



Parks Commission Meeting Agenda

Berlin Town Hall
10 William Street
Tuesday, September 1, 2020
5:30 PM

SPECIAL NOTICE: Until further notice public attendance at Town meetings is prohibited due to gathering-size restrictions. Meetings will be streamed live on Facebook during this time. Your patience and understanding as we work to meet the restrictions on gathering size, while still conducting Town business is truly appreciated.

- Written questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: mbohlen@berlinmd.gov; please use Meeting Questions as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: Meeting Questions, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar.

No response will be given to questions and comments submitted via Facebook during a regular meeting.



PARKS COMMISSION AGENDA

**September 1, 2020, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of July 7, 2020
2. Old Business
 - a) Donation/Memorial Program
 - b) SFY22 Community Parks and Playgrounds Application
3. New Business
 - a) Fall Just Walk – Saturday, November 7, 2020
4. Berlin Youth Program Update
5. Heron Park Update
6. Other

2020 Events. NOTE: Schedule subject to change:
Saturday, November 7, 2020 Fall Just Walk

Upcoming Meeting Schedule:

Tuesday, November 3, 2020

Tuesday, January 5, 2021

**TOWN HALL
10 WILLIAM STREET
2nd FLOOR CONFERENCE ROOM**

MINUTES – PARKS COMMISSION
July 7, 2020

The meeting of the Parks Commission for Tuesday, July 7, 2020 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, and Bruce Hyder, as well as Deputy Town Administrator Mary Bohlen. Laura Stearns was absent.

Due to the ongoing Coronavirus/Covid-19 State of Emergency, this meeting was broadcast live via Facebook. No other persons were present in the Council Chambers other than those specified.

Ms. Hooper moved to approve the Minutes of the February 4, 2020 meeting as written and approval was unanimous.

Ms. Bohlen brought the Commission members' attention to a photo included in their packet of the Henry Park raingarden. The Coast Kids had completed plantings in June.

The Commission reviewed and discuss a draft Commemorative Program. Ms. Bohlen noted that this was for discussion only and that the Mayor and Council would have the final determination. She indicated that, while it was not a frequent occurrence, occasionally there were requests to have permanent amenities or living tributes placed in honor of loved-ones. Having a program in place would make that process easier and more defined. She discussed various aspects of the program, such as maintenance and noted that the prices included in the draft were very much open to discussion. Discussion of the draft followed. Ms. Dufendach suggested providing examples of amenities such as benches and tables. Mr. Hyder suggested adding bicycle repair stations and explained to the rest of the Commission members. Ms. Bohlen also indicated that, while the draft document as presented dealt only with the parks, it could easily be adapted for any Town-owned or controlled areas. Based on the discussion, Ms. Bohlen indicated that she would have examples of tables and benches for the next meeting.

Discussion regarding potential projects for application for the State Fiscal Year 22 Community Parks and Playgrounds grant followed. Ms. Bohlen reminded all that the last grant application for lighting at William Henry Park Basketball Courts had not been approved. She further indicated that the Mayor and Council had expressed a strong desire for a permanent restroom to be constructed at Decatur Park. Both projects were estimated at about \$100,00, though additional cost estimates for the restroom project were still forthcoming. She also noted that there was little work to be completed on the actual applications as both projects had previously been applied for, therefore the applications simply needed updating. Following discussion, both projects were considered to have equal merit, therefore the Mayor and Council's final decision would be completely acceptable. Further discussion followed regarding the granting authority's indication that new projects were preferred, but several projects had been on the development plan for several years and no new projects were at a stage where an application was feasible.

Ms. Bohlen noted that the national National Night Out organization had requested that communities reschedule NNO to October 6, 2020 from August 4, 2020. Because that was the same date as the Town's municipal election some concerns had been expressed, but ultimately the decision would be the Berlin Police Department's.

Ms. Bohlen noted that she had not received a report from the Berlin Youth Program, however, with the ongoing Covid-19 situation, she was aware that they had shifted their energy from direct programming and had been working with food drops and the like to continue to meet the needs of their target groups.

Ms. Bohlen brought the Commission's attention to a brief report that Jack Orris had submitted to Mr. Wiley regarding Heron Park. The ongoing desire for greater involvement by the Parks Commission in Heron Park followed.

Ms. Bohlen noted that the Fall Just Walk, scheduled for Saturday November 7th could probably be held while maintaining social distancing requirements should they still be in place. She indicated that could be discussed further at the next meeting scheduled for Tuesday, September 1, 2020.

Ms. Dufendach initiated a discussion regarding a desire to see a dog-related event or activity in one of the parks. Discussion followed. Ms. Bohlen noted that the Mayor and Council would be opposed to any event or activity in which a private person or business would receive monetary consideration, however, sponsorship or association with a certified non-profit would be more favorably received.

Ms. Bohlen noted that the annual playground inspection had recently been completed and most items noted were ordinary maintenance issues, such as loose bolts and low-hanging branches. Identified concerns were being addressed by the Public Works Department.

Discussion of the need to be more aggressive with vine removal in Stephen Decatur Park followed.

Ms. Hooper moved to adjourn the meeting at 6:12 p.m. and approval was unanimous. The next meeting was scheduled for Tuesday, September 1, 2020.

Respectfully Submitted,



Mary T. Bohlen
Deputy Town Administrator
Liaison to the Parks Commission



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

The Berlin Parks Commission Commemorative Program is designed to provide individuals, families or organizations with an opportunity to honor the memory of loved ones or to memorialize a significant event through the dedication of park amenities or living tributes. While this agreement provides the minimum program information, it is the intent of the Parks Commission to allow reasonable flexibility and personalization of any commemorations under this program. The Mayor and Council of the Town of Berlin have final authority over this program and any items placed in Town parks.

In addition to a lasting acknowledgement, amenities - such as benches or picnic tables - provide enjoyment to park visitors, and living tributes - such as trees - provide shade, clean the air, provide wildlife habitat, and beautify the park for generations to come.

The information that follows is intended to indicate minimum standards and requirements. Donors with requests outside the program outlined below are welcome and encouraged to discuss their desires with the Berlin Parks Commission. Full consideration will be given to ideas "outside the box".

PARKS AMENITIES –

Price: Prices indicated below are intended for information purposes only and represent the minimum donation. The final cost will be based on the actual cost of item (including any applicable shipping, installation or other charges) plus a \$200 maintenance fee. Because of varying designs, sizes and materials, actual cost to donor at the time of purchase will be determined and agreed upon prior to ordering. Items must be purchased through the Town of Berlin from a vendor acceptable to the Town and the item(s) must meet minimum standards as determined by the Town. Plaque or engraving is separate and is not included in item cost.

Benches:

Recycled Materials, 6-foot: (minimum) \$1,000

Recycled Materials, Small Childs Bench, 4-foot: (minimum) \$800

Picnic Tables:

Recycled Materials, 6-foot: (minimum) \$1,500

Recycled Materials, 4-foot Childs Table, 4-foot: (minimum) \$1,200

Game Tables: TBD

Bike Rack or Bike Repair Station: (minimum) \$900

Other, not listed above: _____

For items not listed above, complete specifications must be attached to this application when submitted. Approval of such items is at the sole discretion of the Berlin Parks Commission and final approval will be granted in consultation with the Town of Berlin Public Works or other Department. See "CONDITIONS" for additional information.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

LIVING TRIBUTES – Only native species will be permitted.

TREES.

New Planting: Minimum tree size is 6-foot. Price: Cost of tree plus \$100 care fee. Donor may purchase the tree through the Town of Berlin or directly from a source of their choosing.

Tree Species Suggested:

Flowering: Crab Apple, Dogwood, Eastern Redbud, Fringe Tree, Serviceberry

Shade: American White Ash, American White Elm, American Beech, Hackberry, Honey Locust, Pin Oak, Red Maple, Red Oak, River Birch, Shagbark Hickory, Sugar Maple, White Oak, Willow Oak

Evergreen: American Holly, Loblolly Pine, Red Cedar, White Pine

Other native species not listed above will be considered, subject to approval by the Berlin Parks Commission.

Transplanted Tree: \$100 care fee.

You may choose to transplant a living tree from another location to one of Berlin's Parks.

Transplant must be coordinated with the Town of Berlin, and the Berlin Parks Commission has final approval of species and size of tree. You will be responsible for all monetary and other considerations in securing all necessary permissions and making all arrangements for the uprooting and transportation of the tree from its existing location, then for all digging and transplant of the tree in a location as approved by the Town of Berlin.

FLOWERS. \$150.00 one-time donation will be used for the purchase and planting of flowers during the following Clean-Up Day which is held annually on a Saturday during Take Pride in Berlin Week (typically on or about Earth Day, April 22nd).

MONETARY DONATION. A monetary donation in the amount of your choosing will help provide overall maintenance for Town of Berlin Parks.

ACKNOWLEDGEMENT OF COMMEMORATION

1. **Plaques OR engravings: Plaques or engravings will be purchased by the Town of Berlin.**
 - a. Size of and number of characters included on engraved area or plaque may vary, but will feature consistency in look, cost, type and mounting.
 - b. Text will be submitted to the Town of Berlin for approval.
 - c. Proof will be submitted to donor for final approval.
 - d. Donor will be responsible for payment to the Town of Berlin for the cost of the plaque or engraving, to include any surcharges, shipping, etc. plus installation as applicable (installation of a simple plaque will be done by Town of Berlin personnel for a minimum of \$10)
2. Parks Amenities
 - a. Amenities will be engraved or have affixed an engraved plaque.
3. Living Tributes:
 - a. Trees.
 - i. A plaque will be placed at or near the base of the tree.
 - b. Flowers or monetary donations:
 - i. In each park a Board will be erected upon which acknowledgement plaques will be affixed on an annual basis acknowledging flower or monetary donations.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

CONDITIONS:

Donor/Signer understands and agrees to the following in addition to any specific conditions indicated above:

1. Payment is due prior to placement/purchase of any items included in this program.
2. Purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
3. No guarantee of maintenance for the commemorative item is implied; items will receive the same standard of care and maintenance as similar items placed within the parks through other programs including routine purchases.
 - a. Parks Amenities: Items that are vandalized or damaged/worn through ordinary use, to the point of no longer being considered safe or aesthetically pleasing, may be removed or repaired at the discretion of the Town of Berlin.
 - b. Living Tributes: Trees or flowers that are dead or diseased may be removed at the discretion of the Town of Berlin or receive appropriate physical or chemical treatment.
4. Should the commemorative item be removed for any reason within five (5) years of placement, the Town of Berlin shall make a reasonable effort to contact the donor to inform him/her of such and provide an opportunity to replace the item at cost. It is the responsibility of the donor to inform the Town of any changes in contact information.
5. Placement of amenities and planting of trees/flowers will be done at an appropriate time of year – typically in the spring or fall. The donor may make arrangements with the Town to be present at placement/planting during regular business hours.
6. The placement of memorabilia – such as flags, wreaths, plastic flower or other adornments is not permitted without prior express authorization, and the donor/signer acknowledges that the Town of Berlin shall remove such items at any time and without notice.
7. No statements contained herein, nor made by any person or agent of the Berlin Parks Commission nor the Town of Berlin are to be construed as tax advice or information. Donors should seek professional advice prior to attempting to claim any tax advantage based on this donation.

SIGNATURES

I, the undersigned, acknowledge my understanding of the conditions expressed above and agree to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Contact information:

Address: _____

City, State Zip: _____

Phone: _____ **Email:** _____



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

DETAILED DONATION INFORMATION:
Vendor/Supplier quote to be attached.

Vendor: _____

Item Description: _____

Item Purchase Price to include delivery and installation as applicable:	\$ _____
Maintenance/Care Fee: \$200/amenity; \$100/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Total to be paid:	\$ _____

Payment:

Date:	Check #:	Clerk:
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Plaque/Engraving to read: Character count/spacing will be dependent on several factors. Final wording/proof to be presented to and approved by donor prior to order.

Date of Installation: _____

Detailed Location: PARK: _____

Location: _____

Attach photo following installation.

Please review and we will select several styles at the meeting.



Recycled Plastic
Park Benches
Malibu Bench



Recycled Plastic
Plank Park Bench



Heritage
Recycled Plastic
Park Benches



Courtyard Style
Benches w/ Back &
Recycled Plastic Slats



Ultra E-Series
Steel
Backless Benches



Ultra E-Series
Steel
Park Benches



Ultra E-Series
Steel
Backless Benches



Ultra E-Series
Steel
Park Benches



Metal-ArmorSM Coated
Steel and Concrete
Park Bench



Metal-ArmorSM Coated
Steel and Concrete
Benches



Metal-ArmorSM Coated
Steel and Concrete
Park Benches



Thermoplastic Coated Steel
& Concrete Aggregate
Benches



Thermoplastic Coated Steel
& Concrete Aggregate
Park Benches



Thermoplastic Coated Steel
& Concrete Aggregate
Park Bench



Thermoplastic Coated Steel
& Concrete Aggregate
Benches



Thermoplastic Coated Steel
& Concrete Aggregate
Park Bench



Thermoplastic Coated Steel
& Concrete Aggregate
Bench



Park Master
Recycled Plastic
Picnic Table
2-3/8" OD Welded



Park Chief
Recycled Plastic
Picnic Tables
2-3/8" OD Bolted



Park Ranger
Recycled Plastic
Picnic Tables
1-5/8" OD Bolted



Rectangular Wood
10' and 12'
Shelter Tables



Ground Loop
Bike Racks



Recycled Plastic
Bicycle Storage Rack



Recycled Plastic
Bike Rack



Sunrise Series
Bike Rack



Windsor Series
Bike Rack



Summerfield Series
Bike Rack



Novak Series
Bike Rack

Loop Bike Racks



5 Bike
Wave Bike Rack



7 Bike
Wave Bike Rack



9 Bike
Wave Bike Rack

**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

Community Parks and Playgrounds Application and Project Agreement

CPP PROJECT # _____

(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME Stephen Decatur Park

PROJECT NAME Permanent Restrooms

2. APPLICANT: Berlin

/ Worcester

(Municipality or Baltimore City)

(Specify County)

**3. APPLICANT'S
FEDERAL ID #:** 52-6000776

**LAST CP&P GRANT
ISSUED ON THIS SITE #** 6430-23-238

4. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: 130 Tripoli Street

City/Town Berlin

County Worcester

Zip
Code

21811

County Tax Map 0302

Grid 0005

Parcel 0873

Lot _____

Tax Account ID (From SDAT) 03-031039

Legislative District 38

PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public

5. Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

This project will be for the purchase and complete installation of a permanent restroom building to improve and enhance the existing facilities at Stephen Decatur Park in Berlin. Currently the park has portable toilet units which are not aesthetically pleasing and are subject to vandalism and other mischief – such as tipping over.

Permanent restroom facilities are the number one requested amenity for Stephen Decatur Park. The park is enjoyed by thousands of visitors each month, particularly during the warmer months, and those visitors enjoy a variety of playground equipment, two walking trails, a pavilion and picnic facilities, and four tennis courts, which were completely refurbished in 2018 and primarily funded through CPP. The pavilion is reserved for use by companies, organizations and private persons every weekend throughout the summer and frequently during the week.

The restrooms will be professionally designed and very similar to the permanent restrooms funded in part by CPP at William Henry Park in 2017-2018. The building will consist of two ADA accessible restrooms which will include automatic lights, flush, faucets and hand-dryers. Town forces would be used for the appropriate site work to connect water, sewer and electric to the unit.

6. PROJECT FUNDING:

CP&P FUNDS REQUESTED: \$ 99,000 90 %

LOCAL FUNDS: \$ 11,000 10 %

OTHER FUNDS: \$ _____ % (Specify Source/Type) _____

TOTAL PROJECT COST: \$ 110,000 100 %

7. PROJECT PERIOD: From: _____ Date of Letter of Acknowledgement (DNR Use Only)

To: March 30, 2022 Estimated Date of Completion (Must be filled in by Applicant)

8. LOCAL PROJECT COORDINATOR:

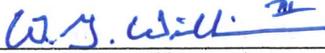
Mary T. Bohlen	Deputy Town Administrator	Administration	Town of Berlin
(Print Name)	(Title)	(Department)	(Organization)
10 William Street		Berlin	MD 21811
(Mailing Address)		(City)	(State) (Zip)
410-641-4314	443-235-0286	mbohlen@berlinmd.gov	
(Phone Number)	(Mobile Number)	(Email Address)	

9. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1.	Community Parks and Playgrounds Acknowledgement Sign Sample text: "A Maryland Department of Natural Resources, Community Parks and Playgrounds Program assisted project"	Inc. in construction
	Building Construction	60,000
	Site Work	10,000
	Utilities (water, sewer, electric)	20,000
	Engineering Design/Permitting	10,000
	Engineering CA/inspection	5,000
	Contingency	5,000
	TOTAL DEVELOPMENT COSTS:	110,000

10. LOCAL GOVERNMENT AUTHORIZATION:

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

 Wm. Gee Williams, III Mayor 08/10/20

(Signature) (Print Name) (Print Title) (Date)

PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

11. ON-SITE INSPECTION DATE _____ BY _____

12. DEPARTMENT OF NATURAL RESOURCES APPROVAL:

(Signature) (BPW Approval Date) (Agenda Item No.)