

COUNCIL COMMITTEE REPORTS

Planning Commission (PC) – Julia Betz

Since the last Mayor and Town Council meeting, the Planning Commission (PC) met on October 2.

- As previously stated, the Freedom Community Comprehensive Plan went to the Board of Carroll County Commissioners (BCC) on July 28. There was supposed to be a 90-day review period with a public hearing on October 19 and a final decision by the BCC at their October 23 meeting. However, a press release was issued on Tuesday, October 3, that says the BCC voted 4-1 to remand the Plan back to the Carroll County Planning and Zoning Commission due to two areas that they decided need further work and clarification. Those two areas are:
 - 1) Clarification of land use and zoning definitions
 - 2) A parcel by parcel analysis by concept looking at rationales; focusing on properties not previously decided in previous discussions of the plan.The BCC requested the updated plan be returned by April 1, 2018. All future discussions of the Freedom Plan, including the Public Hearing scheduled for October 19th and the Open Session decision planned for October 23, 2017 are cancelled.
- The PC voted to authorize the Chair to sign the certification to the County that the 2017 Triennial Update to the Carroll County Water and Sewer Master Plan as it pertains to the Town of Sykesville is consistent with the 2010 Sykesville Master Plan.
- The PC also voted to authorize the Chair to sign the Memorandum of Understanding (MOU) with Carroll County for their help with the technical review of the development of Parcels E and F of the Warfield Complex. The Mayor and Town Council authorized the Mayor to sign the MOU at their September 25 meeting.

The next Planning Commission meeting is scheduled for Monday, November 6, at 7 p.m. at the Town House.

Merchants Meeting – Al Grasley

Welcome Suzy, owner of Firehouse Creamery.

1- **Town Liaison:** Al Grasley presented information Chief Spaulding put together to on ways to deter and handle shoplifting customers. It is attached. Also, Oct 5, 2017 the Town is sponsoring an active shooter training program. For info, see Sykesville Main Street Facebook page. Al welcomes any questions or concerns you may have at his email: agrasely@sykesville.net

2 - **Town Christmas Decorations** Kerry Chaney, Town Clerk, is encouraging feedback from the merchant community on the Town's Christmas decorations. The Town is using a different greenery vendor this year in hopes of getting better quality. The Town is considering a decorating contest for Main Street - email her if you would like to help her coordinate a

contest. Currently, the Town is planning to begin decorating the week before Thanksgiving. Any new merchants or merchants "left out" of "normal" decorating by the Town may request attention this year - Main St has grown YAY! Contact Kerry at town@sykesville.net for info and input.

3. **Oktoberfest** - Dawn Wittfelt announced this year's Rotary Club Oktoberfest celebration taking place Oct 7 & 8 at the Ag Center in Westminster. She handed out signs for businesses to post.

4. **Starry Night Gala, DEC 1 2017 - Carroll Comm College** is hoping for a Main St basket to auction this year. Julie is collecting gift cards. You can drop them to her at the Town House or email her for pick up. juliedellamaria@gmail.com

5. **Get Syk'ed to Fight** campaign takes place throughout the month of Oct. I have posters for anyone who needs them just email me and I can drop one off to you. If you are participating, the merchants have for several years used the month of Oct to promote a special in their store of which a portion of the proceeds are donated to a Breast Cancer charity. Most merchants have contributed to the Carroll Hospital's Center for Breast Health programs, Your contributions and in store promotion is solely up to you. This year, Ridia Dearie, the Vine on Main, suggests adding the Red Devil's to your list of possible donation recipients. The Red Devils provide help to the families of breast cancer patients and has been supported by Baldwin's for many years. Ridia is also participating in the Susan Komen walk if anyone is interested in sponsoring her. Contact her for info: ridiaad@gmail.com

6. **Baldwin's 20th Anniversary Calendar** - if you want like to support this project with an ad or by entering the photo contest email Ridia for details: ridiaad@gmail.com.

7. **First Fridays** -

- Oct 6, 2017 for a 10% off coupon to participating stores we will be selling breast cancer awareness pins under the tent for \$5. Samsara is on duty and will have representatives from the Carroll Hospital Center in attendance. Mary V (Revive) is making the pins and is willing to make extra if anyone would like to sell them in their store for this month to raise money. Contact her and let her know: creativejuice@live.com
- Nov 3, 2017 shoppers can bring a canned food donation for a 10% off coupon. Wind River is on duty that evening.
- Dec. 1, 2017 - 12 Hours of Christmas - to promote a lively shopping day, merchants give out raffle tickets to customers when they make purchases, the raffle tickets are used to enter for a chance to win any one of the many gift baskets donated by Main St merchants. Gift baskets are displayed all day under the Main St tent located near the phonebooth on Sandosky Road. Schedule for manning the tent was set months ago and will be re-posted. The event runs 10am-10pm.
 - IMPORTANT THINGS TO REMEMBER -
 - (1) it is up to you to decide how you will hand out tickets (for example - one ticket for every \$10 spent in your store);

- (2) it is your responsibility to buy your own tickets (available in Walmart) SINGLE tickets are preferred;
 - (3) you must tell your customer to put their name and phone number on the back of EVERY ticket and direct them to the tent to enter the raffle, they can choose to take a chance on any particular basket (each basket will have a box in front of it to collect tickets) the merchants running the tents will direct them;
 - (4) your donated basket must have a minimum value of \$50 (your cost); and
 - (5) at 10pm, please pick up your basket from the tent, you are responsible for drawing a name and contacting the winner the following day.

- NEXT YEAR'S PLANNING - Mary V is recruiting help to begin planning for next year's First Friday events. This can not happen without your support, so contact Mary to join the planning. The first 2018 First Fri is JAN 5, 2018.

- BLOCK PARTY DISCUSSION - the issue regarding whether to continue the street closure for the summer Block Parties was discussed. The spirit of the Block Party was to give customers an excuse to come to Town and have fun during the slower "retail" months of the summer. They were intended to keep us relevant! keep the energy flowing! Since entertainment and street closures were required for a fun community event like this, we partnered with the Sykesville Main Street Association for help. The SMSA is able to pull a festival liquor license and sell beer and wine to pay for the entertainment, their liability insurance covers any damage or injury to festival guest or town property during the event, and their oversight was necessary to plan the street closure, public works help, and police assistance with the Town and State Highway Administration. All of this was necessary to have the Block Party on Main St. We began Block Parties last year along Oklahoma and Baldwins Drive. We requested a full road closure, a rotating road closure, and the current road closure when the event grew to its current size and the Police were concerned about all the foot traffic moving about the Town. After a lot of input and discussion with SMSA and merchant stakeholders, the Town determined the best situation was to close the road from Church St to Sandosky Road. This closure is the easiest on commuter and resident traffic as well as the police force who need to control the crowds. Further, the funds which the merchants donated in the beginning of the year for First Fridays covered the flags, advertising, coupon printing, and props for the normal First Fri event. All costs associated with the Block Party are covered through SMSA sponsored beer and wine sales on the street. This year we have a surplus of funds which the SMSA is keeping in a pot of money for the merchants to use next year for First Fri expenses and to cover some of the cost of the Halloween candy we purchase for Trick or Treat Main St. With that explained, there was a huge issue with the road closure and the feeling that it cut Main St in half - some part of the fun and others left out. As director of First Fri planning, Mary V explained that she does not think the "benefit" of the Block Party to our merchant community is worth the bad feelings it has caused. Main St is strong because we have a strong, cooperative merchant community which has always acted in the spirit of collaboration, generosity, and support with and for our fellow merchants. Many ideas were discussed but no firm decision has been made. I recommend that the First Friday committee of 2018 take up this issue and if you feel strongly one way or another that you should make the time to help the planning but please bring the spirit of community and common sense solutions we have always demonstrated when working together.

8. **SYKESVILLE MAIN ST ASSOCIATION Calendar of Events for 2018** in order to clarify another issue causing confusion. The SMSA is a non-profit organization, which runs the Main St designation program for the Town of Sykesville. Currently, the director, Julie, is paid by the Town. The SMSA non-profit status exists under the umbrella of the larger Community Foundation of Carroll County as 501-3(c) which assists smaller non-profits with administration and insurance needs. The SMSA is in the process of breaking away from the Town and this umbrella 501-3(c). It is a big step, costly step but the non-profit has grown with all of your support to be able to stand alone as its own 501 - 3(c) and the Town is working on committing funds annually to the new organization. The SMSA is run by a Board of Directors who have shown a consistent, long time dedication to the Main St designation program since it was started by Ivy Wells. However, the new organization will be expanding its general Board and could use fresh faces and new ideas. With that said, the SMSA has five committees and you are most familiar with the Promotion Committee which puts on events and I am the current chairperson for this committee. The main reason I accepted this position when Steven C. offered it to me is because I wanted to bring the merchant community's voice to the events which take place on our doorsteps and ultimately reflect (good and bad) on our businesses. We are the faces Sykesville guests know and our livelihoods depend on visitor's having a great experience when they come to Town - regardless of why they come. I try to ensure a good time at events through careful, organized planning of each event for the purpose of showcasing ALL of MAIN ST at its best using the resources and terms granted to me by the Town and my Board of Directors.. The other SMSA committees are just as important and busy and could use help. (*See the SMSA attachment*). Some great projects completed by those committees include: Farmers Market (Green), Bicycle Rack (Design), and Carroll Business Academy (Economic Dev). For coming year, the promotion committee will request Town support for the following events recently approved by the Board of Directors. Anyone wanting to assist or want more info, please let me know and I will add you to the Promotion Committee email list for meeting times and updates.

- **Feb. 3, 2018** - GALA at Baldwins Station.
- **May 6, 2018** - Art & Wine Festival, 12-5pm
- **May 13, 2018** - Flower Mart along Baldwins Drive
- **May 21 - Oct 28, 2018** Farmers Market location TBA. There is an advisory committee forming. I can send your info on to the director if you are interested. Just let me know.
- **June - August 2018** FIRST FRI BLOCK PARTIES - dependent on merchant approval
- **Oct 14, 2018** - HarvestFest at the Farmer's Market - this event is in everchanging until we can find a good fit. We will discuss its success at the Promo Mtg 10.10.17 at 7pm at EW BECKS PUB and determine next year's plan.
- **Nov 3 or Nov 10, 2018** - Craft Beer Festival - Promo Committee will decide at next meeting which date will work. We are trying to move it off the First weekend of the month.
- **Dec 8, 2018** - Merry Main St at TownHouse (green committee) Santa visits on Dec 1 and this is run by the Town's Parks and Rec Committee

As always, this committee welcomes new energy and new faces. Email me if you want to be included.

9. **Trick or Treat Main St - Thursday 10/26 from 5-7pm.** With funds from the Block Parties, SMSA will reimburse up to \$50 with a receipt. Send receipts to Julie. This event is big and Main St is closed for safety of all visitors. Buy loads of candy. Ask your neighbor who has participated in the past for advice.

10. **Harvest Fest at the Farmer's Market - Sunday 10/8 from 9am-2pm - full Main St closure.** Map attached.

11. **Next merchant meeting:** Oct. 27 at 9am at EW BECKS PUB.

Historic District Commission and Gate House Museum – Stacy Link

The GHM curator, Jack White, just installed the last three of the wall pieces/ exhibits, so those are all done now. They look great. They also installed a nice TV monitor on one of the walls. It swings up and down and from side to side and has a good sound system connected to it. Jack and Andrea are now working on original content related to our displays and Sykesville that will run on a loop. It can feed it in various ways, including from the Internet (YouTube, Pandora, you name it) or via a DVD player or a USB memory stick. The plan is to use the TV monitor to show interesting stuff while people browse about or just to play music. Additionally the monitor will be used when the GHM hosts small events and it will be used for presentations. They've installed video, audio, and some nice lighting. We believe that more can and should be done with lighting.

All items on display have been labeled and Jack and Andrea have begun archiving stuff with the newly purchased software, but that will take a very long time. Jack reports having lots of money left in this year's budget and none of the large monetary donation has been touched.

Jack is working on a new newsletter that should go out in a couple weeks. Plans are in the works for some sort of a grand reopening and some other events. They have plans to decorate the GH for Christmas. They ready finally to move on to community outreach now. Jack gave a talk about World War I at Fairhaven the other day. He had about 20 residents participate and reports that it went very well. The next HDC meeting is scheduled for Tues, October 24 at 7PM.

Parks and Recreation (SPARC) – Anna Carter

- Capital Improvement Requests
- Not going to worry about Burkett park until we hear about the CPP for the playpods on the linear trail
- October 8 yoga in the park – need cones to rope off area of overflow parking for fall fest
- Linear Trail paving update

- 80% complete
- Waiting on ADA hand rail design from Kalorama road, slope after grading is 7%
- Additional split rail fence by basketball course to block loose balls
- Expect to be done by October 25th

- Finding dory had about 120 people about \$200 in profit from concession sales
Debrief from movie attendance planning session
- New Marketing Campaign – SPARC 200 – for 2018
- Asking Billy to email us the slides
- Squirrel mascot – competition to name him/her
- Meet with other committees
- Attract more volunteers – interest specific
- SPARC Tent
- SPARC 200 – get at least 200 people at each event
- River cleanup for Earth Day make it an annual event
- September Scavenger hunt
- S'mores and Stars in October 2018

Sustainable Communities – Chris True

We submitted our Sustainable Community Renewal document last month, only to find out that the document was not complete. Mayor Shaw is coordinating with Mary Kendall from the Department of Housing and Community Development to setup a meeting between our task group and DHCD to work on the rest of the renewal document.

Chris True attended the Carroll County MDOT Pre-Tour meeting in Westminster on Friday September 29th. The Carroll County MDOT Tour is Thursday October 12th at 2pm in Westminster. Mayor Shaw will be representing Sykesville.

Main Street Association – Leo Keenan

1. Minutes from the Design Committee meeting on September 12:

1. Trifold Rack Card: Julie created a trifold rack card highlighting the design committee and forwarded to the group for review and edits prior to the meeting. The group discussed the overall goal and usefulness of the rack card and decided to change the focus from an overall design committee highlight to spotlight on two things the design committee has brought to the downtown area to be enjoyed by the public (the bike rack and the wayside exhibits) and make it smaller which Julie has already edited and sent out for review since the meeting on 9/12

2. Bike Rack: installed on 8/29!! Finally! Currently planning an inauguration of the bike rack to occur sometime soon.

3. Tiny Trains: this is an art project attempting to engage with the people who come to downtown Sykesville. The secondary purpose is to bolster tourism and fundraise for the MSA. The concept is that local artisans would create tiny murals hidden throughout the downtown as a means to create mystery, beauty, and excitement amongst visitors. An overarching story will be written by a local writer to guide the direction and content that is created by the muralist. Visitors can wander about the downtown seeking out the tiny hidden murals. As a fundraising opportunity the murals can be published in a book that will be sold locally. The budget for this is ~\$3,000.00 which has been mostly covered by an art grant that was just awarded to the MSA.

4. History Window: this is an old project that the design committee wants to do a refresh on. The history window was formerly housed in Elaine Gossage's store front. It was 5 years old and in need of a major overhaul. For the last 5 months we have been working on developing an interactive historical guide to Main Street that would be one component to the functionality of the type of display we would like to purchase and locate somewhere on Main Street. Other functionality of the display would be way finding and advertising. This would be grant funded and the timeline is well into 2018 secondary to the type of grant we'd be applying for.

2. Minutes from the Green Committee Meeting on September 20:

Harvest Festival

Yes, we will have a booth. The Harvest Festival is concurrent with the farmer's market on Sunday morning (the whole farmer's market is moved to Main Street for the event).

Kathleen previously volunteered to man the tent at the farmer's market. Pat will come in the morning from 9-10:45, and Sandy will come at 11:00. Laura will be there toward the end of the event. Parking will be available by the Little Sykes Train, reserved for volunteers.

Town-owned pots

Julie proposed that there could be a dedicated squad of volunteers for maintaining these, and to put a line item in the budget to fund the planting. We own three rain barrels. One could go by the cold frames, and one could go by the distillery. Another could go in the alleyway. The town-owned pot near A La Mode needs to be repositioned, so that it at least gets some rain. It is completely under the cover. The master gardeners discussed how to make their own wicks in the pots, so they need less watering. We could replant them now, with ornamental cabbage and pansies. Kathleen will do this over the weekend, and call Sandy if on Saturday.

October 28th garden cleanup

Brownie troop will help out with the garden cleanup. Laura noted that some of the garden bed walls are crumbling and need to be replaced. This could be something to spend some of the \$2,000 on. At the next meeting, we will do a walkthrough of the garden and determine what needs to be replaced. We'll decide later whether we are going to replace these materials this fall or next spring.

Grant Money

Jill suggested adding some arbors to the garden. The sign was cheaper than we thought, so we will have some money left over for next year. We could remove the bushes and put a ground cover there, or a wildflower garden. Jill suggested putting something that's about half as tall as the bushes, and then a ground cover in front of it. The bushes provide a barrier to prevent people from falling down the hill. All of these options will be discussed at a later date, after the Streetscape project is complete.

Sandy is interested in adding some small fruits to the garden, such as berries in beds on stands, or fig trees. Could we use the area behind the gazebo for blueberry bushes or fig trees? We need to consider the memorial back there; there is already concern that it's not being used.

Julie is working with the building owners where the sunflowers used to be, to get a mural painted on the wall to represent people working in a garden.

Small Sign at the Garden

This will be removed.

Merry Main Street

Come with ideas for crafts, made from recycled material, to discuss at the next meeting. Trisha can help prep materials. Pat will be Mrs. Claus. Julie is working on getting a Santa for that day. The Girl Scout troop will be here to help the kids make the crafts; Laura will ask troop leader if she can have the girls come an hour early to finish set-up right before (this is the "Bald" contact on email list). Julie and Kathleen will set up the night before. Julie suggested using Once Upon a Crumb to do the food craft; they usually do this at cost; all food is allergen free. Usually, there is one paper craft, one nature craft, and one food craft.

Mini Community Garden

This is behind the Schoolhouse. It was a big success this year. We could put some berry bushes there. If we put them there, we can get different grant money to help with this. There is a large deer population there, so we need to put a fence there. The local community harvests the food and it adds nutritional value to the diet.

Dates of 2018

We must submit calendar dates to Howard County and Carroll County tourism by November, so that's the benefit of getting them done earlier this year, than in year past, when it was done in the winter.

3. Promotions Committee: next meeting October 10.

Plan is to present 2018 proposed schedule of events at a November MTC meeting.

Warfield Development Corporation – Ian Shaw

Met on 10/4/17 at 8:00 a.m.

- 1) Discussed and approved, Lease extension with the Dance Studio and Approved 1 Year Extension with a 90 day clause from TWC closing to renegotiate the lease terms acceptable to both parties.
- 2) Discussed and approved, having Mark follow up on going roof issues – leaking at the Dance studio. Repair amount was approved contingent on Mark obtaining additional bids. He is familiar with the issue and is starting to do the research and the president will approve once that is complete.
- 3) Approved the revised business transactions with the State and County as approved by the Mayor and Town Council at the September 25th Meeting. There was additional discussion about all of the agreements and likely scenarios.
- 4) Discussed having Ken Johnson, be the additional Check Signer on the account until a new Town Manager is in place. The president will authorize all items. Ken is available and lives close by, so this works much better. Fran Kirley and Ken need to coordinate to get the bank documents signed.