

**STAFF REPORT FOR  
MONDAY, MAY 9, 2016  
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

**7:00 PM CALL TO ORDER:**

**7:05 PM PUBLIC CONCERNS:**

**7:10 PM WELCOME:** Carroll County representatives; Gale Engles and/or Janet O'Meara to discuss the Shannon Run/Hawk Ridge Farm Stormwater Concept plan. Residents of those neighborhoods will also be invited to an informational session once the concept is complete.

**7:20 PM MINUTES:** April 25, 2016

**7:25 PM REPORTS:**

- Public Safety Report
- Treasurers Report - March
- Council Committee Reports
- Main Street Association Report

**7:35 PM ANNOUNCEMENTS:**

- Just a reminder that recycling pickup is now on Thursdays.
- Saturday, May 14, the first movie in the park. The Lego Movie is the first movie and will be shown at **dusk**. Bring your chairs and blankets. The snack shack will be open for business.
- Sunday, May 15, Farmers Market. This is the first day of the Farmers Market. The market will be open from 9 am to 1 pm.
- Wednesday, May 25, Public Meeting for the Main Street/Springfield Avenue Urban Reconstruction projection. The meeting will be 7 – 9 p.m. at the Sykesville Middle School. A brief presentation will begin at 7:15 p.m. [MTC: Please let Dawn know if you are planning to attend.]
- Recycling change—Thanks to the cooperation of residents, our first Thursday recycling pick up went well.
- The Mayor and Town Council retreat follow up will not be happening on May 18 due to schedule conflicts. Stay tuned for more information when the meeting is re-scheduled. [Please bring calendars to discuss a new date with Sean Davis since he will be attending this meeting.]

**7:50 PM OPEN SESSION:**

1. Public Hearing on Ordinance NO. 295 – FY 2017 Operating and Capital Budget

**and Tax Rate** – Mayor Shaw will announce the Public Hearing is still open to the public and ask for questions and concerns.

**Recommended Action: After the public speaks, close the Public Hearing.**

- 2. Public Hearing on Proposed Real Property Tax Rate** – Mayor Shaw will announce the Public Hearing is still open on the Proposed Real Property Tax Rate and ask the public for questions and concerns. The Mayor’s proposed budget has the Tax Rate remaining the same at \$0.35 per \$100 of Real Property Assessment. However, the assessable base will increase by 1.9% resulting in \$26,036 of additional revenue to the Town. *The real property tax rate must be set Monday night.* The Personal Property tax rate is also proposed to remain the same at 2.5 times the rate for real property or \$0.875 per \$100 of assessed property value. The tax rate will also be included when the budget ordinance is adopted.

**Recommended Action: After the public speaks, close the public hearing.**

- 3. Resolution NO. 2016-04 – Permission to sell alcohol during First Friday’s on Main Street.** – Steven Colella will request permission to sell alcohol on town property (Oklahoma Ave. & Baldwin Drive) during the June, July, August and September First Fridays as part of the block party. He is also proposing to use the same footprint as the Farmer’s Market for these events, so Baldwin Drive and a portion of Oklahoma Avenue will be closed from 5 p.m. – 10 p.m. these evenings to allow for set up and clean up for the event that will be from 6 p.m. – 9 p.m.

**Recommended Action: If in agreement, make a motion to If in agreement, make a motion to approve Resolution No. 2016-04 to allow the sale of alcohol on Town property (Oklahoma Ave. & Baldwin Dr.) during June, July, August and September First Fridays as part of the block party.**

- 4. Adoption of Ordinance NO. 295 - FY 2017 Operating Budget, and Tax rate** – Mayor Shaw will open the discussion of the FY 2017 Operating Budget to the Council.

There are some revisions since the April 25, 2016 MTC meeting. These are primarily to address an overstatement of anticipated Police grant revenue. There were inadvertently two lines showing Police grant revenue, one for \$8,280 and one for \$4,000. The \$8,280 amount is accurate; the second one was deleted, which created a \$4,000 shortfall. It was addressed as noted below. The second item was to reduce the revenue from the Use of Unrestricted Fund Balance by \$59 to \$25,000. This then matches exactly the amount being transferred to the Capital Reserve, possibly for sidewalk work in the future. So essentially, the Town is transferring \$25,000 from the Unrestricted Fund Balance to the Capital Reserve.

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	INCREASE	DECREASE
Revenue	Police Dept - Misc Grants	\$4,000
Revenue	Bldg/Zoning Permits, Town	\$500
Revenue	Impact Fees	\$500
	Public Safety - Equipment	
Expense	maintenance	\$500
Expense	Public Safety - Gasoline & Oil	\$1,000
Expense	Public Safety - Uniforms	\$500
	Public Works - Vehicle	
Expense	Maintenance	\$1,000
	Removed \$4,000 in police dept. miscellaneous grants	
		<b>DECREASE</b>
Revenue	Use of Unrestricted Fund Balance	\$59
Expense	Admin Equip Maint - \$59 decrease	\$59

Adjust use of unrestricted fund balance to \$25,000 to equal \$25,000 for sidewalks

**Recommended Action: If in agreement, make a motion to adopt Ordinance NO. 295 – FY 2017 Operating and Capital Budget and Tax rate. This includes adopt the Town’s FY 2017 tax rates at \$0.35 per \$100 of Real Property Assessment and \$0.875 per \$100 of Personal Property Assessment.**

- 5. Approval of FY 2017-2021 Capital Improvement Plan** – Mayor Shaw will review the final version of the CIP and open it up for discussion.

**Recommended Action: If in agreement with the CIP, make a motion to approve the FY 2017-2021 Capital Improvement Plan.**

- 6. Introduction Ordinance NO. 296 TO AMEND, ADOPT AND ENACT SECTIONS OF THE TOWN CODE OF SYKESVILLE TO: (1) AMEND SECTIONS 180-61, 180-62, 180-88, 180-136 AND 180-137 TO ALLOW BEER AND WINE SALES AS A CONDITIONAL USE IN CERTAIN DISTRICTS; (2) AMEND SECTION 180-64 TO ALLOW OUTDOOR SEATING IN THE B-L DISTRICT; AND (3) ADOPT AND ENACT A NEW ARTICLE V IN CHAPTER 140 REGARDING BUSINESS USE OF TOWN SIDEWALKS.**

Council Member Betz and the Town Manager will give an overview of this ordinance. If no changes, the MTC can request that the ordinance be advertised for a public hearing on June 13.

- 7. FY 2017 Program Open Space grant application** – Dawn attended the last Park and Recreation meeting this past week and they have decided the best project for this

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application will be for accessible trails and a picnic area for Millard Cooper Park. Please see attached concept. Here is a description of the project:

Project overview:

Provide ADA parking, walks and picnic pad sites at Cooper Park. This will also provide viewing of movies at the Sykesville Cinema. Phase one will consist of the reconstruction of one parking pad and approx. 37' of walk. This will create access to one picnic site, concession stand and rest rooms. The rest rooms are ADA accessible. Phase two will consist of the new construction of approx. 225' of ADA compliant walkway to a 12'x20' ADA pad site for picnicking and movie viewing.

Engineering Cost: \$5000

Phase one construction estimate \$ 8800

Phase two construction estimate \$ 9900

Total estimate plus 10% = \$26,070 (not including an accessible picnic table)

The estimated amount of grant funding available is \$35,781. (\$143,124 divided by four municipalities = \$35,781).

The Town had budgeted \$9,400 in FY 16 for accessibility work in Cooper Park. The Parks and Recreation Committee has requested additional swings for the following parks. These items could either be included in the grant request or be purchased in FY 16 instead. MTC action would be needed to modify the FY 16 Capital Budget.

**FOR LEXINGTON RUN PARK: -**

ADA Swing = \$605

**FOR JONES PARK -**

Parent and Child Swing (swing, frame, playground border, wood fiber) = \$4,149

**FOR MILLARD COOPER PARK AND BURKETT PARK** –Heavy duty large wear swing mat = \$208 @ for total of \$516

**SURFACE REPAIRS: TBD**

**TOTAL: \$5,170 plus cost of surface repairs**

**Recommended Action: If in agreement, make a motion to approve application for the FY 17 Program Open Space grant.**

- 8. FY 2016 Budget Adjustments** – Mayor Shaw will present the budget amendments needed for FY 2016.

The impacts on the unrestricted fund balance and assigned fund balances are summarized on the attached documents. This is time for discussion. The budget

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amendments will be approved on May 23, 2016.

**Recommended Action:**

- 9. Agenda for May 23 Work Session:** Relationship between Main Street Association Nonprofit and MTC in terms of Memorandum of Understanding, goals of historic preservation, zoning ordinance amendment and sidewalks are all possible candidates.

**9:00 PM            Recess**

**9:05 PM            CLOSED SESSION:**

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals, (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (7) to consult with counsel to obtain legal advice

- **Legal Consult** – Disposition agreement for 7610 Main Street
- **Acquisition of Real Property** – Contract implementation for 714 Sandosky Road
- **Personnel** - Administrative Compensation

**ADJOURNMENT:**