



City of Frostburg

MEMORANDUM

Todd J. Logsdon
Mayor

To: Mayor, City Council, and Patrick O'Brien, City Administrator
From: Jamie Klink, Interim Director of Community Development
Date: October 28, 2025
Subject: Planning Commission Appointment

JK

Commissioners

Donald L. Carter, Jr.
*Commissioner of
Finance*

The five year term of service to the Planning Commission, held by Conrad Best, is expiring on November 18, 2025. Commissioner Best has indicated he would be willing to serve another five year term on the Commission. Commissioner Best has represented the City of Frostburg with distinction and expertise as a planning board member, and his service to our community has been invaluable to the positive growth and development of the City of Frostburg.

Kevin G. Grove
*Commissioner of
Public Safety*

Staff recommends that Mr. Best be reappointed to a new five year term, beginning November 19, 2025 and expiring November 19, 2030.

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Please provide Staff with recommendations for the Planning Commission vacancy, request Staff to solicit letters of interest, or reappoint the current member during your November Mayor and Council meeting.

Adam Ritchey
*Commissioner of
Public Works*

The Mayor and Council have the authority to appoint individuals of their choice to this board.

Patrick O'Brien
City Administrator

If you have any questions or concerns please contact me at your convenience.