

Work Session Meeting Minutes

The meeting of the Pocomoke City Mayor and Council was held in Council Chambers on Monday, October 15, 2025. The meeting was called to order at 5:30 pm.

Present:

Mayor: Todd Nock

Council Members: R. Scott Holland, S. Tull,
Diane Downing, Brooke Cottman, C. Marshall

City Manager: Brandy Matthews

Attorney: Andrew Illuminati

City Clerk: Melinda Stafford

Pledge of Allegiance, Prayer by Councilmember Downing, Call to Order

A moment of silence was asked by Mayor Nock for the passing of Delegate Charles J. Otto.

Mayor Nock opened discussion on reviewing bids received for the Pocomoke City Community Center project. City Manager Matthews presented an overview of the 11 bids received.

Becker Morgan

They have a great relationship with municipalities. They separated the program by giving an initial phase one with a programming concept and schematic draw for \$79,864. Then they did a phase two which is design development, construction documents for \$292,079. A con for the Mayor was the cost, liquidity and construction administration was unclear if the city would have to have to do the bidding or if it was going to be someone that they chose to outsource. The talk about permits and exclusions the city would need a cost to really make legitimate decision. The construction phase, whether or not that's the timeline From May of 2026 to August 2027, if that's the timeline of how long it will take to actually to actually have the building up and running and is this also based off of the original three stories at approximately 25,000 square feet feed. Then there's a question if phase 1, 2 and 3 are actually based off of the budget or is it based off of the actual square footage. It is not clear in this proposal.

David D. Quillen

Their proposal included a traffic study for \$22,000 and it is believed not to be needed in that area. In the RFP it showed a 6.5% full construction, which only totaled three \$340,265 and then the remainder could be used to outfit different things. They included the full services, construction administration, and weekly site visits. There was a concern about who and how often the site visits will happen. It was noted about the volume of emails and questions from citizens.

Fisher Architecture

Their RFP mentions about having a stay into budget constraints which is needed in order to be able to reconcile to the budget that way the city can make sure it doesn't go over cost. They did break out the schematic design based on the actual budget, not the 25,000 square foot. However, there was not a total lump sum but interim price checks. This would be needed by the city for the grant application. They have done many projects in Pocomoke City.

George, Miles, and Buhr (GMB)

GMB is responsible for our CIPP project and other projects here in Pocomoke City. They have done many projects in Pocomoke City; they are familiar with the layout of Pocomoke and some of the needs wetlands environmental. The construction schedule was broken down all the way from the kickoff date, grant application and down to the mayor council's approval, which they have about May 4th of 2020 of 2026. So about 30 weeks. The fee proposal, schematic fees, designs, design, development phase and construction phase were all included. They were one of the lowest when it came to the A and E fees.

Jonathon Selway

They point out that the building can only be 8,000 square feet. But they do give a budget of a 24,000 square foot in their RFP. There is a timeline from November 2026 continuing 12 months after to November 2027. They have a lot of beautiful buildings as well. A lot of them are very modern design. It was noted that their representative stayed behind and took additional pictures, looking at the property from all angles. He looked at the Bridge, Willow street, Maple Street, St. Mary's Church and Discovery center, the Community Garden, City Hall, the townhouses, the post office, the Sturgis Museum, Market Street, and more. It was said it may resemble the library as the library comes to completion. Council like the landscaping and the room for parking. There may be a need to cut back on the size of the gymnasium and the number of classrooms. There is a question of exactly where the lot is and it is explained by the City Manager where the lot is and the shape of the lot.

Manns Woodward (MW Studios)

There is a \$5 million dollar construction and they went with 24,000 square feet. A comment was made that it doesn't look like Pocomoke or if it was for someone else. There was no protection for generators or AC units. That wasn't included. None of those extra things that will be needed in an area that floods were included in this proposal. The rooms and the size of the basketball court were questioned. There was talk of program uses for the rooms such as art or pantry accommodations. The city does not want to have programs that take away from the Future Warriors program at the school, just want to make sure that there will always be a space for the program to happen.

The Council discussed the sizes of gymnasiums and how some are multi-purpose. Pocomoke Middle School was mentioned because their gym is also their cafeteria. The City Manager the front gym in the older section of the Salisbury Salvation Army. There are references to the size of the gym in the middle school and the possibility of Pocomoke recreation leagues in the future. There was more conversation concerning the size of the kitchen. A commercial kitchen is too big and the discussion changed to a warming kitchen versus a commercial kitchen. There is a reference to a facility in Cambridge and the size of that kitchen. The consensus was a warming kitchen. The Council wanted to make sure there was room for future ideas and room for expansion. Ideas such as having programs such as sports cooking for children and the arts were said aloud.

Moya Design Partners

There is no breakdown. Nothing the City Manager and the Council can use outside of pictures

Wheeler, Goodman, and Masek (WGM)

The company provided two options of, a timeline and a picture of what it looks like from Maple Street and Walnut Street. Construction administration was included, cost control with a guarantee. This also included a design build and a design bid build. Included in their schematic was two multi-purpose

rooms, a gym, and a fitness room. The conversation turned to the city taking care of the maintenance and how it will be a long-term commitment on behalf of the city. If there was a food giveaway or pantry, this is where it would happen.

GWWO

The comment was no.

Rauch Engineering

Timeline would not be wise and is the main concern.

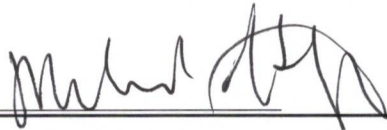
Searoth

The comment was excessive glass and the price was excessive as well. There was a concern for the timeline as well, two years before the project is started.

There was a question if WGM had a parking aspect. The answer was yes. Another question was in terms of multiple rooms, are the spaces expandable. As in two multi-purpose rooms side by side with a sliding wall. It was mentioned that it could be placed in the gym. This was in one of the designs by WGM and it could be an option. The difference between the two proposals for WGM is approximately \$98,000. A consensus was taken to narrow down. WGM, Becker Morgan, GMB, and Johnathon Selway Architects.

Motion to adjourn to close session at 7:06 pm by Councilman Holland, seconded by Councilwoman Downing

Approved: _____



City Clerk

Agenda items may or may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive/closed session.