



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

MEMORANDUM

To: Cottage City Commission

From: John Hoatson

Date: April 2, 2026

Subject: Purchase of Replacement Flagpoles at Town Hall

The purpose of this memorandum is to request approval for the purchase of four (4) new flagpoles for use within Cottage City.

The proposed flags to fly at Town Hall include:

- Maryland State Flag
- Cottage City Flag
- Tree City USA Flag
- Specialty Flag (to be rotated monthly, such as Pride, Juneteenth and Black History Month)

The United States Flag is already on a larger pole that does not need replacing.

Each flagpole is priced at \$482.00, for a total cost of \$1,928.00 for four (4) poles.

These will be purchased online at Flag Store USA: Family run with quality, patriotism and pride.

Flagpole Specifications and Features:

- **Made in the USA**
- **Available heights: 15'**
- **Available colors: Silver**
- **Lifetime warranty**
- **Constructed of high-strength aluminum alloy (6000 series with T6 temper)**
- **15' poles: 14-gauge aluminum**
- **20' and 25' poles: 12-gauge aluminum with .080 wall thickness**
- **Anodized aluminum (20' and 25' poles) with a 3" bottom diameter (15' pole is 2.5")**
- **Wind rating up to 75 mph**
- **Easy Lock System (no push pins required)**
- **Stainless steel hardware and flag snaps**
- **Maintenance-free design**
- **Portable and collapsible (20' pole collapses to approximately 7.5 feet)**

Flagpole Kit Includes:

- **Aluminum flagpole**
- **Swivel rings (for one or two flags, including half-mast display)**
- **Stainless steel snaps**
- **Ground sleeve**
- **Gold anodized ball topper**
- **Instruction sheet and warranty card**

Included Flags:

- **15' poles include a 3' x 5' embroidered nylon flag**

These flagpoles will enhance the appearance of the Town while allowing for the display of important state, municipal, environmental, and cultural observances throughout the year.

Your consideration and approval of this purchase are respectfully requested.