

CITY OF SALISBURY  
WORK SESSION  
SEPTEMBER 2, 2014

Public Officials Present

Council President Jacob R. Day  
Councilwoman Eugenie P. Shields

Councilman Timothy K. Spies

Council Vice President Laura Mitchell  
Councilman John "Jack" R. Heath

Public Officials Not Present

Mayor James Ireton, Jr.

In Attendance

City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, Jr., Internal Services - Assistant Director Procurement and Parking Jennifer Miller, City Attorney Mark Tilghman, Wicomico County - Director of Administration Wayne Strausburg, Wicomico County Recreation, Parks & Tourism Director Gary Mackes, interested citizens and members of the press.

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On September 2, 2014, Salisbury City Council convened in a Work Session at 4:30 p.m. in Conference Room #306 of the Government Office Building following the 4:10 p.m. adjournment of the Special Meeting.

**RFP #04-15 - Disposition and Redevelopment of Lot #30**

Internal Services - Assistant Director Procurement and Parking Jennifer Miller joined Council to discuss the Declaration of Surplus and Award of Exclusive Negotiating Privilege for RFP 04-15 – Disposition and Development of Lot #30.

Ms. Miller explained that solicitations were sought for RFP 04-15 and information was gathered to determine if a recommendation of surplus to Council would be appropriate and in the public's best interest. She reported receipt of one proposal, from Green Street Housing. This proposal is currently under review by Procurement per the evaluation criteria on the RFP.

There are six people on the evaluation committee including Jack Lenox, Laura Kordzikowski, Mike Moulds, Lori Carter, Keith Cordrey, and Terence Arrington, all who are tasked with deciding whether it is in Salisbury's best interest to enter into a negotiating period with this vendor. They will prepare a recommendation for Administration after the review is complete, and a decision will be made regarding entering into an ENP (exclusive negotiating period) with the vendor.

Council discussion points included:

- Art & Entertainment District
- Flooding issues with the site/elevating the building
- Permitted parking spaces
- Lot would ultimately be declared surplus
- Council unanimously wished the building to be visible with a front on all sides (no back of the building to show)
- Possibly using spoils from other construction sites to increase the value of the property

After discussion, Council reached unanimous consensus to authorize Administration to consider the proposal and potentially move forward in the process in order to enter into an ENP.

### **Parking Rate Adjustment & Meter Removal for State's Attorney's Office**

Ms. Miller requested two items on behalf of the City of Salisbury Parking Authority.

The State's Attorney's Office (SAO) moved their offices downtown on Main Street across from Parking Lot #10 and have requested that the five (5) to six (6) parking spaces and meters in front of the new building be eliminated for security reasons by pulling the meters and having the space designated as a "NO PARKING ZONE." The County offered to repair the holes left once the meters are removed.

Ms. Miller said the State's Attorney's Office employees had previously parked in Lot #7 and #13 at a monthly cost of \$9 per employee, paid for by the County. The current monthly rate in Lot #10 where they now park is \$28 per employee per month. Ms. Miller asked for permission to allow the SAO and the Child Advocacy Center (CAC) employees to park in Lot #10 at a reduced rate of \$9 per month (billed to the County) for the remainder of this year and for all of next year (for a total of 1 ½ years). She recommended the cost migrating to the standard published permit rates (currently \$28) in FY17 and afterwards.

Council considered the following in their discussion:

- Council discussed eliminating the meters in front of the SAO and striping the pavement for Emergency Vehicles or possible access for handicap vehicles
- Mrs. Mitchell asked for clarification on how many accessible spaces were required according to the Code. She added that the City has made considerations for the court and jurors, and has made accommodations with the Health Department. Many non-profit organizations may also request this.
- Council would like to know what SAO intends to do in front of their building on Main Street
- Most of the spaces in Lot #10 are empty

Council reached consensus to allow the removal of the meters on Main Street in front of the SAO, but first they will require a clear plan on what will replace those meters. They also reached consensus for the application of appropriate striping, and for Ms. Miller to return to SAO to discuss using the parking spaces for emergency vehicles and/or handicapped parking.

Regarding Lot #10, Council discussed allowing SAO to continue paying the \$9 rate through the current fiscal year only, with the rate reverting to the normal rate for the parking lot, currently \$28.

Council will again consider the removal of the meters in an upcoming Work Session after Ms. Miller has revisited SAO.

### **Expansion of Henry S. Parker Sports Complex (Complex)**

Wicomico County Director of Administration Wayne Strausburg, Recreation, Parks & Tourism Director Gary Mackes, Public Works Director Lee Beauchamp, and Parker and Associates Vice President Brock Parker joined Council to discuss the expansion of the Complex.

Mr. Beauchamp reported the results of the Naylor Mill Road traffic study, as follows:

The seven (7) day study was performed during the Complex's largest event, the USSSA Fastpitch World Series. Each day during the tournament, the volume was about 2,500 vehicles in each direction, with 400 trips (around 200 vehicles) using the Scenic Drive entrance at the Complex. Over the course of the tournament, there were approximately 37,000 trips on Naylor Mill Road with about 5,000 trips onto Scenic Drive off Naylor Mill Road. Traffic flow going east and west was consistent, with slightly more vehicles traveling down Rt. 13. Naylor Mill Road has a capacity of about 10,000 trips per day, and even at the peak of the tournament, only about half of that capacity was used.

Summarizing the study, Mr. Beauchamp stated the results were well within industry standards. He indicated the County would continue the study by placing the counters back out next week to collect additional data now that school is back in session, but doubted that the traffic volume during the tournament was higher than the traffic volume during the school year.

Additional discussion points included:

- Preservation and relocation of the bike trails
- Two access roads
- First things built will be baseball fields followed by soccer fields
- Environmental impact
- Economic development
- Bike trails on County-owned land north of existing soccer fields are highly regarded
- The tournament brings \$12.5 million local economic impact
- No nearby residents have expressed concerns
- Preservation of the tree canopy; making the best use of the timber harvested from the property (furniture, firewood, etc.)
- Debris not to block the trails

Council unanimously approved to advance the transfer of the City property to the County with the following conditions (sent to Mr. Mackes on September 4, 2014):

1. Execution of a City-County-ESIMBA MOU to open new mountain biking trails on the City-owned property on Naylor Mill Road to the south and west of the proposed fields. This MOU should empower ESIMBA with the responsibility for trail maintenance and management.
2. As part of the County's surveying, engineering and design process, the County will accept responsibility for determining the most ecologically responsible, sustainable and structurally logical site for future crossing of the Connelly Mill Branch.
3. As part of the County's design and engineering process, the County will document and, where practical, preserve existing trails along the steep slopes to the north and west of the proposed fields.
4. As part of the County's design process, older and significant trees will be preserved where possible.
5. Residual debris from site development and clearing shall not be left on existing trails.

**Solar City presentation** (to be presented at Work Session at a later date)

### **Youth Civics Council Presentation**

Joining Council at the table was Youth Civics Council member Aaron Davis to present his project about the Wicomico County Board of Education community service requirements. He suggested there should be a program developed in which students could choose the areas of service they wished to participate in in order to achieve the required number of community service hours in order to graduate. He indicated there would be more respect for the community if all students were required to fulfill these community service hours, but Wicomico County Board of Education did not currently enforce this requirement.

Council thanked Mr. Davis for bringing this observation to their attention. Mr. Day asserted that the City of Salisbury could play a large role in providing direction for students who wish to complete their seventy-five service hours.

### **Expansion of Arts & Entertainment District**

Mr. Stevenson explained Administration's request to make application to the Maryland Department of Business and Economic Development. He explained that by expanding the existing boundaries, the City hopes to attract new artists, entertainers and new developers. The proposed expansion would increase the Arts & Entertainment boundary by 13.8 acres. The application requires prior approval from Wicomico County in order to apply.

Mr. Stevenson explained that there was a suggestion to decrease some of the area to eliminate part of the roadway and sidewalk along Route 50. He and Assistant City Administrator Terence Arrington plan to meet with Pamela Dunn, Connie Strott and Lee Whaley on Thursday to discuss the reduction, and would know whether they would recommend the reduction or not.

Mr. Stevenson reported the letter of intent had been sent, but Administration needed Council's consensus before moving forward. The deadline to apply is October 1, 2014, so depending upon the other variables, they have to wait and apply in April 2015.

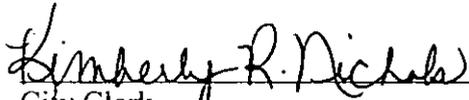
Council reached unanimous consensus for Administration to move forward with the application.

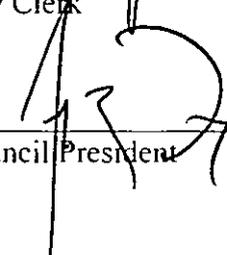
**Motion to convene in Closed Session**

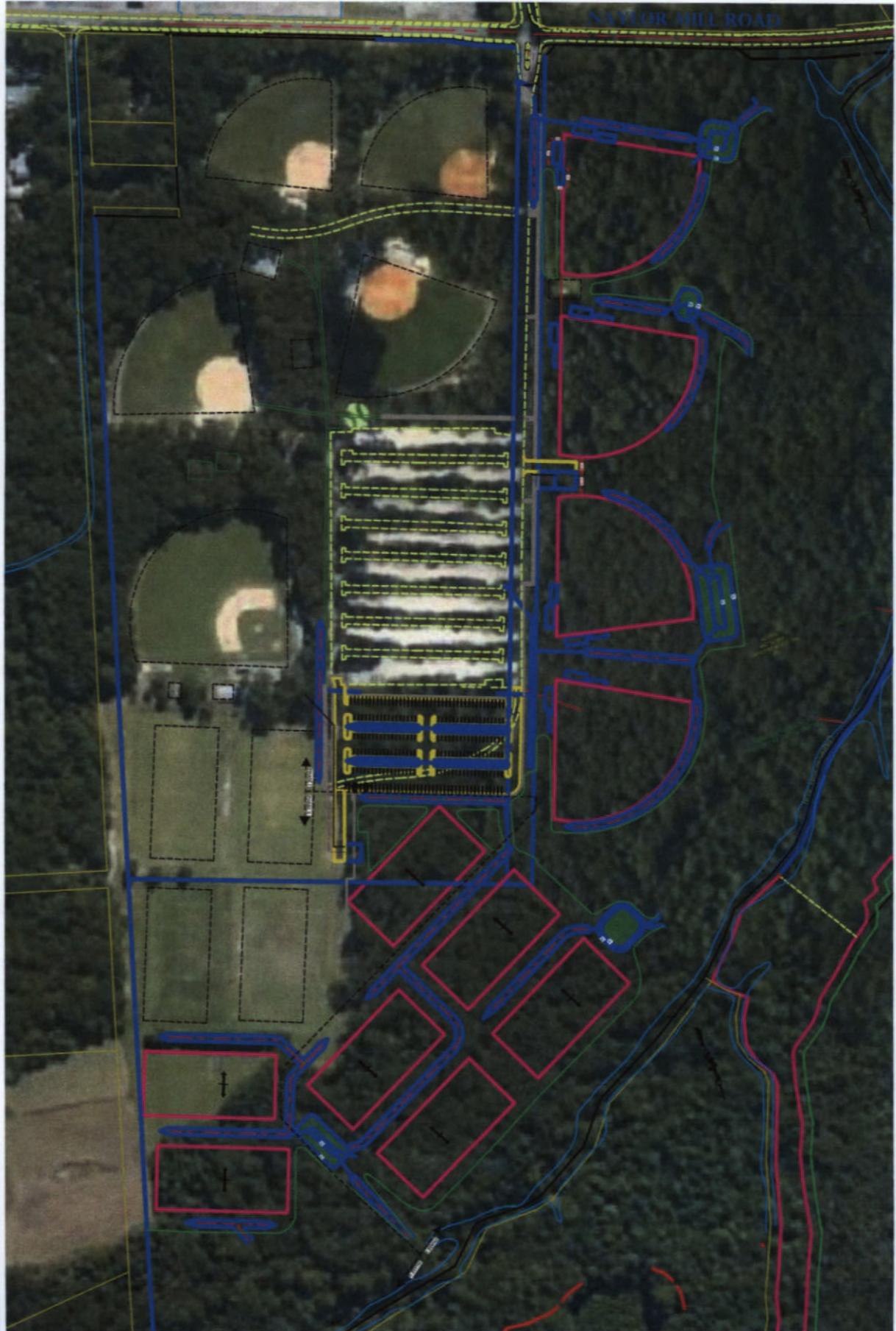
Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session to consult with staff, consultants, or other individuals about pending or potential litigation (Council to receive an update from Counsel on potential litigation). The Closed Session began at 6:11 p.m.

**Adjournment**

At 6:33 p.m., upon a motion and seconded by Mr. Spies and Mrs. Shields, respectively, and by unanimous vote in favor, Council President Day adjourned the Closed Session and returned to Open Session. He provided the statement out to the public that Council had received an update on pending/potential litigation and other legal matters, and thereafter adjourned the Open Session.

  
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City Clerk

  
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Council President



PLAN APPROVED  
 HENRY S. PARKER ATHLETIC COMPLEX



**AERIAL SITE PLAN**  
**HENRY S. PARKER ATHLETIC COMPLEX**

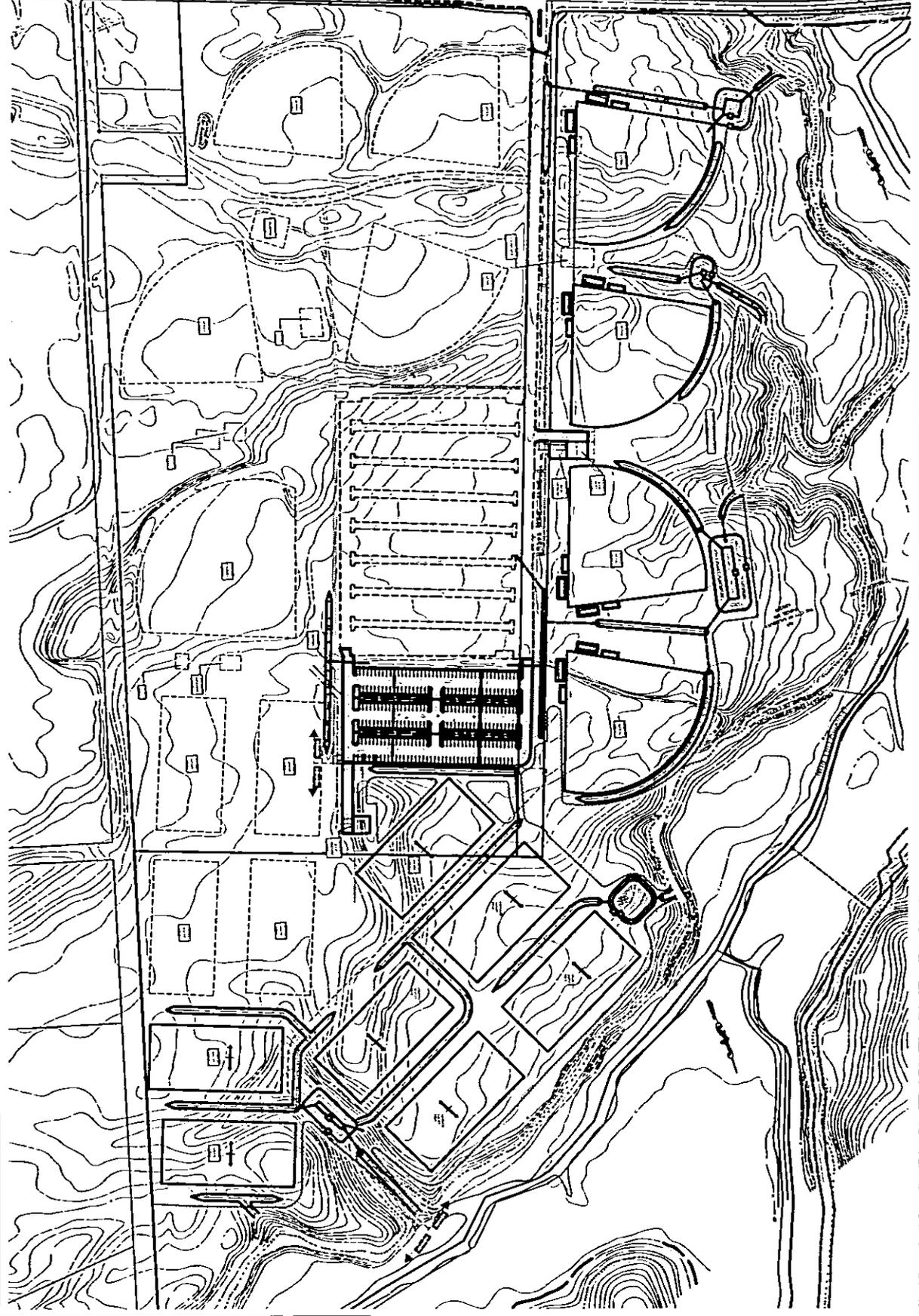
BY: [Redacted]  
 DATE: [Redacted]

SCALE: 1" = 100'

DATE: [Redacted]

SHEET 1

NAYLOR MILL ROAD



PLANNING  
 ENGINEERING  
 ARCHITECTURE  
 INTERIOR DESIGN  
 LANDSCAPE ARCHITECTURE  
 SURVEYING  
 ENVIRONMENTAL SCIENCE  
 AND  
 CONSTRUCTION MANAGEMENT

**CONCEPT SITE PLAN**  
**HENRY S. PARKER ATHLETIC COMPLEX**

NAYLOR MILL ROAD  
 4200 BRIDGECROSS COUNTRY  
 BRIDGECROSS COUNTRY, MARYLAND

DATE	BY	APP'D	DATE
09/15/13	MLA	0002	0000

SHEET 1  
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