.. put it away from homes, kids and other resources .. Dogs don't care about view .. I do ..
I will vote to remove every member of this town who has this little intelligence about resources that must be protected , shared and cherished.
Dog park at Back Creek.. DUMBEST IDEA EVER
If this town cannot see that we have a precious resource that must be used appropriately for human enjoyment .. it's time to get rid of these leaders.
They are NOT leaders .. they are foolish humans who have no understand of a diminishing resource.
Build a dog park near an industrial area in town. The dogs really don't care where they play or poop.
This is the MOST horrible suggestion yet.. On that note ..I would suggest we ask all who have suggested this to rethink their role in service to the HUMANS in this town who must come first.
So disappointed in the lack of thinking around this park.

I certify that the comments provided are mine only.

Signature: Kathleen L Fong

Date: 11/19/2023

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

Kris Kakabar

From: Kathleen LoGiodice Fong <kathleen.l.fong@gmail.com>
Sent: Sunday, November 19, 2023 9:10 PM
To: Kris Kakabar
Subject: Response to the last suggestion to Make back creek park a DOG PARK!
Attachments: Boundary-Lane-Waterfront-Master-Plan-Public-Comment-Form-Fillable.pdf

This lack of common sense continues to amaze me.

As a 20 plus year owner of property in this town, I am shocked by the absolute stupidity of this recommendation .
I cannot believe this is on the table!

Outside of the maritime museum , we have no place for humans to discover the water and enjoy being proximate ,... but oh gee... let's build a dog park in a limited resource area!

I'm so frustrated by the absolute stupidity of those who think a dog park is a great investment.

How many residents need one ? How many visitors would enjoy a beautiful resource area with a nature center or kids playground ?

Whoever is running this group .. has have LOST their MINDS!

Kathy

Ethics is knowing the difference between what you have a right to do and what is right to do.
Potter Stewart

Kathleen LoGiodice Fong
Kathleen Fong Group

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703.224.6001 fax

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Richard A. and Kathleen R. Skinner


Address: 107 West MARENGO ST

Town Resident? Check One: Yes No

Comments:

see attached

I certify that the comments provided are mine only.

Signature:  Date: 11/20/2023
Kathleen R. Skinner

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

> We have followed developments in the master plan for the park and applaud both the process of consultation and the various viewpoints presented. As year-round Town residents, we are excited by the prospect of the Park. In this missive, we offer comments on the matters of the creation and location of a public dog park.

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>

> Respectfully yours,

>

> Richard A. Skinner, PhD Kathleen R. Skinner

> 107 West Marengo Street

> Saint Michaels MD

> USA

>

> <comment form blank.pdf>

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Matt Pluta, Choptank Riverkeeper, ShoreRivers

Address: 114 South Washington Street, Suite 301, Easton, MD 21601

Town Resident? Check One: Yes No

Comments:

Dear St. Michaels Planning Commission and Parks and Recreation Board,

Thank you for your thoughtful approach to developing the waterfront property formerly known as the Environmental Concern property. Before becoming the Choptank Riverkeeper I worked for Environmental Concern and became very familiar and appreciative of their waterfront campus. By acquiring the property, the Town has an opportunity to develop a park space that not only provides recreational opportunities, but also helps to improve local water quality and buffer the city's assets and infrastructure from sea level rise and coastal storm surge. To that end, I provide you with the following comments:

1. Consider in the design of this park the impacts of sea level rise and the need for marsh migration.
I encourage the town to use the NOAA Sea Level Rise viewer to understand how the property will be impacted by future water levels, and to use that in the planning of the space. According to NOAA's dataset, at 2-3' of increased water levels, parts of the property are inundated with water, particularly the part where the wetland is currently delineated, and also near the proposed dog park. NOAA's sea level rise viewer can be seen here: <https://coast.noaa.gov/digitalcoast/visualize.html>
2. Consider in the design of this fact that the property is located squarely within the state's Climate Ready Action Boundary (CRAB).
The CRAB is established with the understanding that development of any kind (including parks) need to be built and sited in a way that takes into consideration future conditions due to sea level rise, coastal storm surge, and increased stormwater flooding. Being in this area means that the Town should put emphasis on using this property to manage flood water and buffer the rest of the city from flooding impacts. More on the CRAB can be found by viewing this story map (<https://storymaps.arcgis.com/stories/7d46aaf856c44e855594d6a2ed8dbf>) and using this interactive map (<https://mdifloodmaps.net/CRAB/>).
3. Do not place a dog park on a waterfront property adjacent to wetlands that are due to experience flooding.
Dog parks are a great community asset. As a dog owner myself I know there's value in having dedicated space for dogs to play together to burn energy and build social skills. However, dog parks tend to be sources of bacteria pollution, that if located adjacent to a wetland or waterway, could become a human and environmental health hazard. In this specific case, given the kayak launch at the foot of Chew Street, there's a high likelihood that people will be interacting with the water and runoff washing off the proposed park property.
At ShoreRivers we monitor bacteria pollution at local swimming and paddling areas and we can see firsthand in our data the impact that dog waste from a particular site can have on the bacteria levels in the river. I encourage you to reconsider putting a dog park on this property which we know will experience flooding and likely wash bacteria from the dog park into the nearby wetland and San Domingo Creek. Furthermore on this topic, the Maryland Department of Environment's Shellfish Harvesting and Closure program, which samples bacteria levels in local waters where shellfish could be harvested from, has designated this portion of San Domingo Creek as being "conditionally approved" for shellfish harvesting. This means that high bacteria levels are known to occur in the water following rain events, and therefore, harvesting shellfish from that area after a major rain event is restricted by law because of the possibility that someone will get sick from consuming oysters harvested in that area. More on the Maryland Shellfish Harvesting and Closure program and the designation for San Domingo Creek can be found here: <https://mdde.maryland.gov/programs/marysterderfishandshellfish/pages/shellfishmaps.asp>
4. ShoreRivers invites the Town of St. Michaels to form a partnership to monitor bacteria levels at the Chew Street kayak launch for recreational purposes. To learn more about our SwimTesters bacteria monitoring program please visit shorerivers.org/swim
In closing I'm excited that the town has acquired this property and for the opportunities to develop a public park in a way that serves as flood protection, stormwater management, habitat enhancement, and recreational opportunities. I hope these resources and tools will be helpful in guiding the design team to what are appropriate amenities to have at this location. Also, we look forward to the potential of a future partnership on monitoring bacteria levels adjacent to the park to help better inform landuse and planning decision.

If you have any questions please reach out by email or phone.

Sincerely,
Matt Pluta
Choptank Riverkeeper
ShoreRivers
mpluta@shorerivers.org
443-385-0511 x203

I certify that the comments provided are mine only.

Signature: Matt Pluta

Date: 11/21/2023

Submit to The Town of St. Michaels, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: Kkakabar@stmichaelsmd.gov

BOUNDARY LANE WATERFRONT PARK MASTER PLAN PUBLIC COMMENT FORM

In order to ensure integrity of the planning process for this project, the following form must be used in order for verification and to avoid unwarranted multiple submittals in attempt to sway opinion.

Comments will only be received and considered in the following format. Individual comments only. Petitions will not be accepted.

Name (print): Mark Berman

Address: 960 Marea Terrace, St. Michaels, MD 21663

Town Resident? Check One: Yes No

Comments:

Please see the attached joint letter dated November 28, 2023 from Langley R. Shook and Mark Berman.

For the certification below, please note that these comments are not "mine only," but rather, are joint comments.

I certify that the comments provided are mine only.

Signature: Mark Berman Date: 11/28/23

Submit to The Town of St. Michales, 300 Mill St., PO Box 206, St. Michaels, MD 21663

Or by email to: KKakabar@stmichaelsmd.gov

November 28, 2023

Via E-mail

St. Michaels Planning Commission
St. Michaels Parks and Recreation Advisory Board
C/O Mr. Rob Straebel, Town Administrator
Town of St Michaels
300 Mill Street
St. Michaels, MD 21663

Re: Boundary Lane Waterfront Park Master Plan

Dear Planning Commissioners and Parks and Recreation Advisory Board Members:

On December 5, 2023, the planning consultant firm Mahan Rykiel Associates ("MRA") will present for your joint consideration its proposed Boundary Lane Waterfront Park Master Plan ("Plan"). We assume that the Plan will be the same as the one MRA presented at a November 15, 2023 public meeting.

We commend MRA for its diligent efforts soliciting resident input to create the Plan. MRA has done so in a tight time frame, while striving to maintain an open and transparent process for the development of the Boundary Lane Waterfront Park ("Waterfront Park"). We appreciate that MRA has attempted to synthesize conflicting input to design a Plan that reflects the sentiment of residents who responded to online surveys and/or provided feedback at a series of public meetings.

Although we support most aspects of the Plan, there are two major flaws that are contrary to achieving a sound design. Specifically, a "dog park" does not belong anywhere in Waterfront Park; and the proposed "viewing mound" is an unnatural feature in a place that should restore the land to its natural state as much as possible. The Plan also does not address stormwater runoff from the property and neighboring properties that flows unchecked and untreated to pollute San Domingo Creek.

A. The Dog Park

MRA repeatedly has said one of the most frequent survey comments was the desire for a dog park in St. Michaels. This may be true but there has been no showing that residents want a dog park in Waterfront Park once the negative consequences are understood and that a better location is available.

1. Economic Impact

The Town of St. Michaels ("Town") recently purchased the 7.6 acre Waterfront Park for \$2.9 million. The Town's Commissioners have stated that they will seek as much funding as possible from Maryland's Program Open Space ("POS") to reimburse the acquisition cost and to defray the cost of conserving and restoring Waterfront Park as park land. There is no assurance the Town will receive any POS funding at all from the State, but if the Town does obtain State funding, the amount received will be determined by the square footage of property that is "open," i.e., not encumbered with structures, impervious surfaces, or active recreation like a dog park.

Maryland has both "statewide" and "local" POS programs. The statewide program is directed at properties that are acquired for *conservation*. Importantly, a dog park does not qualify for statewide POS program funding and any acreage within the Plan devoted to a dog park (or its attendant parking) would be excluded from the calculation that qualifies for grant money. While the local POS program conceivably could include active recreational facilities, funding would be modest.¹

To support its State POS application, the Town will have to provide independent appraisals of the land at issue by two qualified appraisers. At the November 15, 2023 MRA meeting, Commission President Breimhurst underscored the high value of Waterfront Park, noting that the allocation of space for a dog park at this location would come at a high cost. He stated that the Town has negotiated a possible purchase from the State Highway Administration of a 2.5 acre tract of land for approximately \$132,000 that could be used for a dog park. This property is on Railroad Avenue, where the Nature Trail currently terminates, across from Bradley Park, with plenty of nearby available parking. Importantly, the per acre cost at this location is approximately \$50,000, or one-eighth the cost of including a dog park at Waterfront Park.

Besides the possibility of the Town's qualifying for POS funding, several individuals have expressed interest in donating to the cost of conserving and restoring Waterfront Park as open space. Some have signed pledges to do so. All of these individuals, however, have conditioned their gifts on Waterfront Park being used for open space and passive recreation that cannot include a dog park.

¹ The Talbot County Department of Parks & Recreation, in its July 27, 2023 transmittal of its Fiscal Year 2024 Annual Program to the Maryland Department of Natural Resources, indicates that the county has agreed to contribute \$100,000 of Program Open Space local funds towards the Town's acquisition of the Park. This appears to be the sum total of funds available to the Town under the Program Open Space local program. See: <https://dnr.maryland.gov/land/Documents/POS/AnnualPrograms/Talbot.pdf>

In sum, from an economic standpoint, including a dog park inside Waterfront Park is financially untenable. The cost of the underlying land is prohibitively expensive when compared to an available option. Moreover, if the dog park is sited within Waterfront Park, with its attendant parking for twelve vehicles, it will significantly reduce any possible reimbursement from the statewide POS since neither a dog park, nor a parking lot, is eligible for funding from the statewide program. Including a dog park also will block substantial charitable contributions by individuals.

2. A Dog Park is Incompatible with a Passive Use Park

MRA has indicated that it received a high number of survey responses in which a dog park was identified as something people might enjoy in St. Michaels.² At the MRA open meetings, many if not most of those who commented strongly favored open space at Waterfront Park for passive recreation. These sentiments are likewise reflected in the written surveys, in which people asked for “nature preserve, waterfront access, passive use, boardwalk, parkspace, treecover, and interpretive opportunity.” While a dog park may be one of a number of possibilities, including it in Waterfront Park must be weighed against the many other amenities that residents identified as important features.

We recognize that at least one person at the MRA presentations spoke in favor of including a dog park at Waterfront Park, but the majority raised concerns. Although residents were generally in favor of a dog park in St Michaels, they were not in favor of locating it in Waterfront Park. This is not surprising, as a dog park is consistent with the popular and sound objective of conserving and restoring sensitive waterfront property. A dog park would introduce many negative issues. Just a quick internet search reveals numerous articles and studies of the problems posed by dogs and dog parks, including diseases (to both canines and humans), waste run off (this is especially problematic near water such as San Domingo Creek), biting and other aggressive behavior, detrimental impact on wildlife such as song birds, small mammals and reptiles, and noise.³

² See Chart at p.7:

https://stmichaelsmd.gov/wp/wp-content/uploads/2023/11/Boundary-Lane-Waterfront-Park-Master-Plan_11_15_23.pdf

³ See, e.g., <https://www.nytimes.com/2020/02/06/smarter-living/the-dog-park-is-bad-actually.html>; <https://parasitesandvectors.biomedcentral.com/articles/10.1186/s13071-020-04147-6> (dog parks may increase the risk of exposure to intestinal parasite infection); <https://www.oregonmetro.gov/sites/default/files/2017/09/28/impacts-of-dogs-on-wildlife-water-quality-science-review.pdf> (dogs cause wildlife to move away; dogs transmit diseases; dog waste pollutes water and transmits harmful parasites and diseases to people); <https://www.nps.gov/goga/learn/management/upload/Lenth-et-al-Effects-of-Dogs-on-Wildlife-Communities.pdf> (the presence of dogs along recreational trails corrugated with altered patterns of habitat utilization by several species); <https://www.protectnatureto.org/wp-content/uploads/2017/07/Impacts-of-dogs-on-wildlife-10-Aug-16.pdf> (discussing dogs off-leash and notes that dogs cause a 41% reduction in the number of birds in the area

Fundamentally, including a dog park at Waterfront Park is incompatible with the idea of creating a passive use, open space park. The overwhelming sentiment expressed at the MRA meetings was that Waterfront Park should afford its visitors a quiet space to enjoy the natural beauty of St Michaels and San Domingo Creek while protecting the natural environment. A dog park within or close to St Michaels may be a good idea, but not inside Waterfront Park where most people don't want it.

B. The Viewing Mound

MRA has proposed building a "viewing mound," represented in the Plan as a conical earthen structure with a winding ribbon trail leading to the top. Although unstated, presumably the viewing mound is proposed, at least in part, to save money by dumping gravel excavated from the property to create the mound instead of hauling the gravel off-site.

Whatever its artistic merits on paper, if a viewing mound is actually constructed it will be an artificial hill that would probably be the highest point in the Bay Hundred area. It will be an unnatural feature in an otherwise beautiful landscape. In other words -- an eyesore. We need not dwell on this issue and instead simply note that in our discussions with many residents about the Plan, not one of them supported the viewing mound. Including a viewing mound in the Plan is a very bad idea.

C. Engagement of A Stormwater Management and Water Quality Expert

The Plan envisions the creation of an expanded wetlands so as to incorporate the existing small, crude pond area located onsite.⁴ Regrettably, the Plan pays scant attention to critically important stormwater management enhancements that should be made at Waterfront Park that would significantly improve the poor water quality in San Domingo Creek from unchecked and untreated stormwater flows from Waterfront Park and its surrounding properties. An expert on stormwater management and water quality in tidal and nontidal areas should be consulted on the Plan design before it is finalized. This is especially important as the effects of sea level rise occur.

In closing, we respectfully urge you to reject including a dog park and a viewing mound in the final Plan submitted to the Commissioners for their review and approval. We also

and a 35% reduction of other species and that dogs not only transmit diseases among themselves, but dog waste pollutes water and transmits harmful parasites and diseases to people).

⁴ See Plan design at p. 21:

https://stmichaelsmd.gov/wp/wp-content/uploads/2023/11/Boundary-Lane-Waterfront-Park-Master-Plan_1_15_23.pdf

**ATTACHMENT 4: RESOLUTION NO 2023-05, SUPPORT
FOR A DOG PARK**

RESOLUTION NO. 2023-05

A RESOLUTION
OF THE COMMISSIONERS OF ST. MICHAELS
DECLARING FULL SUPPORT FOR THE CREATION OF
A DOG PARK

WHEREAS, in December 2022, the Commissioners of St. Michaels at a regularly scheduled meeting expressed its interest in the town pursuing the creation of a dog park that would serve the immediate and surrounding communities; and

WHEREAS, based on that expressed interest, a group of dedicated town residents created an informal committee (the "Dog Park Committee") to investigate potential locations for a dog park; and

WHEREAS, the St. Michaels Town Administrator has worked with the Dog Park Committee in identifying potential locations for the park; and

WHEREAS, on December 14, 2022, the Dog Park Committee appeared before the Commissioners to present potential sites for the location of a dog park; and

WHEREAS, resident participation at the December 14, 2022 meeting makes clear that there is substantial support for the creation of a dog park; and

WHEREAS, the Commissioners appreciate the efforts made by the Dog Park Committee and made suggestions for continued exploration of additional sites for locating the proposed dog park; and

WHEREAS, the 2022 Talbot County Land Preservation, Parks and Recreation Plan expressly found that the County should focus on providing additional access to places and spaces that support the health and welfare of County residents as well as meet their recreational programming needs, including the creation of dog parks; and

WHEREAS, a regional dog park in St. Michaels will support the health and welfare of town and neighboring residents through the provision of an outdoor space for the exercise of their pets and the accompanying social benefits of such a dedicated space; and

WHEREAS, acquisition of the required land and construction of a dog park will require substantial financial assistance from the County, the business owners and residents of St. Michaels and the surrounding communities.

AND BE IT FURTHER RESOLVED, that the Commissioners of St. Michaels fully support the creation of a dog park and directs the Town Administrator to work with the Dog Park Committee to:

1. obtain the land necessary to support a regional dog park in, or near to, St. Michaels;

2. apply for and obtain funding from the appropriate State and County agencies to support the acquisition of such land and to construct a fully functional dog park; and
3. assist the Dog Park Committee and such other bodies created for the purpose of supporting the creation of a regional dog park.


THIS RESOLUTION HAVING BEEN INTRODUCED AND PASSED by a yea or nay vote of the Commissioners of St. Michaels on this 8th day of February 2023, it becomes effective on the 9th day of February 2023.


David H. Breimhurst	<u>Yea</u>
T. Coleman duPont	<u>Yea</u>
Joyce D. Harrod	<u>Yea</u>
Alfred Mercier	<u>Yea</u>
Katrina Whittington	<u>Yea</u>

I HEREBY CERTIFY that the above Resolution was passed by a yea or nay vote of the Commissioners of St. Michaels on this 8th day of February 2023.

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS


Suzanna Warnick, Town Clerk


David Breimhurst, President

November 15, 2023
6:00pm – 7:12pm

Boundary Lane Waterfront Park Public Meeting 4

Attendees:

Rob Straebel, Town Administrator
Steve Ball, Town Planner
Scott Scarfone, Mahan Rykiel Associates
Kris Kakabar, Customer Service Representative
Kathy Thomas, Code Enforcement Officer

Park Proposal Public Responses:

1. **Speed Control Options on Boundary Lane**
Signage, traffic study, traffic calming measures, reinstate a speed bump at the trail entrance (previously location of one), further discussion on this topic will ensue with the Chief of Police.
2. **Nature Reforestation**
The location is planned along Boundary Lane at the edge and back of the pavilion and walkway corner (approx. ¾ acre). Will maintain the current Boundary Lane entrance location.
3. **Dog Park**
Addition of dog park may increase vehicular travel on Boundary Lane. Need to assess traffic volumes and other options for a dog park location.
A Dog Park Steering Committee began two years ago. They found the Property off of Railroad Avenue too expensive and a great undertaking. The cost at BLWP would be a tenth of the cost.
Another perspective to consider: The Town has a financial responsibility to replenish the reserves we depleted with the purchase of this property, in so doing through obtaining grant money. Open space grants could provide the Town approx. \$415,000 per acre of open space approved lands. Hence the more land which is able to be considered for open space grants the more the Town may acquire. The property off of Canton Street by the Nature Trail is at a cost of \$130,000 (negotiating).
What happens to the master plan of the park if the dog park is not in the designed area as per the design diagrams? It will become a meadow and function just as well.
4. **Passive Recreation Areas**
Dog barking may cause a noise disturbance which may negatively impact the tranquility near the shorelines and wetlands, not only for humans but for the natural habitat.
Not the best Choice: what about the Perry Cabin Ballfields location?
5. **Earthen mound**
Plan to use the impervious gravel already on site in the driveways at the Environmental Concern Property as much as possible to repurpose the product and save the Town a disposal cost, which could be costly.
Resident suggested to use it on the Nature Trail project for the walkway.

Concern for the manmade mound being able to maintain structural stability overtime and not require substantial refill again years later. They are designed accordingly to avoid this.

6. Employee entrance off of West Chew Avenue

The gate is there to keep traffic off of West Chew Avenue. Will a gate be maintained at this entrance to prevent use beyond town business?

Should not have access off West Chew Avenue.

Traffic study will vet other options.

7. Getting people to the park is based on an attraction to draw them in

Viewing mound is a unique feature to attract people.

Of the 157 survey respondents, 86% stated they would either walk or ride a bike to the park.

8. Parking

At the possible "Town Office building": there will be 8 parking spaces for Town employees. Currently the Town has 4 spaces for visitors we area allowing for approximately 7 give or take based on surrounding tree root allowance for driveway/parking.

When the Town is closed on Saturday/Sunday and Holidays, will the parking lot be closed also? This topic has not been discussed to date but will as plans warrant.

On Boundary Lane: If the dog park is not going to be there the parking could be removed and become reforested area.

9. Sidewalk Safety

West Chew Avenue is too narrow to add a sidewalk for pedestrians but there is a sidewalk they can use on Chestnut Street.

10. Cost estimates per elements in the plan renderings

Not until a more finalized plan.

Usually parks are implemented in phases, as the Town obtains grant funding to construct certain areas, pending availability of grants, they will construct that phase.

11. Comfort station

Why is the location off Boundary Lane? Partially due to the pumping station groundwork already in this location. Secondly, it is closest to where the most activity is anticipated.

Consideration can be taken to move it to a location closer to the West Chew Avenue if the dog park dissipates.

Boundary Lane Waterfront Park Master Plan. Comment forms summary as of October 23, 2023
6 forms have been submitted.

1. Create a place of beauty, a green cathedral. Include nature art. A place for peaceful contemplation with native plants and trees. Include Master Gardner input.
2. Expand the current trail. Include a boardwalk and lookout. Include more meeting space. Entrances should be on both W. Chew and Boundary Lane. Use permeable pavers.
3. Back Creek Park is busy with waterman and pedestrians. The roads are narrow. We need a traffic study before any final decisions are made.
4. Preferences include: Town Hall, stormwater management ponds, limit use of storage and parking, entrance on Boundary Lane only.
5. W. Chew is busy with pedestrians and traffic. Protect our special destiny of St. Michaels.
6. Use the waterfront for small fishing pier and kayaks. Include a wetlands walk trail to join the existing trail. The site is not good for stormwater management as it is too high, would require bringing water to site. Improving impervious surfaces will help with stormwater. Provide adequate parking for Town Hall and 2nd building. Maintain buffers.
7. Park names: San Domingo Park, Garden Acres, Ed Garbisch, Marie Wroten.

November 15, 2023

Dog Park from the comment forms received a total of 47 forms:

Here is our tally:

24 = Number of written comments from people that support the dog park at the EC site. 19 live in town, 5 live out of town.

8 = Number of written comments from people that do not support the dog park at the EC site. All live in town.

11 = Number of comments from the surveys that support the dog park at the EC site.

Steve Ball, AICP

Town Planner, St. Michaels

300 Mill St., PO Box 206

St. Michaels, MD 21663

1/5/24				Notes
January 10, 2024 Work Session			Reports / Minutes / Events / Consent Agenda Calendar discussion/Department Reports	
			WLMC - Presentation of FY23 Financial Statement	
			Ordinance No 550 - Public Hearing - Cannabis Zoning	
			Proposal - Michmas - End of Summer beginning of Harvest	
			Ordinance No. 552 - Regulations pertaining to commercial lawn care on Sa??	
			Announcement of Appointments made for new Board Members	List of appointees (just new)
			San Domingo Creek - Boundary Lane Waterfront Park Master Plan	No memo sheet
January 24, 2024 Legislative Session				
			Ordinance No. 553 - Increase members of the Parks and Recs	
			San Domingo Creek - Boundary Lane Waterfront Park Master Plan	
			Discussion - Short Term Rentals	
			Ordinance No. - Window Signs	
February 14, 2024 Work Session			Reports / Minutes / Events / Consent Agenda Calendar discussion/Department Reports	
February 28, 2024 Legislative Session				
March 13, 2024 Work Session			Reports / Minutes / Events / Consent Agenda Calendar discussion/Department Reports	
Misc. Followup				